



DATE OF ISSUE: 30 MAY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 22 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 are in excess.
- 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 to 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 **30 JUNE 2008**.

AMENDMENTS : **Provincial Administration: Gauteng Department of Education:** Kindly note that the closing date for the following posts: Chief Administration Clerk Ref no: 70050733 and Senior Administration Clerk Ref no: 70050732, advertised in PSVC 18 of 2008, has been extended to 06 June 2008.
Gauteng Department of Health: Kindly note that the closing date for the following posts: Senior Administration Officer, Ref no: 70050757 and Asset Manager Ref no: 70050525, has been extended to 11 June 2008.
Provincial Administration: Western Cape Department of Health: Please note that the requirements for post 21/235, Senior Administrative Officer (Labour Relations), Red Cross War Memorial Children's Hospital, Rondebosch are amended as follows: Senior (or equivalent) Certificate plus extensive experience in Labour Relations.. The following will also serve as recommendations: Willingness to be trained in skills development and training. Valid driver's licence.

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DEPARTMENT OF DEFENCE

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

- CLOSING DATE** : 20 June 2008 (Applications received after the closing date and faxed copies will not be considered)
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (ie C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ dd 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83. Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

- POST 22/01** : **DEPUTY DIRECTOR MONITORING AND EVALUATION (TRANSFORMATION MANAGEMENT)**
The post is advertised in the DOD and broader Public Service
- SALARY** : R369 000 per annum total package
CENTRE : Chief Directorate Transformation Management, Pretoria.
REQUIREMENTS : An appropriate, B-degree (NQF Level 6). Special requirements: Knowledge of the Military Command Structure, Transformation Policy as well as the Equity legislation, analytical report writing skills. Good interpersonal skills. Research methodologies and computer literate. Must be in possession or obtain a valid code 8 drivers license. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Develop a Monitoring and Evaluation tool for the Chief Directorate Transformation Management. Manage and co-ordinate visits to SANDF Units to conduct evaluations. Monitor the impact of the implementation of the Transformation Policy and Equity Legislation within the organisation. Develop a Plan of Action in consultation with the relevant stakeholders on corrective measures to be undertaken. Evaluate the quality of the intervention programmes conducted by the Chief Directorate Transformation Management. Compile strategic reports.
- ENQUIRIES** : Ms L. Konar Tel: (012) 355 5270.
APPLICATIONS : Department of Defence, Chief Human Resource Division, Chief Director Transformation Management, Private Bag X910, Pretoria, 0001.
- NOTE** : National traveling will be required.
- POST 22/02** : **CHIEF PROVISIONING ADMINISTRATION CLERK**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R106 335 per annum
CENTRE : SA Army (ASB Potchefstroom)

REQUIREMENTS

: NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience as a Transport Administration Clerk and the completion of Transport Admin Courses will be a strong recommendation. Special requirements (skills needed): Computer literate. Knowledge of CALMIS. Ability to communicate and write effectively. Numerical-, command- and control skills. Must be able to obtain a confidential security clearance within a year.

DUTIES

: Handle vehicle enquiries and reports. Approve/check correctness of transport requisitions. Capture and approve transport requests. Sign and issue trip authorities. Register/capture/transfer work requisitions. Update distribution board. Approve requisition of transport. Report all vehicle accidents and losses. Inform members of vehicle services and repairs. Supervisory duties.

ENQUIRIES

: Maj M.J. Els, Tel: (018) 289 3433/3425

APPLICATIONS

: Department of Defence, ASB Potchefstroom, Private Bag X2012, Potchefstroom, 2522.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

OTHER POSTS

POST 22/03 : **DEPUTY DIRECTOR: DATABASE ADMINISTRATION (SR12) REF. NO: MCM 25/2008**

Directorate: Information Technology
Division: Infrastructure And Support

SALARY : An all inclusive flexible remuneration package of R369 000.00 per annum, conditions apply. The flexible portion of the package can be structured according to the individual's personal needs)

CENTRE : Cape Town
REQUIREMENTS : A relevant three year IT qualification or equivalent with appropriate experience. Extensive practical knowledge of Oracle Database Administration and Management of Linux and Sun Solaris operating systems. Must have SQL support skills. Extensive knowledge of database backup procedures. Must be strong on Oracle Web Development and Oracle Report writing. Practical knowledge of System Development Life Cycle. Ability to communicate at all levels. Excellent troubleshooting skills and ability to multi-task and work under pressure. Proven project management, analytical and change management knowledge.

DUTIES : To support existing database environment (Oracle, Sybase, Microsoft). Creation of additional Databases when required. Overall database management, including troubleshooting, optimization, and monitoring. Administration of Oracle, Sybase and MS SQL Server environment. Implement Backup and Recovery plans and procedures, and perform data recoveries when required. Provide the department with actual design, definition, and proper maintenance of the databases. Defining and preparing of physical data programs. Testing, evaluating and use of data optimization tools for data extraction and reporting. Implementing database definition controls, access controls, update controls, concurrent controls, etc. Monitoring database usage, and performance tuning.

ENQUIRIES : Mr K Pillay, Tel (021) 402-3161
APPLICATIONS : To The Director General. Department of Environmental Affairs and Tourism. Private Bag X2, Roggebaai, 8012.

FOR ATTENTION : HR registry, 6th Floor
CLOSING DATE : 06 June 2008

POST 22/04 : **DEPUTY DIRECTOR: ADMINISTRATION (MCM 511/2008)**

SALARY : R 311 358 per annum (an all inclusive package)

CENTRE : Cape Town (MCM)

REQUIREMENTS : A minimum of a three year qualification in project management. Minimum of three years exposure and working experience in programme management in multi-year programmes, preferably international programmes. Experience must include contract and financial management. Human Resource management and experience in recruitment, retention and development programmes in scarce skills would also be an advantage. Good written and oral communication skills. Computer literacy, including literacy of project management software. Willingness to travel nationally and internationally.

<u>DUTIES</u>	:	Programme and contract development and management for national and international marine research and capacity building programmes. Human resource development and management for the Chief Directorate. Business and financial planning and reporting for the Directorate and Chief Directorate. General operational administration of sub-directorates within the Directorate Research Support and Administration.
<u>ENQUIRIES</u>	:	Mr. A.D. Naidoo (Tel) 021 402 3156
<u>APPLICATIONS</u>	:	To The Director General. Department of Environmental Affairs and Tourism. Private Bag X2, Roggebaai, 8012.
<u>FOR ATTENTION</u>	:	Hr Registry, 6 th floor
<u>NOTE</u>	:	People with disability are encouraged to apply
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/05</u>	:	<u>ASSISTANT DIRECTOR: HELPDESK OFFICER (SR9) REF NO: MCM 23/2008</u> Directorate: Information Technology Division: Infrastructure And Support
<u>SALARY</u>	:	R157 686 per annum (All inclusive package of R221 566 per annum)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant three year IT qualification or equivalent with appropriate experience in the IT Helpdesk /Service Desk environment. Thorough knowledge of IT Support dynamics and challenges within public sector. Sound knowledge of hardware, software and network skills. Ability to work under pressure. Good telephone etiquette and a good communicator.
<u>DUTIES</u>	:	Log all calls received within the department, and record them on the electronic logging system with findings and resolutions. Coordinate and prioritize calls as per impact and criticality. Provide 1 st line support to end-users. Make follow up calls with end users if service provided was efficient. Update the electronic logging system with the possible solutions for basic faults to update knowledge management database. Escalate unresolved calls and update the electronic logging systems. Ensure compliance to all ICT policies, processes and procedures. Produce reports and provide analysis of calls logged. Work closely with the LAN and Desktop Support for 2 nd level support. Adhere to key performance areas and requirements of SLAs. Help identify IT training requirements of DEAT (MCM) officials.
<u>ENQUIRIES</u>	:	Mr. K. Pillay Tel. 021 – 402 3161
<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 Registry: Integrated Human Resource Management
<u>CLOSING DATE</u>	:	06 June 2008
<u>POST 22/06</u>	:	<u>OFFICE ADMINSTRATOR II: OFFICE OF THE CHIEF FINANCIAL OFFICER (AP 524/2008)</u>
<u>SALARY</u>	:	R106 335 per annum (Total package of R 159 260 per annum/conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 certificate plus appropriate experience in Office Administration functions: A post matric qualification in Secretarial studies or Public Administration will serve as an additional advantage; Knowledge of procurement processes; Good interpersonal, communication (verbal and written) and organizing skills; Good skills in document management; An advanced level of computer literate (packages such as Microsoft Excel, PowerPoint, Ms Word, Group wise, Internet, etc). The incumbent must also have research and analytical skills and the ability to work independently.
<u>DUTIES</u>	:	The successful applicant will be responsible for the overall Office Administration functions for the Office of the Chief Financial Officer and will oversee the following key performance areas: Manage the diary of the Chief Financial Officer; Manage correspondence by receiving and distributing documents; Liaise with clients and provide relevant information regarding departmental policies; Take responsibility for the CFO's travel arrangements ; Make logistical arrangements to the CFO's meetings and workshop. Assist the CFO with personal tasks within the agreed framework.
<u>ENQUIRIES</u>	:	Ms N Sebola (012) 310 3604

<u>APPLICATIONS</u>	:	To the Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.
<u>CLOSING DATE</u>	:	23 June 2008
<u>NOTE</u>	:	Short-listed candidates will be subjected to screening and security vetting to determine the sustainability of a person for employment. The person appointed to this position will be subjected to a security vetting.
<u>POST 22/07</u>	:	<u>LOGISTICAL CLERK (MESSENGER) (AP51/2008)</u>
<u>SALARY</u>	:	R58 290 p.a (Total package of R100 965 p.a)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 11 and above of the ABET programme. Appropriate experience, computer literacy, and ability to record large variety of official documents. Good communication skill (verbal and written), good interpersonal skills, accuracy and concentration will serve as a recommendation.
<u>DUTIES</u>	:	To render administration support and messenger services to the Department. • Keep control system on the movement of files, • Putting of post adverts on notice boards, • Filing of returned files. • Deliver requested files in the Department. • Send and receive faxes and sealing and sending of letters and circulars.
<u>ENQUIRIES</u>	:	Ms D Bapela Tel: 012-310 3579
<u>FOR ATTENTION</u>	:	Mr V Blose, Fax Number: (012) 320 2130
<u>CLOSING DATE</u>	:	13 June 2008
<u>APPLICATIONS</u>	:	To the Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.

ANNEXURE C

DEPARTMENT OF FOREIGN AFFAIRS

APPLICATIONS : The Director- General, Department of Foreign Affairs, Private Bag X152, Pretoria, 0001 or hand deliver to 1234 Church Street (Corner Duncan), Tulbagh Park, Drakenstein Building, Hatfield

FOR ATTENTION : Ms E Fouché

CLOSING DATE : 4 July 2008

NOTE : Application must be submitted on forms Z83 (Separately for each post) and should be accompanied by certified copies of qualifications and ID Document as well as a comprehensive CV. All applicants will be subjected to a process of security clearance, qualification verification and competency assessment.

OTHER POSTS

POST 22/08 : **STATE ACCOUNTANT (FINANCIAL SYSTEMS) 2 POSTS**
Directorate: Financial Administration

SALARY : R106 335 per annum

CENTRE : Pretoria

REQUIREMENTS : Senior certificate, A valid code 08 driver's licence, Minimum of 4 years experience in government transversal systems or in government finance and budgeting experience. Experience: Must have extensive knowledge of government financial codification in line with approved departmental establishment. Extensive knowledge in fund transfers, exchange rates, Excel spreadsheets functionality, interface expenditure control, mission expenditure and data downloads. Recommendations: Experience in any of the following will be strongly recommended: Foreign Currency System (DIGICA). Mission account & funds transfer procedures. Job Description: The successful applicant will be required to -Maintenance of code structure on BAS (SCoA V3), DIGICA & Computron in line with approved departmental establishment. Maintenance of end user manuals, supply support to missions on AXSone templates, Co-ordinate training needs of HO officials with National Treasury modules. Reporting of faults to LOGIK helpdesk and providing end users with feedback, End user support on software (BAS & DIGICA) and hardware, Download/FTP of AXS1 templates onto DIGICA, Closures on DIGICA & providing Finance with month closure reports. Controlling of interface accounts by using batch control & ensuring the clearing of the exceptions on such accounts on BAS, Supply end users both at HO and Missions with updated code lists, Develop of Mission Accounting Package (MAS) - Set up & maintain code mapping tables, Supply training to HO users on Computron

ENQUIRIES : Mr S Raswiswi (012) 351 1388

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)
GCIS is an equal opportunity employer.

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 13 June 2008

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

OTHER POST

POST 22/09 : **SENIOR SECRETARY GR III**
 Directorate: Marketing, Advertising and Distribution

SALARY : All-inclusive salary package: R133 905 per annum Commencing salary: R85 362 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Senior Certificate and general secretarial qualification. Administrative knowledge with experience related to the duties. Advanced knowledge of MS Office such as Excel, PowerPoint, MSWord and MS Outlook. Good typing skills are required. Good communication skills. Well organised and professional. Ability to cope under pressure as well as keeping deadlines. Demonstrate high degree of initiative. Customer focus. Sound experience of document tracking.

DUTIES : The successful candidate will be responsible for: Coordinating the diary of the Director. Organising and coordinating meetings of the directorate and record minutes. Maintaining efficient filing system in the directorate. Timeous coordination and consolidation of relevant plans and reports of the directorate as required by the Business Plan. Making travel arrangements and processing of subsistence and travel claims. Accurate and timeous typing of documents. Managing commitment register and following up of invoices.

ENQUIRIES : Ms Erika Dykes, Tel.: (012) 314 2305

ANNEXURE E

GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- FOR ATTENTION** : Ms UC Viljoen
- CLOSING DATE** : 6 June 2008, No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

OTHER POST

- POST 22/10** : **LIBRARIAN (REF: LC/2008/05)**
Communications Section
One Librarian position is currently available at the Government Employees Pension Fund. This position is based in Pretoria and the incumbent will report to the Senior Manager: Corporate Communications. The Government Employees Pension fund requires an enthusiastic individual who will provide library services to the GEPF employees.
- SALARY** : R132 054 per annum (Basic Salary)
- CENTRE** : Pretoria
- DUTIES** : Key Performance Areas: Reporting to the Senior Communication Manager the incumbent will be responsible for the following outputs: Planning and managing library resources by accessing new journal issues. Maintaining book and journal shelves. Supplying books/photocopies of articles through national inter-library loans and bibliographic searches on the Online Library catalogue SABINET and internet. Maintain the Online Pamphlet Catalogue. Assisting with the cataloguing and classifying of new books. Rendering education support to the employees. Assisting with user enquiries. Assume authority, responsibility and accountability for library work.
- REQUIREMENTS** : Recognized National Diploma in Library & Information Studies or a degree in Library Science. 3 – 5 years experience in a Corporate Library. Computer literate that includes a good working knowledge of Windows XP, Inmagic DB/Textworks, SABINET Online and Internet. Competencies: Logistical and analytical thinking. Customer orientated. Strong administrative skills. Excellent problem solving skills. Effective communication skills in English (written and verbal). Ability to work under pressure and with tight deadlines. Strong leadership, negotiation as well as presentation skills. Effective organizing and planning skills. Ability to take responsibility

ANNEXURE F

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.
- 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.

MANAGEMENT ECHELON

- POST 22/11** : **DIRECTOR: ENVIRONMENTAL HEALTH (REFERENCE NUMBER NDOH 73/2008)**
Cluster: Primary Health Care, District Health Services. Directorate: Environmental Health
- SALARY** : An all inclusive remuneration package of R540 429 per annum including choice of a basic salary of 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : *B Tech degree or National Higher Diploma in Environmental/Public Health or equivalent qualification *Registered with the HPCSA *Three to five years management experience in a Environmental Health field *Knowledge of and experience in administrative, human resources and financial management *Sound knowledge and experience in policy, project and programme management *Good interpersonal relations *Good presentation and supervisory skills *Good communication skills (written and verbal) *Computer literacy *Must be willing to travel and work irregular hours *A valid Code 08 (Code B) driver's licence
- DUTIES** : *Monitor and evaluate rendering of Municipal Health Services in the country *Develop and implement strategic and operational plans for the Directorate *Assist in the development of norms and standards for Environmental and Port Health Services *Engage with provinces, municipalities, other departments and other stakeholders in the promotion of Environmental and Port Health Services *Monitor and evaluate the implementation of Environmental and Port Health policies and programmes *Drive the process to develop Environmental and Port Health legislation, policies and systems *Link with regional and international agencies dealing with environment and health issues.
- ENQUIRIES** : Mr R W Morewane at tel (012) 312-3242.
- CLOSING DATE** : 23 June 2008 (Applications received after the closing date will not be considered).

OTHER POSTS

- POST 22/12** : **PROGRAMME ADMINISTRATIVE MANAGER (REFERENCE NUMBER NDOH 72/2008)**

Cluster: PHC, Districts and Development. Directorate: EU/Partnerships for the Delivery of Primary Health Care Programme (PDPHCP)
(3 year contract appointment-renewable)

SALARY : An all inclusive remuneration package of R311 358 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service Guidelines.

CENTRE : Pretoria
REQUIREMENTS : *A recognised three-year degree or diploma in health and social sciences *A postgraduate qualification in health and social science discipline will be an added advantage *Three (3) to five (5) years managerial experience *Sound knowledge of programme and project management administration *Knowledge of Non-Profit Organisation (NPO) systems and functioning *Experience in NPO funding and NPO co-ordination and management *General knowledge of the health and donor environment *Experience in training management *The ability to write reports and develop work plans *Must have strong interpersonal and facilitation skills *Project management and general management skills *Good communication (written and verbal) skills *Computer literacy with good skills in Microsoft Word, Excel, PowerPoint and Project *Willingness to travel to the provinces *A valid code 08 (Code B) driver's licence.

DUTIES : *Provide leadership, proper guidance and management of the programme *Assist in the co-ordination and management of NPO's that is funded in all nine provinces *Co-ordinate and manage the NPO funding processes at provinces *Prepare work plans, operational plans, project plans, progress reports and some financial reports *Manage NPO databases of all NPO's in the provinces and national *Manage capacity building programme of the Unit that includes training of staff, NPO's and Community care workers *Develop and implement training and mentorship programme for NPO's *Take minutes of all meetings of the programme that includes combined meetings and national steering committee *Manage the flow of information in the unit.

ENQUIRIES : Mr FP Netshipale at tel. (012) 312-0034.

CLOSING DATE : 30 June 2008 (Applications received after the closing date will not be considered).

POST 22/13 : **ASSISTANT DIRECTOR: WORKFORCE MANAGEMENT**
(REF.NDOH.69/2008)

(This is a re-advertisement, candidates who previously applied for this post, "Ref.38811/6 and PSC.07/99", must re-apply if they are still interested).

Cluster: Human Resource Development and Management: Workforce Management: Sub-Directorate: Medical Services

SALARY : R157 686 per annum (plus competitive benefits)

CENTRE : Pretoria.

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

DUTIES : The transformation of Health Professional education and training *Generate strategies for the implementation of policies *Establish and maintain good rapport with Health Science Faculties, Colleges and any other relevant stakeholders *Ensure the smooth running of the allocation process for community service nursing *Assist in all matters that relate to the management of the unit Medical Services, including financial management.

ENQUIRIES : Ms PFF Zulu at tel. (012)312 0513.

CLOSING DATE : 17 June 2008 (Applications received after the closing date will not be considered).

DEPARTMENT OF HOUSING

- APPLICATIONS** : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: **Response6@Humancommunications.co.za** Fax : 0865186538
- CLOSING DATE** : 13 June 2008
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 22/13** : **DIRECTOR: FINANCIAL SERVICES CHARTER (FINANCIAL INSTITUTIONS)**
(REF NO: DOH/138/2008)
Chief Directorate: Office Of Disclosure

- SALARY** : R540 429 all-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification augmented by extensive management background. The following will serve as recommendations: Proven management ability and attributes of dynamic leadership skills, Well developed interpersonal relationships, Proven negotiation skills, Well developed co-ordination skills, Knowledge and experience of the Charter processes and its commitments, Knowledge and experience of the housing environment, Knowledge of budget planning and control. The successful candidate will be required to establish an administrative support unit to perform the duties and responsibilities of creating a conducive environment in terms of the Charter by promoting housing finance equity and compliance of the financial institutions; manage the directorate and support promotion of equity in terms of the Home Loan and Mortgage Disclosure Act, 2000 (Act No. 63 of 2000).

- DUTIES** : Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification augmented by extensive management background. The following will serve as recommendations: Proven management ability and attributes of dynamic leadership skills, Well developed interpersonal relationships, Proven negotiation skills, Well developed co-ordination skills, Knowledge and experience of the Charter processes and its commitments, Knowledge and experience of the housing environment, Knowledge of budget planning and control. The successful candidate will be required to establish an administrative support unit to perform the duties and responsibilities of creating a conducive environment in terms of the Charter by promoting housing finance equity and compliance of the financial institutions; manage the directorate and support promotion of equity in terms of the Home Loan and Mortgage Disclosure Act, 2000 (Act No. 63 of 2000).

- ENQUIRIES** : Mr Gaza Phoku TEL: (012) 421 – 1799

OTHER POST

- POST 22/14** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: EXECUTIVE SUPPORT**
REF NO: DOH/137/2008
(Office of the Director - General)

- SALARY** : R132 054 per annum

**CENTRE
REQUIREMENTS**

- : Pretoria
- : Applicants must have an appropriate three-year Bachelor's degree or National Diploma plus proven relevant experience or a Senior certificate with extensive administrative and secretarial experience. Good communication skills (verbal and written), and computer literacy, are essential requirements. Good administrative and organisational skills will be a strong recommendation. In addition, the applicants must have the ability to maintain sound interpersonal relations. Willingness to work long and irregular hours

DUTIES

- : As Personal Assistant, you will be responsible for: Managing the Chief Director's diary. Managing the mail by prioritising and distributing mail, extracting the essence of documents, routing mail to the respective managers, advising them on correct and timely responses, and ensuring that documents went through the right channels. Drafting responses and acknowledging correspondences addressed to the Chief Director as directed. Assisting the Chief Director with his executive obligations and compile his travel itineraries, Organising, filing and tracking of documents for the Chief Director. Co-ordinating information by tracking and following up tasks, ensuring that all documents sent out are responded to on time, and that issues of previous meetings have been handled correctly and/or followed up. Handling all correspondence and arrangements regarding the Chief Director's attendance of meetings. As Personal Assistant, you will also be responsible for dealing with telephone, enquiries, take minutes in meetings, organising the office and deal with general administrative and secretarial duties. Assist with the monitoring and reporting of the budget for the directorate and ensure payment to suppliers.

ENQUIRIES

- : Ms D Mooketsi Tel: (012) 421-1412

INDEPENDENT COMPLAINTS DIRECTORATE

APPLICATIONS : Independent Complaints Directorate, Private Bag X6105, Kimberly, 8301
CLOSING DATE : 08 May 2008
FOR ATTENTION : MR T Mathe
NOTE : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID and driver's licence. Faxed applications will not be considered. If you have not been contacted within 3 months of the closing date of this advert, please accept that your application was unsuccessful, as communication will be made with the short-listed candidates only. The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

OTHER POST

POST 22/15 : **SENIOR INVESTIGATOR**

SALARY : R132 054 per annum
CENTRE : Pretoria
REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualification, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in Law/Policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.

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

ENQUIRIES : T Mathe

ANNEXURE I

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.

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. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process. 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 22/16 : **DIRECTOR: FINANCIAL SYSTEM, REF: 08/202/ISM**

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 tertiary qualification in Information Technology and/or Matric with an appropriate IT qualification. 5 years IT management experience which includes at least two years in each of the following Project Management, Budgets, System Development and Management. Skills and Competencies: Knowledge of and exposure to system development lifecycle; Knowledge of the JAD sessions; IT project management System Development/Programming (IS); Good communication (written and verbal); Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure.

DUTIES : Develop new capabilities (Including Applications Processes and related); Ensure ongoing application code maintenance and administration of applications; Maintain good relations with business users across the Department and understand the business requirements iro new systems and/or enhancements to existing systems; Guide the definition, negotiation and review of SLA's with external service providers; Define and monitor overall SLA's support and the delivery thereof; Understand project and service request requirements across branches and provide guidance on user requirements; Manage projects budget; Manage JAD sessions and quality assurance of systems; Interface with business systems and architecture.

ENQUIRIES : Mr. L Letshedi ☎ (012) 357 8186

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 17 June 2008

POST 22/17 : **DIRECTOR: HR KEY ACCOUNTS: (1 POST) REF 08/115/GP**

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

CENTRE : Regional Office, Gauteng

REQUIREMENTS : A Bachelor's Degree or equivalent qualification; Minimum five years' management experience and understanding and knowledge of HR best practice principles, transformational and transactional strategies, performance consulting

and business partnering. Skills and Competencies: Dynamic and committed with a professional approach; Managerial skills; Strong communication skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team orientated and result driven; Interpersonal relations and customer orientation, Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; Stake holder management; Project management.

DUTIES : Responsible for Strategical Management; Attain Branch results through alignment and management of the component in alignment with the HR strategic document, HR Balance Scorecard and Branches' Service Level Agreements; Manage both internal and external relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders; Influence and manage employees' performance in the "Key Accounts" component against strategic financial objectives defined ant the HR Branch level; Attain HR value proposition through the implementation of improved HR best practice services that drive the strategic objectives of all the Branches within the Department of Justice and Constitutional Development; Attain business results through the implementation and management of sound internal business processes, which are cost effective and time efficient and ultimately promote good governance.

ENQUIRIES : Mrs. E Dhlamini ☎ (011) 331 0440

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE : 09 June 2008

OTHER POSTS

POST 22/18 : **IT CO-ORDINATORS, REF: 08/200/CS**

SALARY : R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Offices: Bloemfontein

REQUIREMENTS : 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 and Competencies: 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.

DUTIES : 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

ENQUIRIES : Ms M A Luthuli (051) 407 1800

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 17 June 2008

POST 22/19 : **ASSISTANT STATE ATTORNEY, REF: 08/204/SA**

<u>SALARY</u>	:	R125 046 - R349 122 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney, Kimberley
	:	LLB Degree or equivalent qualification; Admission as an Attorney; At least two years appropriate post qualification legal/litigation experience; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Strategic and conceptual orientation; Strong communication (written and verbal) skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail; Ability to motivate and direct people.
<u>DUTIES</u>	:	Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High Courts, Labour, Land Claims, Constitutional Court, various dispute resolution bodies with regard to labour disputes and misconduct hearings, Tax and tax tribunals; Attend to liquidation and insolvency queries; Draft and/or settle all types of contracts on behalf of the various client departments; Render legal opinions and advice; Handle all forms of arbitration including inter-departmental arbitrations; Register trusts and companies;
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Magane ☎ (012) 315 1164
	:	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, and 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	17 June 2007
<u>POST 22/20</u>	:	<u>STATE ACCOUNTANT: PAYROLL, REF: 08/203/CFO</u> <i>This is a re-advertisement. Candidates who applied previously must re-apply</i>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	B.Com Degree or equivalent qualification in Finance with accounting as a subject; Three years or more working experience in a financial environment especially salary related suspense accounts; Three years or more working experience on Persal and BAS. The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Planning and organizing skills; Accuracy and attention to detail; Problem solving skills.
<u>DUTIES</u>	:	Act as supervisor of Chief Accounting Clerks, Senior Accounting Clerks and Accounting Clerks by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to subordinates; Check and authorize payment of salaries, allowances and claims; Check and control the reconciliation of suspense accounts and pay over salary deductions to relevant institutions; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations; Prepare age analysis monthly on salary related suspense accounts; Clear and report on outstanding balances monthly; Analysis of PERSAL balances.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Mugodo ☎ (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 Street, Pretoria.
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/21</u>	:	<u>PERSONNEL PRACTITIONER: ESTABLISHMENT (2 POSTS), REF: 08/209/HR</u> <i>This is a re-advertisement, candidates who previously applied; do not need to re-apply, as their applications will be considered.</i>
<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>	:	Bachelor's Degree or three year equivalent qualification; Two years relevant experience; Proven Knowledge and working experience of the performance of transactions on the PERSAL system with specific reference to the implementation and maintenance of structures and posts; Knowledge of how transactions on the PERSAL system impact on an organization's staff establishment; Knowledge of maintaining an organizational establishment and working knowledge of Excel; Proof of the successful completion of PERSAL courses provided by the Department of National Treasury of South Africa, will serve as an added advantage. Skills and competencies: Communication skills (verbal and written); Planning and organizing skills; Computer literacy; Numeracy skills; Problem solving skills.
<u>DUTIES</u>	:	Study approvals by the delegated authority and work study reports and investigations to determine the impact of the approval and what structures and posts need to be implemented on the PERSAL and Excel systems; Implement the necessary changes of the staff establishment of the Department due to approval obtained on the PERSAL and Excel systems; Determine best practices to implement and maintain a departmental organizational structure on various systems e.g. PERSAL and Excel; Research and implement structures in accordance with public service requirement; Ensure the correct application of regulations, resolutions, policies, or any other legal source of directives related to maintenance of organizational structures; Prepare well researched memoranda related to matters pertaining to the establishments or which may have an implication on the approved establishment of the Department; Provide advice and support to Branches and other regional stakeholders on issues pertaining to the establishment of the Department; Maintain and provide information of the staff establishment and provide analysis of such information on a monthly basis; Update and publish staff establishment information on Excel on a monthly basis; Provide an analysis of the staff establishment information on a monthly or more frequent basis.
<u>ENQUIRIES</u>	:	Ms K Ngomani ☎ (012) 357 8661
<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 June 2008
<u>POST 22/22</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER (1 POST) REF 08/125/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>	:	Constitutional Court, Johannesburg
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification and appropriate experience in a fully operational office with regard to Procurement, Provisioning and Office Services; Knowledge of ST36, ST37, PFMA, BEE BAS, Employment Equity Act and the procurement delegations and procedure. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good interpersonal relations skills, Hardworking Efficient and Resourceful; Ability to work under pressure and to solve problems; Record management; Stock taking; Sound knowledge of procurement.
<u>DUTIES</u>	:	Responsible for all transit duties; Timorously order office stationery; Receive suppliers in stores by identifying and inspecting of quantity according to order/delivery note; Allocate suppliers I correct space in store; Issue supplier by checking the requisition form for completeness; Control stock items in store by regular counting in order to combat losses; Make entries on all applicable kinds of documents, registers, charts and books in order to determine the stock levels and to replenish stock; Keep store clean and neat; Act as transport /ordering/payment clerk when the need arises; Attend to the repair, service and maintenance of all office equipment and obtain quotations; Maintain Assets Register and registers of labour saving devices; Responsible for the inventory of office furniture, equipment and stationery; Ensure that all office equipment are bar coded; Order, recode and distribute office stamps.
<u>ENQUIRIES</u>	:	Mr. V Misser ☎ (011) 359 7458
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE : 09 June 2008

POST 22/23 : **PRINCIPAL PERSONNEL OFFICER (1 POST) REF 08/126/GP**

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

CENTRE : Constitutional Court, Johannesburg

REQUIREMENTS : An appropriate three-year Bachelors degree or equivalent qualification plus three years relevant experience or Grade 12 with five years experience in administration/Human Resources. Skills and Competencies: Excellent Communication (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Accuracy and attention to detail.

DUTIES : Supervise the implementation of Promotions and Performance Rewards; Check and approve transactions on PERSAL; Respond to verbal and written enquiries related to promotions and Performance Rewards; Give in-service training to subordinates.

ENQUIRIES : Mr. V Misser ☎ (011) 359 7458

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE : 02 June 2008

POST 22/24 : **ADMINISTRATIVE OFFICER: READVERTISEMENT (REF: 08/25/KZN)**

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

CENTRE : Magistrate Court, Mahlabathini

REQUIREMENTS : 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; 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.

DUTIES : 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.

ENQUIRIES : Mr W. de Goede ☎ (034) 2711910

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.

CLOSING DATE : 09 June 2008

POST 22/25 : **ADMINISTRATIVE OFFICER: READVERTISEMENT (REF: 08/26/KZN)**

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

CENTRE : Magistrate Court, Ntuzuma

REQUIREMENTS : 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; A valid driver's license code EB. Skills and Competencies: Computer literacy(MS Office); Good Communication skills (verbal and written); Good interpersonal relations; 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.

DUTIES : Exercise control over duties related to Cash Hall (Trust account), Maintenance, Domestic Violence, Children's Court; Control utilization and maintain the Assets and accommodation of the office/ department; Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office; Co-ordinate, manage and administer support services to the judiciary, prosecution and other court users; 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; Render advice and assistance on various administrative matters; Check diverse documents and work performance by co-workers for completion and correctness; Document management and maintaining of prescripts and records related to the functions of the Department / various sections in the court; Implement departmental policies.

ENQUIRIES : Mr S.A. Ntinga ☎ (031) 509 1405
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000

CLOSING DATE : 09 June 2008

POST 22/26 : **SENIOR PERSONNEL OFFICER (REF: 08/23/KZN)**

SALARY : R85 362 – R99 108 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Durban
REQUIREMENTS : Grade 12 or equivalent qualification plus 2 to 5 years relevant experience; Knowledge of PERSAL will serve as an advantage. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations;

DUTIES : Process termination of service; Compile pension exits; Process applications for purchase of pensionable service; Process requests for nomination of beneficiaries concerning pension benefits; Process claims for funeral benefits; Compile certificate of service; respond to verbal and written enquiries.

ENQUIRIES : Mr S. Mariah ☎ (031) 3015303
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.

CLOSING DATE : 09 June 2008

POST 22/27 : **SENIOR PERSONNEL OFFICER (REF: 08/24/KZN)**

SALARY : R85 362 – R99 108 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Durban
REQUIREMENTS : Grade 12 or equivalent qualification plus 2 to 5 years relevant experience; Knowledge of PERSAL will serve as an advantage. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations;

DUTIES : Facilitate applications for transfers; Maintain establishment for sub offices in the Province; Attend to creation of posts for new appointments; Implement payment of rewards on PERSAL, arising from performance agreements; Attend to confirmation of probationary appointments; Respond to verbal and written enquiries; Provide advice on matters pertaining to establishment, probation, transfer and performance agreements; maintain registers and statistics.

ENQUIRIES : Mr S. Mariah ☎ (031) 3015303
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000.

CLOSING DATE : 09 June 2008

<u>POST 22/28</u>	:	<u>MAINTENANCE OFFICER (2 POSTS) (REF 22/08/LMP)</u>
<u>SALARY</u>	:	R81 201 – R138 345 per annum (in accordance with OSD MR1 – MR4). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Phalaborwa, Magistrate Mhala
<u>REQUIREMENTS</u>	:	An LLB or equivalent qualification; Proficiency in at least two official languages; A valid drivers' license Skills and Competencies: Computer literacy(MS Office); Numeric skills; Work in pressured environment; Must be able to: Argue cases in court and have experience and knowledge of legal proceedings; Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result; Draft legal documents that provide clear motivation/justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard; Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable; Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation; Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution suggesting terms of a settlement and advice on a likely settlement; Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instruction and legal entitlements. Document the interview/advice given.
<u>DUTIES</u>	:	Perform functions of Maintenance Officer in terms of the Act; Guide maintenance investigators in performance of their duties; Gather financial information for the purposes of Maintenance enquiries; Conduct proceedings in Maintenance Court; Implement Bench Orders;
<u>ENQUIRIES</u>	:	Mrs. E Kotze ☎ 015 287 2040
<u>APPLICATIONS</u>	:	Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/29</u>	:	<u>COURT INTERPRETER (REF 23/08/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 Giyani
<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 license 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>	:	Mr Nxumalo LT ☎ 015 287 2080
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	17 June 2008

<u>POST 22/30</u>	:	<u>COURT INTERPRETER: (2 POSTS) REF 08/117/GP</u>
<u>SALARY</u>	:	R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Pretoria
<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 license will be an added as advantage. Language Requirements: English, Afrikaans, Northern Sotho, Tsonga, Mpumalanga Ndebele, Swazi. A fluency in Venda and Xhosa would be an added advantage. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); 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 the prosecution.
<u>ENQUIRIES</u>	:	Mr. SL Moloko ☎ (012) 319 4079
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	9 June 2008
<u>POST 22/31</u>	:	<u>SENIOR ADMINISTRATION CLERKS: (VARIOUS OFFICES)</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 Alberton, Ref 08/119/ gp (4 posts) Magistrate Meyerton, Ref 08/120/gp (1 post) Magistrate Nigel, Ref 08/121/gp (2 posts) Magistrate Randfontein, Ref 08/122/gp (2 posts) Magistrate Soshanguve, Ref 08/123/gp (2 posts) Magistrate Vereeniging, Ref 08/124/gp (1 post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years administrative 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 other administrative duties.
<u>ENQUIRIES</u>	:	Alberton: Mr. L Tshibalo ☎ (011) 907 8910 Meyerton: Ms E De Beer ☎ (016) 362 0403 Nigel: Mr. NL Mphahlele ☎ (011) 814 8261 Randfontein: Mr. C Madiba ☎ (011) 412 1195 Soshanguve: Ms C More ☎ (012) 730 1001 Vereeniging: Mr. R Borman ☎ (016) 422 0071/4
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	09 June 2008
<u>POST 22/32</u>	:	<u>SENIOR ACCOUNTING CLERK (1 POST) REF 08/127/GP</u>
<u>SALARY</u>	:	R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court, Johannesburg
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office); Communication Skills (verbal and written); Good interpersonal relations; Ability to work under pressure and be self-motivated; Organizational skills.
<u>DUTIES</u>	:	Capture suppliers and new items on JYP; Link suppliers and items; Clear request for quotations; Capture emergency sundry orders; Evaluate quotations; Provide monthly statistics for work done; Perform adhoc tasks from time to time.
<u>ENQUIRIES</u>	:	Mr. V Misser ☎ (011) 359 7458

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE : 09 June 2008

POST 22/33 : **SENIOR TYPIST: (1 POST) REF 08/128/GP**

SALARY : R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court, Johannesburg

REQUIREMENTS : Grade 12 or equivalent qualification with typing as a passed subject; Two years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; short listed candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Office); Accuracy and attention to detail; Ability to work under pressure.

DUTIES : Type reports; General correspondence; Answer telephone and take messages; other administrative duties.

ENQUIRIES : Mr. V Misser ☎ (011) 359 7458

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE : 09 June 2008

POST 22/34 : **SENIOR ADMINISTRATION CLERK: COURT PERFORMANCE. REF: 08/201/CS**

SALARY : R54 222 – R62 946 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 Certificate or equivalent qualification; Two years experience in collecting data and administration. Skills and Competencies: Excellent Computer skills (MS Word, Excel and Project); Communication skills (written and verbal); Attention to detail.

DUTIES : Receive incoming statistical source documents from all offices in the Department; Enter incoming source documents in a register; Keep records of all correspondence regarding data; Follow up on source documents not received; Maintain electronic data files; Dispatch available data to user, as required from time to time; Communicate with relevant stakeholders on questionnaires; Perform the 1st and 2nd clean-up process of collected information; Compile first level draft reports.

ENQUIRIES : Ms M Kganyago ☎ (012) 315 1844

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Director – General, Department of Justice and Constitutional Development, Private Bag X81, Pretoria. OR Physical Address: Application Box, First Floor Reception, East Tower. Momentum Building, 329 Pretorius Street, Pretoria

CLOSING DATE : 17 June 2008

POST 22/35 : **MESSENGER (1 POST) REF 08/118/GP**

SALARY : R43 244 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Soshanguve

REQUIREMENTS : Grade 12 or equivalent qualification; valid drivers license Skills and Competencies: Excellent communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail. Drive and keep vehicle in clean and good condition; Assist with general office duties; Send and receive faxes.

DUTIES : Collect and deliver post\parcels at the post office; Collect and deliver stationery\documents; photocopy official documents;

ENQUIRIES : Ms. C More ☎ (012) 797 3122

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE : 02 June 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 representativity 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** : 8 June 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 POSTS

- POST 22/36** : **SENIOR PERSONNEL OFFICER (REFERENCE: S8/3/2008/679)**
Directorate: Human Resource Management
- SALARY** : R68 955 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate as well as personnel administration experience. Successful completion of PERSAL administration course and have thorough knowledge of Persal. * Knowledge of Human Resource legislation in the Public Service such as the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, etc. Computer Literacy (MS Word, Excel and Groupwise). Good written and verbal communication skills and ability to work in a team and under pressure. Ability to prioritise urgent matters and deal with confidential matters.
- DUTIES** : The incumbent will be responsible for: * Handling all personnel administration matters pertaining to appointments, transfers and promotions, service terminations, probation, establishment, employee benefits and performance assessments. * Implement transactions on Persal if required. * Assist with attending to HR related enquiries
- POST 22/37** : **PERSONNEL OFFICER (REFERENCE: S8/3/2008/680)**
Directorate: Human Resource Management
- SALARY** : R49 665 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate as well as personnel administration experience. * Understanding and knowledge of applicable Human Resource Legislation and policies *Computer literacy, advance knowledge of Excel and interpersonal skills. Good written and verbal communication skills * Ability to work in a team and under pressure. Good planning and organisation skills. * Attention to detail* Successful completion of PERSAL Administration course will be an added advantage.

DUTIES : The incumbent will be responsible for: * Handling personnel administration matters pertaining to advertising of posts, establishment, transfers and promotions *Implement transactions on PERSAL if required. * Assist with attending to HR related enquiries. Other Human Resource Management functions may be included. Render a support service on HR matters to clients. Contribute to the promotion of Human Resource best practices. Assist with the collating of statistics on employment

POST 22/38 : **SENIOR MESSENGER (REFERENCE: S8/3/2008/676)**
Directorate: Tenure Reform Implementation Systems

SALARY : R43 245 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent qualification – This position requires a dedicated and hard-working person with the ability to take on challenging responsibilities * A valid driver's license. * Applicants must also be able to manage their time in terms of prioritization to ensure efficiency and timeous delivery of his/her tasks in order to meet the daily demands and pressure of the Directorate. * The following will serve as a recommendation. * Good writing and reading skills as well as computer literacy.

DUTIES : The incumbent will be responsible for the day to day messenger functions within the Directorate: Tenure Reform Implementation Systems [TRIS]. * He/she will also be responsible in the making of photocopies, sending/receiving of faxes and binding of documents. * Distribution of mail and parcels including the collection of documents from and to Registry. * Filing for the Directorate. * Delivery and collection of materials for the Directorate at venues and Directorate/Departmental meetings. * Delivery and collection of equipment/stationery/ supplies from suppliers. * Collection of orders at Stores. * Ordering inventory & stationery. * Record all deliveries in a register for the Directorate. * Preparation of offices & office equipment for new and current employees. * Handing out stationery. * Responsible for the maintenance and repairs of equipment for the Directorate. * Must be prepared to assist with additional tasks handed out to the incumbent. * Must be able to work under pressure and in a team.

DEPARTMENT OF MINERALS AND ENERGY

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

FOR ATTENTION : Mr H Marakalala / Ms E Lethole

CLOSING DATE : 13 June 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 22/39 : **PERSONAL ASSISTANT**

SALARY : R 106 335 per annum

CENTRE : Head Office

REQUIREMENTS : An appropriate National Diploma / Degree with appropriate experience before or after qualification was obtained, PLUS the following key competencies:
 ☐ Knowledge of: • MS Word, PowerPoint, Excel, e-mail, internet, etc
 • Office/Telephone etiquette • Public Relations • Document tracking
 • Administrative practices • Filing systems ☐ Skills: • Excellent organisational and interpersonal skills • Computer literacy ☐ Communication: • Competent communicator (written and verbal) • Good interpersonal relations at all levels
 ☐ Creativity: • Problem solving capabilities • Be able to work under pressure

DUTIES : KRA's: • Manage the Chief Director's diary • Compile realistic schedules of appointments • Performs advance typing work • Operate and ensures that office equipment is in order • Coordinates logistical arrangements for meetings, workshops, etc • Provide administrative support • Track submissions and draft correspondence • Register and handle all logistical arrangements • Liaise with all stakeholders • Compile monthly reports • Maintain a correct filing system (electronic and physical) • Take minutes of meetings • Make and confirm travel and accommodation arrangements • Remains up to date with regard to the prescripts/policies and procedure applicable to his / her work terrain to ensure efficient and effective support to the manager • Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr B Khumalo ☎012 317 8185

POST 22/40 : **LIBRARIAN**

SALARY : R85 362 per annum

CENTRE : Head Office

REQUIREMENTS : A B Bibl/ National Diploma in Library and Information Science or equivalent with appropriate experience PLUS the following key competencies: ☐ Knowledge of: • Cataloguing Procedures using Inmagic (DbText), Inter-library loan (sabinet) Journal circulation, Archiving, Payment of invoices, Accessioning of new books, and Enquiries. ☐ Skills: • Administrative skills • Planning and Organising skills • Computer literacy (Internet, Sabinet Online, E-mail) Communication skills.

DUTIES : KRA's: Circulation of journals ,Inter-library loan ,To be able to attend and provide information telephonically and electronically, Handling of general enquiries, Provide specialized information to assist the researchers, Provide clients with annual reports, government gazettes and Journal articles.

ENQUIRIES : Ms P Makgata 012-317-8092

<u>POST 22/41</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 plus 1 year experience or National Diploma in Administration or equivalent Qualification PLUS the following key competencies: <ul style="list-style-type: none"> ☑ Knowledge of: <ul style="list-style-type: none"> • Microsoft packages e.g. excel, Word, PowerPoint • PMFA • General office Administration • Document tracking ☑ Skills: <ul style="list-style-type: none"> • Interpersonal Skill • Computer • Self- Motivator • Strong work ethics • Communication • Service Delivery ☑ Communication: <ul style="list-style-type: none"> • Good verbal and written communication • Ability to communicate all levels ☑ Creativity: <ul style="list-style-type: none"> • Ability to organize and initiate • Information gathering • Self driven and innovative
<u>DUTIES</u>	:	KRA's: <ul style="list-style-type: none"> • The managing and control of all administrative tasks • Maintain and updating the database of access to information act • The rendering of all logistical administration matter in the directorates • Assisting with the organisation of the meetings and workshops and provide secretarial support at a meeting and Minutes, writing of reports and submissions • The compilation and management of the budget • Produce statistics and geotechnical information to the internal clients • The management and co-ordination of personnel related issues
<u>ENQUIRIES</u>	:	Clifford Mbonyana ☎012 317 8072

NATIONAL TREASURY

<u>APPLICATIONS</u>	:	National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za . Applications can also be faxed to (012) 315 5557
<u>CLOSING DATE</u>	:	06 June 2008 at 12:00
<u>NOTE</u>	:	Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

<u>POST 22/42</u>	:	<u>SENIOR BUDGET ANALYST REFERENCE NUMBER: S090/2008</u> Division: Public Finance
<u>SALARY</u>	:	R311 358 per annum (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A postgraduate degree in Economics / Accounting / Finance / Public Finance / Commercial fields. A Masters degree will be preferred. Extensive experience in budgets and financial management in the public sector. Sound knowledge of economic analysis and fiscal policy, Government budget processes and financial analysis. Computer literate with sound knowledge of the full MS Office Suite. Good leadership skills and ability to negotiate at all levels. Sound knowledge of public sector finance processes and budgeting, broad fiscal and macroeconomic policy, financial legislation, budgeting and accounting practices, with the ability to provide administrative and technical support in policy analysis.
<u>DUTIES</u>	:	It would be expected from the candidate to: Analyse sectoral and departmental financing and budgets; provide support in preparing budgets / relevant budget processes; and enforce transparency and effective management in terms of the Public Finance Management Act. Monitor and analyse financial management, expenditure and service delivery and provide technical and strategic support to the Directorate. Prepare technical inputs to support policy analysis, give advice on issues related to departmental activities and provide technical and administrative assistance to research projects. Provide reports on policy proposals, including financial, economic and other implications.
<u>POST 22/43</u>	:	<u>SENIOR BUDGET ANALYST REFERENCE NUMBER: S089/2008</u> Division: Public Finance
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A degree / diploma in Economics / Public Finance / Management / Accounting or related technical field. A postgraduate qualification will be an advantage. Experience in budgets and financial management. Knowledge of public sector finance processes and budgeting, and Government policy, including the MTEF process, the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the telecommunications and / or energy sectors. Good written and verbal communication skills. Computer literate with knowledge of the MS Office Suite.
<u>DUTIES</u>	:	It would be expected from the candidate to: Analyse sectoral and departmental financing and budgets and promote transparency and effective management in respect of expenditure. Monitor and analyse financial management, expenditure and service delivery, prepare technical inputs and support the implementation of the PFMA and Treasury Regulations. Prepare technical inputs to support policy analysis and advise on issues related to the Departments' activities and to support interaction on strategic policies in relevant areas. Assist with research projects in order to gain a better understanding of the impact of policy, public investment and service delivery in the relevant sector.
<u>POST 22/44</u>	:	<u>SENIOR BUDGET / POLICY ANALYST REFERENCE NUMBER: S095/2008</u> Division: Public Finance

<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A postgraduate degree in Economics / Public Finance / Finance / Policy. Experience gained in Public Finance, Policy Analysis, Financial Management or Economic Analysis will be an advantage. Familiarity with the Public Finance Management Act (PFMA) and Treasury Regulations as well as Government processes. Economic and financial analysis and problem solving skills. Good research, writing, negotiation and communication skills. Computer literacy, numeracy and presentation skills.
<u>DUTIES</u>	:	Financial management, budget planning and public finance analysis. Monitor and evaluate public expenditure trends. Project and programme appraisal and sectoral economic analysis. Monitor and oversee public sector financial management. Fiscal and financial planning and budget advice.

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

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 : 13 June 2008

NOTE : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our department.

OTHER POST

POST 22/45 : **MANAGER: MUNICIPAL INFRASTRUCTURE GRANT PROGRAMME (MIG) (DEPUTY DIRECTOR LEVEL)**

Branch: Free Basic Services And Infrastructure
Directorate: Municipal Infrastructure Grant

SALARY REQUIREMENTS : All-inclusive salary package of R311 358 per annum
: An appropriate three year Bachelor's Degree in the Planning and Built Environment Disciplines or an equivalent qualification from a recognized educational institution. Extensive knowledge of and experience in the field of local government. Extensive experience in development work with specific reference to infrastructure planning, management, implementation, monitoring and evaluation. Extensive experience in conventional and non-conventional methods of infrastructure delivery. Required knowledge: Knowledge of government policies on service delivery, poverty eradication and job creation. In-depth knowledge of the municipal local government system and constitutional mandate of local government; Extensive knowledge of government legislation dealing with infrastructure delivery. Experience in both government and private sector infrastructure delivery approaches; Sound knowledge of public private partnerships, donor funding; operation and maintenance of infrastructure and asset management. Must have understanding of the IDP's and able to advise municipalities. Sound understanding of Inter-governmental Relations and the relationship between the three spheres of government. Required competencies: Extensive experience and knowledge of MS Project, Word, Excel and Access. He or she must be in possession of a driver's license and prepared to travel extensively.

DUTIES : The successful candidate will be required to: Accept responsibility for managing the personnel in his/ her sub-directorate and the budget of the directorate; Prepare annual budgets for the Directorate and provide MTEF submissions; Assess and monitor project registration forms; Assist with the development and maintenance of monitoring and evaluation systems; Assist the Senior Manager to audit capacity to deliver infrastructure and develop the necessary mechanisms to build the capacity of municipalities; Provide support to the municipal PMU's to ensure development of efficient systems for implementation and monitoring; Provide support to provincial and municipal programme managers.

ENQUIRIES : Ms F Makhubu (012 334 4999)

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention of the DPSA to promote representation through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities, will receive preference.

- APPLICATIONS** : Forward applications, quoting the relevant reference number, to the Head of HR: Private Bag X916, Pretoria, 0001 or deliver between 07:00am and 17:00pm daily to 116 Proes Street, Batho Pele House, Pretoria. Please note that no faxed or e-mailed applications will be accepted.
- CLOSING DATE** : Monday, 9 June 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. 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 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.

MANAGEMENT ECHELON

- POST 22/46** : **DIRECTOR: INTERNATIONAL AFFAIRS (REF. DPSA/00012)**
- SALARY** : An all-inclusive package of R540 429 per annum. Annual progression up to a maximum salary of R581 880 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework Reporting directly to Senior Manager: International and African Affairs, IAA, the incumbent will manage international affairs within the IAA Chief Directorate and build partnerships with multilateral organisations for DPSA. He/she will be responsible for mainstreaming public administration in South Africa's international interventions.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in Public Administration and Management, International Relations, Political Studies or relevant Social Science qualification. Experience in public sector, international relations or related environment. Understanding of international relations issues in multilateral forums (CAPAM, UN, UNDESA, UNPAN, OECD, Commonwealth) on matters related to governance and public administration. Experience in negotiating and managing international donor funding for projects related to IAA, with sound financial and human resource management skills. Good writing and presentation skills and ability to write, analyse and present strategic documents, speeches and other documents at international forums. Understanding of the current trends and dynamics in Governance and administration arena and ability to keep abreast with the challenges thereof. Good negotiation skills at multilateral level and ability to negotiate co-operation agreements at multilateral level. Ability to draft programme plans for specific projects at a multilateral level and monitor projects thereof, in line with the priorities at IAA. Ability to handle pressure, work irregular hours and with people from various backgrounds and environments.
- DUTIES** : Manage a team that deals with international and multilateral issues in IAA. Initiate and manage international partnerships and relationships with key multilateral organisations and donors. Initiate co-operation agreements (MOUs) with multilateral organisations to enhance public administration, governance and multilateral co-operation. Manage the IBSA trilateral relationship and other

South-South co-operation initiatives. Mobilise international donor funding to support G&A projects specifically at IAA. Assist in the delivery of Pan African Minister's Programme at multilateral level. Represent the DPSA at all international-related matters, including at the IRPS Cluster and other inter-governmental forums on international relations. Co-ordinate international visits for the Minister and Senior Managers at DPSA – when conferences and meetings are held at international forums.

ENQUIRIES

: Dr Ellen Kornegay, tel. (012) 336-1053.

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology invites applicants for the following permanent positions:

- APPLICATIONS** : Please address your application to: The Manager: Human Resource Management, Department of Science and Technology, Private Bag X894, Pretoria, 0001, or Building 53, Scientia Campus, Meiring Naudé Road, Brummeria, Pretoria.
- CLOSING DATE** : 13 June 2008
- NOTE** : The application must be submitted on a Z.83 form, which can be obtained from any government department, and should be accompanied by a comprehensive CV (including three contactable referees) and certified copies of all qualifications.

OTHER POST

- POST 22/47** : **SECURITY OFFICER (THREE POSTS)**
- SALARY** : R85 362 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates should have a National Senior Certificate, appropriate training in the security field and registration with Private Security Industry Regulation (PSIRA). Be physically fit, highly motivated and prepared to work night shift. Good interpersonal and communication skills. Ability to cope in a pressurised environment is essential demands for the position. Candidates should have knowledge of Minimum Information Security Standards and all other matters relating to office security. Possession of a valid driver's licence will be an advantage.
- DUTIES** : The successful candidate will be required to - protect personnel, information and state property in the Department; be responsible for access control; escort visitors and patrol the premises; monitor the CCTV; act as departmental key control officer; identify security risks and threats; report and investigate security breaches; maintain all security registers; act as contingency officer.
- ENQUIRIES** : Ms Nomvula Lekubu, 012 843 6674 Nomvula.Lekubu@dst.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 13 June 2008
- NOTE** : ☐ A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. ☐ It will be required of the successful candidate to undergo an appropriate security clearance. ☐ An indication in this regard will facilitate the processing of applications. ☐ Applicants must please note that they will be required to show proof of original qualifications during the selection process. ☐ Correspondence will be limited to successful candidates only. ☐ If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. ☐ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). ☐ Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

OTHER POSTS

- POST 22/48** : **SOCIAL WORK MANAGER: ORPHANS AND VULNERABLE CHILDREN**
Directorate: Orphans and Vulnerable Children
- SALARY** : R369 000 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : ☐ Appropriate recognized Bachelors Degree (or equivalent qualification) in social work and registration with the South African Council for Social Services Professions PLUS sufficient experience in the field of children and families with special focus on orphans and vulnerable children. ☐ Advanced knowledge and understanding of human behaviour and social systems. ☐ Extensive knowledge of related child care legislation and policies. ☐ Knowledge of the Public Service Legislative Framework, policies, legislation and programmes pertaining to children and families with special focus on orphans and vulnerable children. Competencies needed: ☐ Planning and organizing skills. ☐ Research, monitoring and evaluation skills. ☐ Analytical and project management skills. ☐ Financial management skills. ☐ Communication (written and verbal) skills. ☐ Policy development skills. ☐ Presentation skills. ☐ Negotiation skills. ☐ Counselling skills. ☐ Leadership skills. Attributes: ☐ Willingness to work in a team and independently. ☐ Self-starter. ☐ Diversity commitment. ☐ Willingness to work under pressure. ☐ Willingness to travel.
- DUTIES** : Key Responsibilities ☐ Manage the development, coordination and evaluation of policies, practice guidelines, minimum norms and standards in respect of orphans and vulnerable children. ☐ Facilitate and coordinate the mainstreaming needs of orphans and vulnerable children into social services to children and families. ☐ Manage the development and planning of programmes pertaining to orphans and vulnerable children and interventions to render a social service to children and families. ☐ Monitor and evaluate services provided by accredited organisations of orphans and vulnerable children. ☐ Manage, plan and ensure that social work research and developments are undertaken and keep up to date with new developments in the social work and management fields. ☐ Liaise/attend meetings with other departments and non-government institutions to take cognisance of the latest developments in the field of orphans and vulnerable children and to provide inputs, where required, into the work of such departments and other organisations. ☐ Manage and provide advice and guidance on issues pertaining to policies, legislations, international instruments and related issues on orphans and vulnerable children. ☐ Manage a social work unit to ensure that an

		efficient and effective social work service is delivered through the efficient and effective utilization of human resources.
<u>ENQUIRIES</u>	:	Ms PM Maaga <u>Tel:</u> (012) 312-7389
<u>POST 22/49</u>	:	<u>DEPUTY DIRECTOR: PROGRAMME IMPLEMENTATION</u> Directorate: Care and Support (HIV/AIDS)
<u>SALARY</u>	:	R311 358 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria <input type="checkbox"/> An appropriate Bachelor's Degree in Social Science or equivalent qualification PLUS sufficient experience in programme implementation including Monitoring and Evaluation. <input type="checkbox"/> Knowledge of and experience in the HIV and AIDS field. <input type="checkbox"/> Knowledge of care and support programmes including community based care. Competencies needed: <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Computer literate. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> People management skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Policy development and analysis skills. Attributes: <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Innovative and creative. <input type="checkbox"/> Compliant.
<u>DUTIES</u>	:	Key Responsibilities: Develop and monitor the implementation strategies of Care and Support programmes including monitoring and evaluation. <input type="checkbox"/> Design implementation guidelines for care and support programmes. <input type="checkbox"/> Identify programme successes and strengths and facilitate the scaling up of the programme. <input type="checkbox"/> Facilitate the replication of good practice models. <input type="checkbox"/> Ensure the monitoring and evaluation of programme implementation. <input type="checkbox"/> Identify gaps in service delivery and make recommendations for action. <input type="checkbox"/> Develop strategies to address the issues of vulnerability and gaps. <input type="checkbox"/> Utilise the research findings to improve service delivery to vulnerable groups. <input type="checkbox"/> Develop and coordinate mechanisms to provide support guidance and technical assistance to the programme. <input type="checkbox"/> Provide support services to relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms J. De Beer <u>Tel:</u> (012) 312-7309
<u>POST 22/50</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT</u> Directorate: Internal Audit
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelors Degree (or equivalent qualification) in Accounting and/or Auditing PLUS credible experience in the field of internal auditing. <input type="checkbox"/> Knowledge of the public sector financial management and systems. <input type="checkbox"/> Knowledge of accounting and auditing principles. <input type="checkbox"/> Willingness to travel. Competencies needed: <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Customer service skills. <input type="checkbox"/> Computer user knowledge and experience. Attributes: <input type="checkbox"/> Ability to function independently and to work under pressure.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Assist audit management with risk analysis. <input type="checkbox"/> Plan and execute audit assignments. <input type="checkbox"/> Gather and evaluate evidence related to audit queries. <input type="checkbox"/> Conduct fraud related and other special investigations. <input type="checkbox"/> Monitor the implementation of the fraud prevention policy.
<u>ENQUIRIES</u>	:	Mr W Ngoveni <u>Tel:</u> (012) 312-7304
<u>POST 22/51</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Chief Directorate: HIV/AIDS
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate recognised Bachelors Degree or Equivalent qualification PLUS credible experience in administration. Knowledge of / experience in financial management. Ability to interpret government guidelines and policies.

		Competencies needed: □ Interpersonal skills. Administrative skills. Organising and planning skills. Computer literacy. Communication (written and verbal) skills. Problem-solving skills. Attributes: □ Ability to cope with a high work load. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	□ Render an administrative support service to the Chief Directorate, which will include organising and planning meetings. □ Process claim forms and order stationery. □ Arrange travel bookings and accommodation for staff in the Chief Directorate. □ Prepare monthly expenditure reports of the Chief Directorate. □ Draft letters, submissions and compile agendas. □ Take minutes at meetings and distribute to members. □ Represent the Chief Directorate at the Inter Departmental committee meetings on HIV/AIDS workplace programme.
<u>ENQUIRIES</u>	:	Dr M Kganakga Tel no: (012) 312-7962
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/52</u>	:	<u>ADMINISTRATIVE OFFICER</u> Chief Directorate: Children
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	□ An appropriate Bachelors Degree (or equivalent qualification) PLUS appropriate experience in the administrative field. Knowledge / experience in social sciences will be an added advantage. □ Knowledge of financial, provisioning, procurement and human resources management prescripts and procedures. □ Budgeting knowledge and experience Competencies needed: □ Communication skills (written, verbal and liaison) at different levels □ Ability to analyse and interpret policies. □ Computer literacy. □ Problem-solving skills. □ Planning and organising skills. □ Basic Financial Management Skills. Attributes: □ Friendly. □ Disciplined. □ Accurate and precise. □ Ability to work under pressure. □ Independent. □ Confident.
<u>DUTIES</u>	:	Key Responsibilities: □ Render an administrative support service to the Chief Directorate: Children, Families and Social Crime Prevention. □ Organise and act as secretariat at meetings chaired by the Chief Director. □ Act as a link between the Chief Director's office and the Directorates to ensure coordination and management of documents, workshops and meetings. □ Draft administrative related submissions as required. □ Maintain a monitoring system for correspondence received from and / or referred to stakeholders. □ Coordinate and monitor HRM activities in the Chief Directorate, which include performance management, leave, logistical arrangements with recruitment and selection as well as to report on capacity building/ training of staff. □ Provide administrative support in the finalisation and implementation of the Children's Bill.
<u>ENQUIRIES</u>	:	Dr Maria Mabetoa <u>Tel</u> : (012) 312-7545/6
<u>POST 22/53</u>	:	<u>CHIEF ADMINISTRATION CLERK</u> Chief Directorate: Welfare Services Transformation (Division: Administration)
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	□ Senior Certificate (or equivalent qualification) PLUS credible experience in the administrative field. □ A post matric qualification in the administration field will be an added advantage. □ Knowledge of financial, provisioning and procurement prescripts and procedures. Competencies needed: □ Computer literacy □ Planning and organising skills. □ Communication (verbal and written) skills. □ Customer care skills. □ Analytical skills. □ Financial management skills. Attributes: □ Accurate. □ Compliant. □ Ability to work under pressure and. □ Adaptable. □ Disciplined. □ Diversity Commitment. □ Friendly and trustworthy. □ Diplomacy. □ Independent and self starter. □ Assertive. □ Persuasive.
<u>DUTIES</u>	:	Render a professional secretariat and administrative service to the Transformation Management Team Forum (Heads of Social Welfare Services), Extended Chief Directorate Forum and Director's Forum. Manage the flow of cabinet memorandums, parliamentary questions and instructions from the Director-General. □ Edit, supplement and refinement of submissions and documents. □ Act as co-ordinator between the office of the Chief Director and the Provincial Heads of the Social Development on Transformation Management

ENQUIRIES

: Team Forum (TMT) matters. □Manage all logistical processes for the mentioned forums.
Ms N Kela Tel no (012) 312-7771

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability). The candidature of persons whose appointment will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X 1000, Pretoria, 0001 or hand delivered to the Union Buildings, Main Entrance, Government Avenue, Pretoria.
<u>FOR ATTENTION</u>	:	Ms M Makgae
<u>CLOSING DATE</u>	:	13 June 2008
<u>NOTE</u>	:	Applications must be submitted on Z83 form accompanied by certified copies of qualifications and ID as well as a comprehensive CV. It is the responsibility of the applicant to have his/her foreign qualifications evaluated by South African Qualification Authority (SAQA). Your appointment will be subject to a positive security clearance and reference check as well as verification of educational qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will render your application invalid. No faxed or e-mailed applications will be considered.

OTHER POSTS

<u>POST 22/54</u>	:	<u>ADMINISTRATIVE OFFICER</u> Office on the Status of Disabled Persons
<u>SALARY</u>	:	R 106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma in Administration or relevant equivalent qualification. Knowledge of PFMA and the Treasury Regulations. A minimum 3 years working experience in the field of disability policies. Proven managerial abilities administrative, communication and organizational skills. Ability to travel and work irregular hours and under pressure. Ability to maintain sound interpersonal relations. Skills And Competencies: Strong administrative experience, as well organizing, integrating filing systems and co-ordination skills. Computer proficiency with knowledge of Word processing, Excel, Power Point, Outlook are essential requirements for the preparation of reports and documents.
<u>DUTIES</u>	:	The incumbent will assist mainly with co-coordinating and ensuring smooth running of the office, tracking invoices and payments, monthly budget reviews and projections. Managing conferences and workshops and events in the OSDP (Office on the Status of Disabled People). Provide assistance in the development of policies related to advancing opportunities for people with disabilities and research. Fulfilling all reporting requirements expected at this level. Performing secretarial duties at meetings.
<u>ENQUIRIES</u>	:	Ms R Mathivha 012 300 5486
<u>POST 22/55</u>	:	<u>SENIOR SECRETARY</u> Supply Chain Management
<u>SALARY</u>	:	R 85 362 – R 99 108 per annum
<u>NOTE</u>	:	Candidates will be expected to write an assessment test.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a Post School Secretarial Diploma. Ability to communicate well with people from different levels and from different background. Good telephone etiquette. Intermediate to advanced knowledge of word processing, spreadsheet and presentation packages and other relevant software utilized in government. Sound organizational skills. Ability to act with tact and discretion autonomously. Must be reliable and willing to work abnormal hours.
<u>DUTIES</u>	:	Provide secretarial and administrative support service to the Manager and other members of the unit. Organize meetings and workshops. Record meetings and prepare minutes. Make travel arrangements on behalf of the Manager. Manage and coordinate the Directors' diary. Maintain a filing system in line with the documentation and information systems and procedures of the organization.

Support the manager with the administration of the budget. Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work.

ENQUIRIES

: Mr L Marumule 012 300 5630

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.

<u>CLOSING DATE</u>	:	13 June 2008
<u>NOTE</u>	:	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

<u>POST 22/56</u>	:	<u>DEPUTY CHIEF ENGINEER (CIVIL) (3 POSTS)</u>
<u>SALARY</u>	:	R369 000 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate and recognised four-year Bachelor Degree (BSc Eng: Civil) or equivalent qualification as prescribed in the Engineering Profession Act (Act N0 46 of 2000). Registration with the Engineering Council of South Africa as a Professional Engineer (PrEng) is a pre-requisite. Computer proficiency. Extensive dam engineering experience related to design, flood hydrology, construction, management and safety of dams. Must be computer literate and have strong verbal and written communication skills. A valid driver's license (minimum code EB), and the successful applicant will be required to travel throughout South Africa for execution of some of his/her duties.
<u>DUTIES</u>	:	Key Performance Areas: The Deputy Chief Engineer's responsibilities will be to investigate, analyse and recommend classification of dams; evaluate and investigate engineering aspects of the license applications for the construction of new dams or alteration of existing dams; recommend design changes before approval of licenses; monitor the safety aspects of new dams under construction; evaluate and investigate the engineering aspects of license applications to impound, construction completion reports and as-built drawings; develop/maintain procedures for evaluating and monitoring the safety out risk assessments; evaluate dam safety evaluations or investigation reports and carry out risk assessments. Follow up on dam safety betterment works with owners of dams; develop/maintain guidelines and policies on dams with a safety risk; assist with applications for financial assistance when required; liaise with regional officials, dam owners, professional engineers and the public; give presentations and advice n dam safety matters and legislation; supervise and train Industrial technicians as required; provide technical and administrative support as required to Chief Engineers in the Dam Safety Office. Develop/maintain the dam safety information system; generate report and statistics to measure progress with the Dam Safety Programme; make inputs to the management of the component and the budget.
<u>ENQUIRIES</u>	:	Mr J.H Nortje Tel (012) 336 8010 Mr A.G Chemaly Tel (012) 336 8707
<u>APPLICATIONS</u>	:	Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/57</u>	:	<u>DEPUTY DIRECTOR: VELD AND FOREST OVERSIGHT</u> Directorate: Forestry Regulation
<u>SALARY</u>	:	R369 000 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification, Environmental Sciences, Disaster Management or Social Science coupled with demonstrate appropriate working experience. A post graduate degree in the same field as well as appropriate working experience in management will be an added advantage. A Valid driver's licence. The candidate must possess good communication/interpersonal skills, computer literacy, presentation skills and negotiations skills. Understanding of policy management and regulatory processes, legal interpretation, leadership skills, project and programme management.
<u>DUTIES</u>	:	Key Performance Areas: To develop and implement systems in terms of the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) and other measures to promote integrated veldfire management throughout the country. Providing leadership to the sub-directorate, conducting strategic and business development of policies and strategies for the sub-directorate functions, management of capacity building and advisory support, ensuring effective communication with role players on veld and forest fires management issues, representing the branch in international committees and other forums relating to integrated fire management.
<u>ENQUIRIES</u>	:	Mr T Malatji, Tel (012) 336 8787
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>POST 22/58</u>	:	<u>RESOURCE PROTECTION MANAGER</u>
<u>SALARY</u>	:	R 369 000 per annum
<u>CENTRE</u>	:	East London (JE2990)
<u>REQUIREMENTS</u>	:	Minimum Requirements: An appropriate recognized degree in one of the following fields of study: Chemistry/Biochemistry/ Water Utilization/ Environmental Science/ Geohydrology/ Microbiology. 6 years and above of work in water quality and resource protection environment. Valid drivers license. Willingness to work and travel abnormal hours. Advanced skills in respect of analytical thinking, research, computer application, project management and financial management. Recommended Req: Post graduate studies in Water Quality and Resource Protection. Ability to draft reports. Experience in River Health Programme and application of indices used. Computer literacy. Deeper understanding of Wetlands and Estuary functioning and their Reserve Determination determinations will be an advantage Personal Attributes: Dynamic "go-getter" with a friendly disposition. Ability to lead and be a team player. Committed to environmental sustainability
<u>DUTIES</u>	:	Lead and supervise key interventions for effective resource protection, in accordance with the National water Act, Water Services Act and other Departmental policies and strategies. Provide operational and guidance and advice on water resource protection issues, water quality assessment, monitoring, aquatic resource surveys, management and ensure systematic dissemination of knowledge as well as the management of exchange of information. Identify opportunities to provide better understanding of the Provincial water resources. Ensure implementation and provision of scientific support on Reserves (Ground, Surface, Wetlands, and estuaries) within the Region. Provide information for reporting and auditing purposes. Business and financial management will be done in terms of the PFMA and MTEF. Monitor budget levels. Clear understanding of transformation in the Public Service. Knowledge of Human resource management and Development Policies.
<u>ENQUIRIES</u>	:	Ms Dale Cobban (043) 70103532
<u>FOR ATTENTION</u>	:	Ms R Slabbert
<u>APPLICATIONS</u>	:	Post application to: Department of Water affairs and forestry, Private Bag X 7485, King William's Town, 5600
<u>POST 22/59</u>	:	<u>ASSISTANT DIRECTOR: HYDROLOGY (ANALYSIS OF INTEGRATED WATER RESOURCES INFORMATION SYSTEMS)</u>
<u>SALARY</u>	:	R311 358 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Applicant must be in possession of an appropriate four year BSc Honours degree in Hydrology, Numerical Sciences, Computer or Information Sciences, appropriate experience in information management and computerised information systems. Candidates must also be computer literate, with a sound knowledge of the National Water Act of 1998, information flow processes, project management and facilitation joint system analysis workshops as well as verbal, written, interpersonal and negotiating skills. A valid Code 08 driver's licence is also required.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will report to sub-directorate manager and will lead, coordinate and develop a team of professionals from other business units to support him or her in achieving the following objectives: establish a Service Orientated Architecture based on Enterprise Architecture for Integrated Water Resources Information Systems; research current and future trends in hydro-informatics; manage the analyses of the hydrological functions required to effectively support water resources management; establish and maintain a library of analysed water resources information management functions and document the relationships within and between information programmes; determine the needs for water resources information management required by the SA water sector; manage, align and coordinate a number of projects and develop multi-year strategies and annual business plans to address the water resources information needs and evaluate progress in this regard; analyse human resource and financial requirements to operate information systems; assess the utilisation of computerised information system; support management when required; supervise, mentor, manage and train subordinate and contribute and implement annual business plan and budget; and report within agreed formats and deadlines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Keuris, tel (012) 336 8459
	:	Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/60</u>	:	<u>ASSISTANT DIRECTOR: HYDROLOGY (DEVELOPMENT OF INTEGRATED INFORMATION SYSTEM)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 358 per annum (all inclusive salary package)
	:	Pretoria
	:	Applicant must be in possession of an appropriate four year BSc Honours degree in Hydrology, Numerical Sciences, Computer or Information Sciences, balanced by either appropriate experience in the development of information systems for environmental data, or in monitoring and information management; as well as sound experience in project management, GIS and a number of computerised information systems. Candidates must also be computer literate, acquainted with Chapter 14 of the national Water Act and be able to demonstrate well developed verbal, written and negotiating skills.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will report to sub-directorate manager and will lead, coordinate and support a number of software development projects for computerised water resources information systems towards a single integrated system; identify the best cost-effective systems to address complex information management needs that include hydrological and geographical data acquisition, management, assessment and dissemination; maintain an inventory of all water resources and geographical information systems; select the optimal architecture and technologies appropriate to the SA water sector's needs; design, establish and maintain effective links to external information systems; provide support to management structure when required; supervise, mentor, manage and train subordinates and contribute to the implementation of the annual business plan and budget and report within agreed formats and deadlines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Keuris, tel (012) 336 8459
	:	Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/61</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATIONS</u> (Corporate Services)

<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An applicant must be in possession of an appropriate three year Diploma or Degree in communications or related field plus appropriate experience within the communication field. Appropriate experience in project management, excellent writing skills. Willingness to travel and work odd hours. The following will serve as recommendation in your favour: excellent knowledge media and communication mediums, event and project management. The ability to multi-task in a complex environment. Sound knowledge and experience in administrative and financial management. Familiarity with government communication policies and programmes. Essential to this post computer literacy, excellent writing, verbal and networking skills, a valid driver's licence and knowledge of Water Services issues. Must be able to perform under pressure. Knowledge of Water and Forestry sector will be an advantage.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for all Water Services communication in the Department, entailing the following: Develop and execute Water Services communication strategies and implementation plans. Co-ordinate all Water Services communication activities in the Department. Build and maintain effective communication links with Local Government and relevant stakeholders. Design, drive, monitor and evaluate internal communication campaigns, projects and events. Write articles for internal and external publications. Provide communication and advice to the different Water Service directorate. Liaise with Regional Communication Officers in terms of Water Services and provide support to them with planning and execution of Water Services communication.
<u>ENQUIRIES</u>	:	Ms L Fatana, Tel (012) 336 8045
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/62</u>	:	<u>PRINCIPAL ENGINEER (2 POSTS)</u>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised four-year Bachelor of Science in Engineering or equivalent qualification as prescribed in the Engineering Profession Act, 2000 (Act No. 46 of 2000, South Africa), plus appropriate water resource engineering experience according to the level of appointment. Registration or the ability to register with the Engineering Council of South Africa as a Professional Engineer. Additional studies in one or more of the following fields: Hydrology, Project Management, Engineering Economics, Environment, Social Aspects and Law will serve as a recommendation. Experience in water resource management is essential. Computer literacy. Outstanding writing and communication skills and exposure to soft engineering, i.e. engagement with interest and affected parties regarding project investigations. Ability to relate with associated professional fields in a multidisciplinary team.
<u>DUTIES</u>	:	Key Performance Areas: The Engineers will work under the direct control of a Chief Engineer and will form part of a project team that would be involved in the optimisation and planning of water resources utilisation and development in South Africa through the evaluation of various options. The incumbents will be responsible for: Identification of available water resources and development needs through multidisciplinary basic studies, conceptualisation of possible solutions to meet water demands and evaluation of associated social, economic and environmental impacts, involvement in the development of water management strategies, comparative analysis, optimisation and reporting of feasibility investigation of possible water resource development, preparation of inputs for decision-making regarding the selection, appointment and control of professional service providers.
<u>ENQUIRIES</u>	:	Mr LS Mabuda, Tel (012) 336 8477
<u>APPLICATIONS</u>	:	Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610

POST 22/63 : **2 X ASSISTANT DIRECTORS /SPECIALIST SCIENTISTS (RDM) – (593133 AND 593233)**

SALARY : R 196 815 per annum
CENTRE : East London and Port Elizabeth (JE2991)
REQUIREMENTS : Minimum Requirements: An appropriate 4 year degree or equivalent. 6 – 8 years experience. Advanced skills in respect of analytical thinking, research, computer application, project management and financial management. Recommended Req: Ability to draft reports. Experience in River Health Programme and application of indices used. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but not a pre-requisite. Deeper understanding of Wetlands and Estuary functioning and their Reserve Determination determinations will be an advantage Personal Attributes: Dynamic “go-getter” with a friendly disposition. Ability to lead and be a team player. Ability to work independently in an effective and efficient manner Willingness to work long hours and extensive long distance travelling.

DUTIES : This position offers an opportunity of contributing to the sustainable use of water. Duties pertaining to this post include assisting in management and co-ordination of the Sub Section – Resource Directed Measures, which will consist of a group of technical and multi-disciplinary permanent DWAF officials and contracted consultants. Identify opportunities to provide better understanding of the Provincial water resources. Ensure implementation and provision of scientific support on Reserves (Ground, Surface, Wetlands, and estuaries) within the Region Provide support in water resource assessments according to the Chapter 3 of the National Water Act Provide information for reporting and auditing purposes. Business and financial management will be done in terms of the PFMA and MTEF. Monitor budget levels. Supervise junior staff members of the sub-section

ENQUIRIES : PL Gasal-Lubelwana (043) 7010352
APPLICATIONS : Department of Water affairs and forestry, Private Bag x 7485, King William's Town, 5600

FOR ATTENTION : Ms B Slabbert

POST 22/64 : **CONTROL INDUSTRIAL TECHNICIAN**

SALARY : R196 815 per annum
CENTRE : Cradock
REQUIREMENTS : Candidate must be in possession of a Civil Engineering degree or National Diploma (T/N-stream Civil) or registration in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990 Code EB (8) drivers license a necessity. Ability & willingness to travel extensively and work away from the office for extended periods Recommendations: Extensive experience in Water Conservation / Water Demand Management, Municipal Water and Sewage reticulation and distribution systems, Knowledge of the National Water Act, 1998 (Act 36 of 1998) Sound knowledge of MS Office and related programs, viz. Word & Excel and Power Point. Extensive experience in office administration Good verbal and communication skills Ability to work under pressure.

DUTIES : Work in Water Use Efficiency Division of the Directorate Water Regulation & Use in the Eastern Cape Region. Regulate and assist all Water Management Institutions (WSA's, WSP's Irrigation Boards etc.) with the implementation of Water Conservation / Water Demand Management. Appoint and manage professional service providers. Do awareness campaigns, give training and attend all relevant meetings.

ENQUIRIES : M.P. Labuschagne 048 – 881 3005
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600

FOR ATTENTION : Ms B Slabbert

POST 22/65 : **ASSISTANT DIRECTOR: LABOUR RELATIONS**

SALARY : R 196 815 per annum
CENTRE : King William's Town
REQUIREMENTS : Recognized three year degree/diploma in Labour Relations/Human Resources/law and relevant experience in a collective bargaining and labour

relations environment. Sound knowledge of public service and labour legislation and labour relations practices. Good negotiation, conflict management, strategic capability, administrative, analytical, communication and presentation skills. Valid driver's licence. Must be computer literate.

DUTIES : The incumbent should be able to proactively identify likely causes and solutions to employee related problems Advise Manage labour unrest. Manage collective bargaining. Manage the grievance procedure/disciplinary system. Undertake labour relations research. Plan activities. Management of personnel and finance Investigate misconduct cases and grievances. Develop and implement labour relations policies and procedures. Rendering Labour Relations advisory services to managers and employees. Train and support line managers on LR issues. Provide advice to management on labour relations and policy compliance. • Handle employee complaints, grievances and disputes. • Monitor implementation of labour relations policy. • Conduct information sharing sessions in all labour relations activities to line managers and employees. • Handle, coordinate and initiate disciplinary hearings. • Represent the Department in dispute resolution forums, Limpopo Provincial PSCBC and the GPSSBC. • Facilitated and monitor the implementation of sanctions on Misconducts, Court Orders and Arbitration awards.

ENQUIRIES : Mr A Starkey Tel 043 604 5413
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600

FOR ATTENTION : Ms B Slabbert

POST 22/66 : **ASSISTANT DIRECTOR: SECTOR COLLABORATION (1 POST) (CAPACITY BUILDING SUPPORT)**

SALARY : R196 815 per annum
CENTRE : King William's Town
REQUIREMENTS : An appropriate recognised three-year tertiary qualification in the Development or Social Sciences or Humanities supplemented by at least five-year appropriate experience. With Strategic leadership and Competence including skills in co-ordination and facilitation, report writing, written & verbal communication and networking. Knowledge of Programme Management and the relevant legislation: National Water Act, Water Services Act Strategic Framework for Water Services including Institutional and Social Development aspects or Capacity building. A good understanding of the PFMA and DoRA requirements Good written and verbal communication skills Problem-solving, negotiation and interpersonal skills Must be supportive, motivated, innovative and self-confident. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Valid Code 08 driver's license

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

ENQUIRIES : Mr B. Matomela, Tel: (043) 604 5400.

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

FOR ATTENTION : Ms B Slabbert

POST 22/67 : **SENIOR DEVELOPMENT EXPERTS (2 POSTS) (SECTOR COLLABORATION)**

SALARY : R132 054 per annum
CENTRE : King William's Town (1); Mthatha (1)
REQUIREMENTS : An appropriate 3-year tertiary qualification in the Development or Social Sciences or Humanities supplemented by at least 3-year appropriate experience. Leadership competence including skills in co-ordination and facilitation, report writing, written & verbal communication and networking. Computer literacy. Knowledge of the National Water Act, Water Services Act Strategic Framework for Water Services including Institutional and Social Development aspects or capacity building. Understanding of government systems, policies, processes and programmes. Practical knowledge of the Municipal and Local Government environment. Valid Code 08 driver's License.

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

ENQUIRIES : Mr B. Matomela. Tel: (043) 604 5400.

APPLICATIONS : The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600, , Tel: (043) 604 5476

FOR ATTENTION : Mr. M. Z. Sihiya

POST 22/68 : **CHIEF INDUSTRIAL TECHNICIAN (2 POSTS) (PLANNING SUPPORT)**

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

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

ENQUIRIES : Mr. R. Jack, Tel: (043) 604 5467.

<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape Department of Water Affairs and Forestry, Private Bag X7485, King William's Town 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>POST 22/69</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (CIVIL) (2 POSTS) DAM SAFETY OFFICE</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (Civil Engineering) or an appropriate three year qualification plus appropriate experience in dam safety, dam design, construction of dams, water resources engineering/management and flood hydrology. Must be computer literate and have good verbal and written communication skills. A valid driver's licence (minimum code EB) as the successful applicant may be required to travel throughout South Africa for execution of some of the duties.
<u>DUTIES</u>	:	Key Performance Areas: Process classification and resignation applications for dams with a safety risk. Assist with the evaluation of technical documents including design reports, operation and maintenance manuals and emergency preparedness plans for dams as required by the dam safety regulations. Provide technical support and perform ad hoc tasks for Chief Engineers in the Dam Safety Office. Maintain and update the Dam Safety Office databases. Inspect and visit dams for classification purposes, existing dams with problems or defects, and dams under construction as requested by the responsible Chief Engineer. Communicate verbally and in writing with dam owners, engineers, technicians, interested and affected parties, and the public. Process applications for financial assistance.
<u>ENQUIRIES</u>	:	Mr JH Nortje Tel (012) 336 8010 Mr AG Chemaly Tel (012) 336 8707
<u>APPLICATIONS</u>	:	Director-General, Department of Water Affairs and Forestry, private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/70</u>	:	<u>SENIOR HYDROLOGIST: COORDINATION AND LIAISON</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate four year BSc Honours degree in Geology/Geohydrology/Earth Sciences/Water Sciences/Hydrology; coupled with appropriate experience. Knowledge of Water Resources management, and Environmental Law as well as communication skills, computer literacy and willingness to travel, will serve as recommendations.
<u>DUTIES</u>	:	Key Performance Areas: Involved with the coordination and liaison of both external and internal stakeholders; Assist with the promotion of water resources information management in shared water courses; support delivery or dissemination of information products; support the establishment of knowledge-management systems and support the linking-up with external knowledge networks.
<u>ENQUIRIES</u>	:	Ms T Zokufa, tel (012) 336 8592
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/71</u>	:	<u>DATA ANALYST-BIO-PHYSICAL</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors degree in Forestry, natural sciences or equivalent qualification plus appropriate experience in the natural resources/environmental sphere or related information/knowledge management environment. Knowledge of Economics or Commerce will be an added advantage. A valid code 08 driver's license. The following will serve as a recommendation: knowledge of the forestry sector in South Africa; knowledge of relevant policies and strategies in forestry; strong ability to compile and analyse data; ability to work under pressure; good interpersonal skills; excellent analytical

	skills; ability to use own initiative; excellent written and verbal communication skills; computer literacy and report writing skills.
<u>DUTIES</u>	: Key Performance Areas: The successful incumbent will support the Forest Sector with the following: proving strategic information and knowledge on the forestry sector in the context of Sustainable Forest management; Production of routine annual reports based on the Criteria and Indicators monitor system and tri-ennial report such as the State of the Forestry Report to Parliament; interrogation and analysis of raw data from information systems in DWAF and other statistics to produce responses to strategic questions on bio-physical issues, such as reporting on the change in the permanent forest estate; periodic and on demand quantitative analyses of and reports on specified forest sector issues. Be involved in the daily administration of the Sub-Directorate: Knowledge and Strategic Information Management and in addressing enquiries from the public and from within the Department. The appointee will have to collaborate with the forest sector in order to draw in wider expertise in question analysis and data interrogation.
<u>ENQUIRIES</u>	: Ms S Boqo, Tel (012) 336 8847
<u>APPLICATIONS</u>	: The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	: Ms C Mazibuko, Zwamadaka 610
<u>POST 22/72</u>	: <u>DATA ANALYST-COMMERCIAL</u>
<u>SALARY</u>	: R132 054 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate recognised Bachelors degree in Forestry, natural sciences or equivalent qualification plus appropriate experience in the natural resources/environmental sphere or related information/knowledge management environment. Knowledge of Economics or Commerce will be an added advantage. A valid code 08 driver's license. The following will serve as a recommendation: knowledge of the forestry sector in South Africa; knowledge of relevant policies and strategies in forestry; strong ability to compile and analyse data; ability to work under pressure; good interpersonal skills; excellent analytical skills; ability to use own initiative; excellent written and verbal communication skills; computer literacy and report writing skills.
<u>DUTIES</u>	: Key Performance Areas: The successful incumbent will support the Forest Sector with the following: proving strategic information and knowledge on the forestry sector in the context of Sustainable Forest Management; gathering of relevant data and information for evaluation purpose; production of data, information and interpretive reports; production of routine annual report such as Commercial Timber statistics; Interrogation and Analysis of raw data from information system in DWAF and other statistics to produce responses to strategic questions on commercial forestry issues; periodic and on demand quantitative analyses of and reports on specified forest sector issues. Providing a core data analysis function within the Sub-Directorate: Knowledge and Strategic Information Management; be involved in the daily administration of the sub-directorate and in addressing enquiries from the public and from within the Department. The appointee will have to collaborate with sector in order to draw in wider expertise in question analysis and data interrogation.
<u>ENQUIRIES</u>	: Ms S Boqo, Tel (012) 336 8847
<u>APPLICATIONS</u>	: The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	: Ms C Mazibuko, Zwamadaka 610
<u>POST 22/73</u>	: <u>SENIOR INTERNAL AUDITOR: PERFORMANCE AND COMPLIANCE (2 POSTS)</u> Directorate: Internal Audit
<u>SALARY</u>	: R132 054 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A recognised three-year tertiary qualification in Internal Auditing, Financial Accounting or related fields. Appropriate experience in Internal Auditing. Sound knowledge of the Public Finance Management Act, Treasury Regulations, General Acceptable Accounting Principle. Good understanding of institute of

	Internal Auditors International Standards for the Professional Practice of Internal Auditing. Good interpersonal, written and verbal communication skills. Analytical skills. Ability to work independently and under pressure. Willingness to travel as and when required. valid driver's licence. Computer literacy. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme. Ability to identify and analyse risks during the execution of the audit. Problem solving skills.
<u>DUTIES</u>	: Key Performance Areas: Plan and execute audits in accordance with the Internal Audit Strategic and Operational Plan in compliance with the Standards for Professional Practice of Internal Auditing. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures. Compile audit reports. Evaluate auditee's response and perform a follow-up audit. Perform ad hoc assignments/investigations as and when requested by management. Take part in preliminary and closing meetings with the auditee. Regularly execute audit at the regional and regional and area offices in all nine (9) provinces.
<u>ENQUIRIES</u>	: Mr N Marobane, Tel (012) 336 7036
<u>APPLICATIONS</u>	: The Director: Department: Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	: Ms C Mazibuko, Zwamadaka 610
<u>POST 22/74</u>	: <u>HEALTH AND SAFETY OFFICER</u>
<u>SALARY</u>	: R132 054 per annum
<u>CENTRE</u>	: King William's Town
<u>REQUIREMENTS</u>	: A recognized National Diploma (T1/3) or equivalent qualification in Electrical/Mechanical Engineering. Registration as Engineering Technician in terms of Section 14 (1) of the Engineering profession of SA Act 1990. Knowledge of OSH Act and regulations (Act 85 of 1993), risk assessment and computer literacy. Good verbal and written Communication skills, valid driver's license. Certificate in Occupational Health and Safety.
<u>DUTIES</u>	: Key Performance Areas: Manage the hazard identification risk assessment process and direct the attention of management to all potential hazardous tasks. Facilitating training of all employees, managers, and contractors in the Region regarding SHE induction, incident investigation and She Representatives. Compilation of corporate standards and policies for all elements required by occupational Health and Safety Act. Investigation of all fatal incidents in the region. Identify route causes and provide managers and Safety Committees with regional recommended actions to prevent recurrence of incidents in terms of COLD Act internal audits. Help in administration of physical security measures in the region.
<u>ENQUIRIES</u>	: Mabusela EN Tel 043 604 5400
<u>APPLICATIONS</u>	: Chief Director: Eastern Cape, Private Bag X7485, King William's Town, 5600
<u>FOR ATTENTION</u>	: Ms B Slabbert
<u>POST 22/75</u>	: <u>PRINCIPAL COMMUNITY LIAISON OFFICER (2 POSTS)</u>
<u>SALARY</u>	: R 132 054 per annum
<u>CENTRE</u>	: East London
<u>REQUIREMENTS</u>	: An appropriate 3 year tertiary qualification in the communication, agriculture and/or social sciences. Valid driver's licence. Computer literate. Excellent communication skills, both written and verbal. Knowledge of the National Water Act. Experience in community liaison in particular within the Eastern Cape. Knowledge of the commercial agricultural sector. Skills in facilitation, negotiation and mediation. Experience in managing public meetings and in awareness creation programmes. Experience in a client service environment. Willing to travel throughout the Eastern Cape Province. Fluency in at least 2 of the official languages of the Eastern Cape Province
<u>DUTIES</u>	: The successful candidate will report to the Mzimvubu Catchment Manager and be responsible for the following duties: Manage water resources related liaison for one of the following District Municipalities: Amatola, OR Tambo, Chris Hani, Ukahlamba, Alfred Nzo Community liaison and awareness creation of water users and stakeholders Communication with water users including preparation of materials Arranging and managing public meetings on water issues Supporting

the establishment of Water User Associations within the DM Supporting water projects for resource-poor farmers Facilitation of water use within the commercial agriculture sector Assisting water users in registration and licensing of water use Facilitating ongoing liaison with water users and government

ENQUIRIES : Mr Tonjeni tel 043 701 0376
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
FOR ATTENTION : Ms B Slabbert

POST 22/76 : **SENIOR ADMINISTRATION OFFICER (LICENSING) (1 POST)**

SALARY : R 132 054 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : An appropriate 3 year tertiary qualification in the Natural Sciences and/or legal field and extensive relevant experience in an administrative field Knowledge of the National Water Act, 1998 (Act 36 of 1998) Valid drivers license; Willingness to travel; Computer literacy Recommendations: Knowledge of wider legislative framework governing licensing of water use Sound knowledge of MS Office Extensive experience in a technical and administrative field Good verbal and written communication skills Ability to work under pressure Experience in working with Consulting Engineers and Municipalities will serve as a recommendation Knowledge of the administration of license applications in terms of the National Water Act will be an added advantaged Experience in water use licensing will be an added advantage

DUTIES : Administer water use license in terms of section 21 of the National Water Act Administer applications for declaration of Existing Lawful water use Ensure license process correctly implemented Render an advisory service to license applicants in applying for a license Provide information and guidance on requirements for a license, registration and general authorization Ensure co-ordination with affected Government Departments for water use license applications Ensure completeness of license applications and make recommendations to Responsible Authority for approval Ensure maintenance of records, correspondence and appeals pertaining to license applications Supervise junior staff

ENQUIRIES : Ms L. Fourie (043) 701 0248
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
FOR ATTENTION : Ms B Slabbert

POST 22/77 : **CHIEF ADMINISTRATION CLERK (IT)**

SALARY : R 106 335 per annum
CENTRE : King Williams Town
REQUIREMENTS : Appropriate 3 Year National Diploma/Degree or equivalent qualification. computer literacy; driver's licence; knowledge of government procedures and legislations

DUTIES : Quotes and enquiries on SITA contracts. Monthly expenditure reports. Hardware and software acquisition. First line support to users. Customer Relations management. Transport claims and accommodation verification for IT staff. Booking of venues for workshops and training. Entry level training to users. Asset management. Maintenance contracts for server room equipment. Contracts for off site backups. Entry level SLA management. Risk register. Change management. Communication with SMME's. General office administration.

ENQUIRIES : Mr R Becker (0828080409)
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
FOR ATTENTION : Ms B Slabbert

POST 22/78 : **CHIEF REGISTRY CLERK**

SALARY : R106 335 per annum
CENTRE : King William's Town

<u>REQUIREMENTS</u>	:	Senior Certificate plus relevant practical experience. Excellent communication skills, ability to work under pressure, strong leadership skills and computer literacy. Driver's license is also a requirement.
<u>DUTIES</u>	:	Key Performance Areas: Keep a control list of all archives other than correspondence files; maintain the code of confidentiality; Access to information; Control the receipt and opening of Post; maintain and apply the approved filing system; Dispatch all circulars; Control all relevant Registry Services. Ensuring that the information is always available.
<u>ENQUIRIES</u>	:	Mabusela EN Tel 043 604 5400
<u>APPLICATIONS</u>	:	Chief Director: Eastern Cape, Private Bag X7485, King William's Town, 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>POST 22/79</u>	:	<u>SENIOR SECRETARY GRADE IV</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior certificate with typing any other appropriate training course or qualification plus the following key competencies: Knowledge of computer literacy, Public Relations, Telephone etiquette, Conference and meeting procedures. Sound organizational skills, good people skills, ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Language skills, basic written communication skills, creativity, innovative and creative thinking abilities and high level of reliability. Good grooming and presentation. Short listed candidates will be subjected to a typing IT test. The successful candidate will have to undergo security clearance.
<u>DUTIES</u>	:	Key Performance Areas: Receives and refer telephone calls. Keep manager's diary. Typing of documents, operates office equipment (fax, photocopier), arrange events for the Director, process travel and subsistence claims and invoices. Take minutes at meetings of the Director. Draft routine correspondence and reports. Do the filing of documents for the Director. Administer leave register and telephone accounts for the Directorate. Receives records and distributes Incoming and outgoing documents. Procurement of standard items such as stationery and refreshment, collect documents for Director to prepare for meetings, studies relevant prescripts and policies and other documents to ensure the application thereof is understood properly and implemented. Remains abreast with the procedures and processes that apply in the office of the Director: Administration.
<u>ENQUIRIES</u>	:	Mr H.C. Paulsen Tel (012) 336 8672
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/80</u>	:	<u>ADMINISTRATIVE OFFICER</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year Bachelor's degree or a Senior Certificate (Grade 12) with appropriate experience in office administration. Computer literacy (Ms Word, Ms Excel and PowerPoint) Good verbal and written communication. Ability to effectively and efficiently liaise with internal and external clients. Valid driver's license. Ability to work independently and under pressure. Good planning and organization skills. Knowledge and experience in office administration. Willingness to learn new skills. Conflict resolution and interpersonal skills. Financial Knowledge.
<u>DUTIES</u>	:	Key Performance Areas: Proper maintenance of records and databases as required by the section. Compile general office correspondence such as business plan, strategic plan, EE plan, memorandums, submissions, invitations, notice reports and letters. Compile and consolidate reports. Manage internal Bursaries and assist in compiling the Workplace Skills Plan. Arrange training, workshops and meetings. Ensure effective liaison and communication with internal and external clients. Adhere to financial regulations. Obtain venues, services and refreshments for training and meetings. Assist in maintaining and updating the office inventory. Receiving, registering, routing and filing correspondences, agendas, minutes, reports and other documentation. Organize

	:	meetings and follow up on meeting resolutions. Order and manage stationary for the section.
<u>ENQUIRIES</u>	:	Mr H C Paulsen, Tel (012) 336 8672
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/81</u>	:	<u>SENIOR SECRETARY GRADE IV DIRECTORATE: WATER SERVICE POLICY AND STRATEGY)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and Secretarial Diploma. Good telephone etiquette, inter-personal relations and organizational skills. Good written and verbal communication skills. Experience on office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience and knowledge on taking minutes. Ability to organize and prioritise work. Knowledge of Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook and Internet coupled with sound typing skills. Willingness to work after hours when required. Filing skills and ability to keep record of flow of documents.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call of screening, receiving as well as attending to messages and provide hospitable reception of visitor to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (Fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments,
<u>ENQUIRIES</u>	:	Ms A Manus, Tel (012) 336 6502
<u>APPLICATIONS</u>	:	The Director-General: Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/82</u>	:	<u>CHIEF ADMINISTRATION CLERK (TRANSPORT)</u>
<u>SALARY</u>	:	R 106 335 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	Matric and relevant experience. Five years experience in Fleet Management. Excellent communication and report writing skills. Computer literacy. Knowledge of Transport Policies. Driver's Licence. Strong leadership abilities.
<u>DUTIES</u>	:	Co-ordination of transport activities-processing of log sheets and accident reports. Leading, directing and management of staff in the section. Process applications for subsidized vehicles. Co-ordinating Subsidized Car Committee meetings. Maintenance of adequate database. Processing of claims. Conducting sub-car inspections and compiling reports. Ensure that Log Sheets are submitted timeously by the users. Ensuring the correctness of invoices for Government vehicles. Compiling monthly reports and reporting all irregularities.
<u>ENQUIRIES</u>	:	Mabusela EN Tel 043 604 5400
<u>APPLICATIONS</u>	:	Chief Director: Eastern Cape, Private Bag X7485, King William's Town, 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>POST 22/83</u>	:	<u>PRINCIPAL PERSONNEL OFFICER</u> Directorate: Talent Management
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of Grade 12 certificate and relevant experience in the co-ordination and quality checking of assessment documents. A National Diploma in Human Resources Management plus knowledge in

		Performance Management systems will be an added advantage. Good writing and communication skills, computer literacy (Ms Word, Excel and PowerPoint) and understanding of Persal. Incentive Policy Frameworks. Knowledge of Chapter four of the SMS Handbook.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be required to work as a team member in rendering professional administrative functions in the section Performance Management and Development. He/she will: Provide professional administrative functions (draft agendas; scheduling meetings; minute taking, preparation of relevant documentation, etc.) within the Performance Management and Development sub-directorate. Do quality check of performance assessment documentation. Compiling and updating of databases. Administering probation of SMS members. Provide advice on PMDS matters
<u>ENQUIRIES</u>	:	Mr MB Oosthuizen, Tel (012) 336 7613
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>POST 22/84</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE III (WATER BOARDS OVERSIGHT)</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification plus general administration and financial management experience. Knowledge and understanding of PFMA, Treasury Regulations, provisioning Systems and BAS. The ability to work in a multidisciplinary team. The following will serve as recommendations: good verbal and written communication and interpersonal skills. Supply Chain Management knowledge and understanding. Ability to work under pressure and independently. Computer literacy (MS Excel, Word, Spreadsheet, PowerPoint, and Outlook) will also be required. An understanding of public sector financing (Public Finance Management Act)
<u>DUTIES</u>	:	Key Performance Areas: Assist the unit with organising, managing, controlling and monitoring of budget, stores, registry and office equipments. Ensure efficient provisioning services, managing, controlling and monitoring of budget, as well as personnel matters. Processing of claims, S&Ts, Requisition and checking the validity, correctness and completeness of supporting document. Handle enquiries from suppliers and other stakeholders. Making accommodation and travelling arrangements for officials and Council members. Arranging and scheduling meetings for the Unit. Organising of conferences and symposiums. Taking minutes during meetings if required. Inventory control, purchasing and acquiring of stationery and office equipments.
<u>ENQUIRIES</u>	:	Ms B Sekgote, tel (012) 336 6447
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka 610
<u>POST 22/85</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE III</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	KZN Forestry: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate or equivalent qualifications with appropriate experience. The following will serve as recommendation: a Driver's License and willingness to travel extensively. The following competencies will be required: knowledge of Public Services Act, Public Finance Management Act, Public Service Regulations and Transport policy, computer literacy and relevant experience.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsibilities for: CAMIS Management; checking monthly log returns for Phavisworld and subsidized vehicles and capturing in the computer system; obtaining quotations for subsidized vehicles; compiling a summary for subsidized vehicles claims and for submission to service providers and Head Office for payments; capturing of plant log returns; process license renewals; report on monthly returns, missing logs, fuel consumption, etc; in charge of all Phavisworld files and report any accidents to Phavisworld; management of plants and repairs (register defects,

		process VA2, liaise with service providers); provide inputs at transport related meetings; provide expenditure for each machine and attend to filling system for transport documents.
<u>ENQUIRIES</u>	:	Mr QK Ngongoma, Tel (033) 342 8101
<u>APPLICATIONS</u>	:	Director: Forestry, KZN Forestry, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms G. N. Lesaoana
<u>POST 22/86</u>	:	<u>SNR ADMINISTRATION CLERK GRD III (4 POSTS) WARMS (REGISTRATION)</u>
<u>SALARY</u>	:	R 85 362 per annum
<u>CENTRE</u>	:	2 x Port Elizabeth and 2 x East London
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 certificate plus experience in general office administration and experience in data capturing. Computer literacy with a sound knowledge of Microsoft office and Ms Excel. Good verbal and written communication skills. Practical experience in client services, letter and report writing. Recommendations: Previous WARMS experience; Ability to work under pressure; Knowledge of National Water Act (36 of 1998); Problem solving skills
<u>DUTIES</u>	:	issuing of registration and licensing forms to new applicants assist applicants with the completion of application forms capturing authorized amendments Capturing of new registrations generate WARMS confirmation documents preparation of registration certificates for approval copying and sending out of registration certificates to clients after approval fulfill help desk functions record keeping of amendments made and filing of registration and licensing documents
<u>ENQUIRIES</u>	:	T. Mfene 043 7010219
<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>POST 22/87</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE III</u> Directorate: Communication Services
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a senior certificate coupled with relevant and sufficient experience in Government's Provisioning Administration System. A sound knowledge of general administration within the Government. Good financial, procurement, communication, record keeping and organizational skills are essential. Good computer skills are required. Successful completion of Pas or LOGIS 1 will serve as a recommendation.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative support to staff within the unit. Responsible for VAS2's and payment advice processes and all other payments. Facilitate the tendering process for consultants. Obtaining and controlling quotations. Manage telephone accounts. Arranging transport and accommodation for officials. Inventory control. Liaise with service providers. Maintain a good filing system and render other ad-hoc duties related to administration.
<u>ENQUIRIES</u>	:	Ms L Fatana, Tel (012) 336-8045
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka 610
<u>POST 22/88</u>	:	<u>SNR ADMINISTRATION CLERK GD III</u>
<u>SALARY</u>	:	R 85 362 per annum
<u>CENTRE</u>	:	Cradock
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus appropriate administrative and organizational skills/experience. Computer literacy (MSWord, MS Excel, MS PowerPoint, MS Outlook) Good verbal and written communication skills. Must work independently; be responsible, self-motivated and work under pressure.
<u>DUTIES</u>	:	Provide administrative support to Data Management personnel. Ensure good documentation administration (receiving and filing of technical documentation

and all other general office related letters, minutes and documents). Typing of a variety of documents, letters, minutes, etc. Switchboard operation and monitor and manage the telephone accounts of staff. Engage with relevant service providers and secure travel and accommodation arrangements for officials. Attend to incoming and outgoing post, faxes and other documentation. Perform and assist with other general admin matters (S&T claims, leave matters, overtime claims, procurement matters as Chief User Clerk, taking of minutes etc.) Order, maintain and control stationary for the component. Order furniture and office equipment as needed by the component. Maintain control over labour saving devices in the office such as photocopy and fax machines and ensure proper usage and maintenance of the devices.

ENQUIRIES : Mr. G Linde Telephone no. (048) 881 3006
APPLICATIONS : Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag X7485, King Williams Town, 5600.
FOR ATTENTION : Ms B Slabbert

POST 22/89 : **SENIOR REGISTRY CLERK GRADE III**

SALARY : R 85 362 per annum
CENTRE : Mthatha
REQUIREMENTS : Grade 12 qualification or equivalent qualifications. and relevant experience. Knowledge of the National Archives Act. Good interpersonal relationships.
DUTIES : Keep personnel files in the filing racks. Sorting of incoming correspondence. Responsible for opening Personnel files. Ensure that personnel do not have access to their personal files. Keeping records confidential. Responsible for daily collection of files and there safekeeping. Responsible for timeous filing of all correspondence/documents into the relevant files. Responsible for faxing and making Photostat copies of all personnel documents. Ensuring that all correspondence in the files is folio-numbered. Ensure that files are properly bound.

ENQUIRIES : Mr C Mnyaiza Tel 047 531 1288
APPLICATIONS : Department of Water Affairs and Forestry, Private Bag X7485, King William's Town, 5600. Attention: Ms B Slabbert

POST 22/90 : **SENIOR PERSONNEL OFFICER GRADE III (RECRUITMENT & SELECTION)**

SALARY : R85 362 per annum
CENTRE : King Williams Town
REQUIREMENTS : Grade 12 qualification or equivalent qualifications plus appropriate experience. Knowledge of Public service legislation and prescripts. Working Knowledge of PERSAL. Good verbal and written communication skills. Good interpersonal relationships. Service orientated. Computer literate. Drivers licence
DUTIES : attending shortlisting and interviews. Writing of submissions and letters. Handling personnel administration matters such as appointments, promotions, transfers, salary determination and service bonuses. Processing of Medical Aid scheme membership and their record keeping. Ensure that new personnel files are opened. Capturing of transactions on PERSAL.

ENQUIRIES : Ms R Alberts Tel: (043) 6045482
APPLICATIONS : Department of Water Affairs and Forestry, Private Bag X7485, King William's Town, 5600. Attention: Ms B Slabbert

POST 22/91 : **SENIOR ADMINISTRATION CLERK GRADE II**
 Directorate: Forestry Technical and Information Services

SALARY : R68 955 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate with appropriate experience; a valid 08 driver's license; computer literacy will be required. The following will serve as recommendation: experience in public administration duties; knowledge of Public Finance Management Act and procurement regulations, and BAS and PERSAL system.
DUTIES : Key Performance Areas: Provision of general administrative support to the directorate; requisition of goods and services for the directorate and stock control; assisting in budget compilation and being responsible for drawing monthly expenditure reports; assist in contract supervision of Professional

		service providers; updating personnel files of directorate staff; monitoring of telephone accounts for the directorate and making arrangements for meetings including venues, catering etc.
<u>ENQUIRIES</u>	:	Ms T Mjali, Tel (012) 336 7742
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka 610
<u>POST 22/92</u>	:	<u>AUXILIARY SERVICES OFFICER (6 POSTS)</u>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	4 Cradock
	:	2 East London
<u>REQUIREMENTS</u>	:	Senior certificate Good verbal and written communication skills. Must be able to conduct basic/routine functions including physical routines and perform some maintenance tasks in water (rivers and dams). Applicant must be willing to spend 3 – 4 days per week away from home. Basic computer skills. A valid Code B (old Code 8) drivers licence
<u>DUTIES</u>	:	Rendering assistance to Industrial Technician during data collection. Do basic maintenance work at gauging sites. Collect water samples according to a fixed schedule and standards. Basic preparation on groundwater/ surface water time series data for data processor. Capture observed readings from returns on computer. Do basic maintenance work at ground / surface water sites. Take responsibility for vehicle used, use and maintenance of tools and measuring equipment.
<u>ENQUIRIES</u>	:	Mr. G. J. Linde Telephone no (048) 881 3006
<u>APPLICATIONS</u>	:	Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag X7485, King Williams Town, 5600. Attention: Ms B Slabbert
<u>POST 22/93</u>	:	<u>TELECOM OPERATOR/RECEPTIONINST</u>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	King Williams'town
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Good written and verbal communication skills. Ability to learn the Departmental service delivery components. Must be able to operate a switchboard. Must have computer and typing skills. Must be able to organize and prioritise work and have telephone etiquette. Must be able to communicate in English, Xhosa and Afrikaans. Ability to take initiative and work independently.
<u>DUTIES</u>	:	Key Performance Areas: Operate the switchboard by answering incoming and Making outgoing calls. Ensure that customers are referred To promptly and correctly. Take messages and administer The correct distribution thereof. Supply basic information To customers regarding the Departmental services. Keep the reception area clean and tidy at all times. Receive And or visitors, update and distribute the internal telephone Directory and keep a database of other important contact Numbers. Operate the Fax Machine, responsible for Reporting faults on the telephone system to the Service Provider. Utilize the telephone management system to Monitor telephone costs, including printing reports and Verifying information, keeping and completing registers Pertaining to the telephone system and fax machine.
<u>ENQUIRIES</u>	:	Mabusela EN Tel 043 604 5400
<u>APPLICATIONS</u>	:	Chief Director: Eastern Cape, Private Bag X7485, King William's Town, 5600
<u>FOR ATTENTION</u>	:	Ms B Slabbert
<u>POST 22/94</u>	:	<u>SNR MESSENGER</u>
<u>SALARY</u>	:	R 58 290 per annum
<u>CENTRE</u>	:	Cradock
<u>REQUIREMENTS</u>	:	A Grade 8 certificate. Relevant experience will be an advantage. Good verbal and written communication skills. Valid drivers license (Code EB), good driving skills
<u>DUTIES</u>	:	Assist with the preparation of the daily mail. Responsible for the collection and delivery of mail, parcels, files, books and other forms of documentation and articles to and from the Post Office/ other Departments/ Institutions. Distribute mail, circulars, post, memo's, documents, equipment and material to the different

	offices/personnel/archive. Making of photocopies. Attend to duties and transport related issues for vehicle used to perform duties.
<u>APPLICATIONS</u>	: Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag X7485, King Williams Town, 5600. Attention: Ms B Slabbert
<u>ENQUIRIES</u>	: Mr. G Linde Telephone no (048) 881 3006
<u>POST 22/95</u>	: <u>CLEANERS (2 POSTS)</u>
<u>SALARY</u>	: R 49 665 per annum
<u>CENTRE</u>	: 1 Mthatha
	: 1 Cradock
<u>REQUIREMENTS</u>	: Appropriate experience; Must work independently and be responsible; Self motivated and hardworking Ability to operate cleaning machines
<u>DUTIES</u>	: Cleaning of offices and ablutions Making of tea/coffee and washing of dishes
	: Complete requisition for cleaning materials
<u>ENQUIRIES</u>	: Mr. G Linde Telephone no (048) 881 3006
<u>APPLICATIONS</u>	: Chief Director: Eastern Cape, Department of Water Affairs and Forestry, Private Bag X7485, King Williams Town, 5600. Attention: Ms B Slabbert

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

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- CLOSING DATE** : 13 June 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 22/96** : **SENIOR MANAGER: EMPLOYEE EXITS REF NO: 70051386**
Directorate: Human Resources Services
- SALARY** : R540 429 - R 581 880 per annum (all inclusive)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A Relevant HR related degree/ diploma. HR centre of excellence experience in HR planning, policy and information management. Public Sector experience. Management experience.
- DUTIES** : To provide HR and Terminations services, driven by a customer focus ethos that delivers accurate and timeous assistance to all GPG employees and / or GPG Department (50% Business acumen). To provide a mentoring and quality assurance role to HR Team Leaders, Specialists and Practitioners. Provide strategic and operational leadership to the HR Terminations service unit. Maintain and ensure compliance with SLA's by the service unit. Answer and resolve complex and sensitive matters with regard to Terminations. Performances manage staff in the service unit. Mentor, support and ensure the development of specialists and Team Leaders. Manage all resources, including the Budget, in terms of the PFMA and other applicable regulatory frameworks. Quality assure all processes and services rendered by the services unit. Ensure continuous improvement processes and services, and any other additional responsibilities as allocated by the GM/DGM.
- ENQUIRIES** : Malibongwe Mboyi Tel (011) 689 8351

OTHER POSTS

- POST 22/97** : **MANAGER: FIXED ASSET REF NO: 70051383**
Directorate: Office of the CFO
- SALARY** : R311 358- R360 909 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Recognised Degree or National Diploma Financial Accounting/Financial Management. With 2-3 years relevant Government experience in Fixed Assets Proven Management Skills, Quick and innovative Thinking, Strong Interpersonal Skills, Communication and people Management (presentation, verbal, writing skills) Knowledge Treasury Regulations and PFMA.
- DUTIES** : Manage and monitor the Implementation of the Assets the business plans of the programmes. Develop, monitor and implement an acquisition, maintenance and disposal plans for assets. Effective Coordination of assets management activities and to report accurately on the assets within the GSSC at any point in time. Coordinate and Monitor asset management initiatives in the GSSC (including Off side Assets). Manage and maintain a Comprehensive fixed assets register. Manage the acquisition, losses and disposal of assets in the GSSC. Manage the annual verification of Assets within the GSSC. To ensure effective integration and working procedures between the asset Management Unit, Supply Chain Management and Budget Control Unit within the department. Manage the preparation of monthly and annual reconciliation between the Asset Register and

ledger register, Annual Financial Statements (AFS) and the ledger. Manage the barcode tagging, movement, disposal of assets for the GSSC. To ensure officials within the asset management function are sufficiently trained on asset management systems, processes, procedures and policies. Manage the assets management staff by providing leadership and guidance. Monitor and manage staff development and performance against the achievement of departmental objectives.

EQUIRIES : Kgomotso Mojapelo (011) 689 – 6231

POST 22/98 : **MANAGER: INTERNAL FINANCE REF NO: 70051385**
Directorate: Office of the CFO

SALARY : R311 358- R360 909 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Recognised Degree/National Diploma Accounting/Financial Management. 2-3 years relevant Government experience in finance, People management and empowerment skills, Organisational skills. Communication (presentation, verbal, writing skills) Problem solving and analysis Knowledge of GPG and GSSC HR policies and procedures. Self Driven, Assertiveness and influencing skill

DUTIES : Co-ordination and preparation of the Annual Financial Statements as per the AFS guidelines, review monthly Trial Balance, Programme expenditure to avoid over/under expenditure and apply for Virement where necessary. Coordinate internal and external queries, assist in clearing Audit Queries and ensure implementation of the internal and External audit recommendations. Ensure that the accounting records are maintained in accordance with the Modified Cash Basis of Accounting. Ensure effective, efficient and economical accounts payable (Advances, Claims and Forex Payments) process by reduction of the payment turnaround time(s). Monitor and review monthly General Ledger reports as provide by Finance Business Unit. Report in writing any unauthorised, irregular or fruitless and wasteful expenditure. Develop and implementation on internal controls, financial policies and procedures

ENQUIRIES : Kgomotso Mojapelo (011) 689 – 6231
NOTE : This is a 5 year fixed term performance based contract.

POST 22/99 : **COMMUNICATION SPECIALIST REF: 70051379**
Directorate: Corporate Services

SALARY : R132 054 - R153 312 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant qualification and/or equivalent experience in Communication/Graphic Design//Marketing & Advertising/Journalism/Media/PR Person Profile: Customer Quality Management, Planning and Organising, Problem Solving, Strong Interpersonal Skills, Analytical, Negotiator, Communicator (presentation, Verbal, writing skills), Initiative, Deadline Driven

DUTIES : To co-ordinate activities as directed by the Corporate Communications Manager. Research, collect and write articles for the Newsletter for the Communication Manager's approval. Designs and prepares communication solutions. Presentation & distribution of communications to target audiences. Write and update appropriate. Communications solutions for targeted audiences. Ensure branding materials are in line with the GSSC branding strategy. Ensures the professional execution of events, launches and promotions in accordance with a defined check list is adhered to. Ensure timeous publication of the Newsletter at all times. Identify themes and content for the Newsletter. Provide intelligence that contributes to the functioning of the Communication unit. Compile a database of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Produce promotional plans for launches, events and promotions. Maintain and cultivate formal and informal relationships with internal and external stakeholders to ensure fulfillment of their communication needs. Assist the Corporate Communications Manager in the implementation of the Communication Strategy. Demonstrate an understanding of overall GSSC goals & plans.

ENQUIRIES : Athi Geleba (011) 689 - 6238

POST 22/100 : **RECORDS MANAGEMENT SPECIALIST REF NO 70051378**
 Directorate: Records Management Centre

SALARY : R132 054 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Diploma in Archival Studies, Records Management Course from the National Archives or equivalent qualification. Knowledge of Archive Legislations, file plan, records management, arrangements and descriptions of records, handling transfers and retrieval of records, Knowledge of the record control schedule, appraisal of records and conducting information audits. Person Profile: The candidate should be performance driven, energetic and have leadership and problem solving skills. The candidate must be able to work under pressure while maintaining a professional demeanor. Ability to adhere to structured work environment and working shifts (extended hours). Ability to relate to RMC Clients and staff is a prerequisite.

DUTIES : Handling transfer of closed volumes. Arrangement and description of all records. Checking staff when sorting and batching records. Forward application for disposal of records to the National Archives for destruction authority. Conduct record inspections in Business Units. Maintenance of registry. Providing advice / support to Business Units in terms of handling, care and record management awareness. Coordinating training of registry staff and end users.

ENQUIRIES : John Mgwanya, Tel No: (011) 499 - 5000

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 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 22/101 : **CHIEF SPECIALIST/PROFESSOR: COMMUNITY HEALTH REF NO: 70051163**
 Directorate: Clinical Directorate

SALARY : R635 874 per annum (all inclusive package)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.

DUTIES : Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems, Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.

ENQUIRIES : Dr P. Ddungu, Tel No: (012) 529 3880
CLOSING DATE : 13 June 2008

POST 22/102 : **CHIEF SPECIALIST/PROFESSOR PAEDIATRIC SURGERY REF NO : 70051164**
 Directorate: Clinical Directorate

SALARY : R635 874 per annum (all inclusive package)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post-graduate levels at a tertiary institution. A proven publication and research record.

DUTIES : Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.

ENQUIRIES : Dr P. Ddungu, Tel No: (012) 529 3880

CLOSING DATE : 13 June 2008

POST 22/103 : **CHIEF SPECIALIST/PROFESSOR: NEUROLOGY REF NO: 70051165**
Directorate: Clinical Directorate

SALARY : R 635 874 per annum (all inclusive package)

CENTRE : Dr George Mukhari Hospital

REQUIREMENTS : Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.

DUTIES : Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.

ENQUIRIES : Dr P. Ddungu, Tel No: (012) 529 3880

CLOSING DATE : 13 June 2008

POST 22/104 : **CHIEF SPECIALIST/PROFESSOR: PLASTIC SURGERY REF NO: 70051166**
Directorate: Clinical Directorate

SALARY : R635 874 per annum (all inclusive package)

CENTRE : Dr George Mukhari Hospital

REQUIREMENTS : Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.

DUTIES : Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.

ENQUIRIES : Dr P. Ddungu, Tel No: (012) 529 3880

CLOSING DATE : 13 June 2008

POST 22/105 : **CHIEF SPECIALIST/PROFESSOR: NUCLEAR MEDICINE REF NO: 70051167**
Directorate: Clinical Directorate

SALARY : R635 874 per annum (all inclusive package)

CENTRE : Dr George Mukhari Hospital

REQUIREMENTS : Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.

DUTIES : Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.

ENQUIRIES : Dr P. Ddungu, Tel No: (012) 529 3880

CLOSING DATE : 13 June 2008

<u>POST 22/106</u>	:	<u>CHIEF SPECIALIST / PROFESSOR: FAMILY MEDICINE REF NO: 70051168</u> Directorate: Clinical Directorate
<u>SALARY</u>	:	R635 874 per annum (all inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post-graduate levels at a tertiary institution. A proven publication and research record.
<u>DUTIES</u>	:	Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.
<u>ENQUIRIES</u>	:	Dr P. Ddungu, Tel No: (012) 529 3880
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/107</u>	:	<u>CHIEF SPECIALIST/PROFESSOR: CARDIO –THORACIC SURGERY REF NO: 70051169</u> Directorate: Clinical Directorate
<u>SALARY</u>	:	R635 874 per annum (all inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.
<u>DUTIES</u>	:	Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.
<u>ENQUIRIES</u>	:	Dr P. Ddungu, Tel No: (012) 529 3880
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/108</u>	:	<u>CHIEF SPECIALIST/PROFESSOR: ENT REF NO: 70051170</u> Directorate: Clinical Directorate
<u>SALARY</u>	:	R635 874 per annum (all inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.
<u>DUTIES</u>	:	Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.
<u>ENQUIRIES</u>	:	Dr P. Ddungu, Tel No: (012) 529 3880
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/109</u>	:	<u>CHIEF SPECIALIST/PROFESSOR: OPHTHALMOLOGY REF NO: 70051171</u> Directorate: Clinical Directorate
<u>SALARY</u>	:	R635 874 per annum (all inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as Specialist in the relevant speciality plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.

DUTIES : Administration of the department from both a Provincial and University perspective as well as responsible for the departments budget. Post –graduate training and supervision, and under graduate teaching. Curriculum development. Provision of specialist services to Dr. George Mukhari Hospital. Promote and supervise research in the department. Develop clinical audit systems. Evaluate and assess senior staff members in line with workplans and or / Performance Agreement.

ENQUIRIES : Dr P. Ddungu, Tel No: (012) 529 3880

CLOSING DATE : 13 June 2008

OTHER POSTS

POST 22/110 : **CHIEF MEDICAL OFFICER/SENIOR LECTURER/ASSOCIATE PROFESSOR: UROLOGY REF NO: 70051357**
Directorate: Urology

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

CENTRE : Pretoria Academic Hospital

REQUIREMENTS : Registration HPCSA as General Practitioner. Relevant clinical and research experience as a specialist in Andrology. Proven academic capabilities, research publications and experience in training. Relevant doctorate (PhD or MD).

DUTIES : Managing Section of Andrology, Department of Urology, Clinical and academic responsibilities, Perform research in Urology, Outreach Services, Training pre- and postgraduate students doing research in the appropriate field.

ENQUIRIES : Prof S Reif, Dr. M.P Mathebula, Tel No: (012) 354-1513/1017

FOR ATTENTION : Ms. Diane Samuels

CLOSING DATE : 13 June 2008

POST 22/111 : **SENIOR SPECIALIST REF NO: 70051544**
Directorate: Radiology

SALARY : R369 000 per annum (all inclusive remuneration package)

CENTRE : Kalafong Hospital

REQUIREMENTS : Full registration with HPCSA as a Medical Practitioner. At least 5 years experience as a Junior Specialist. Research capabilities with at least 2 publications in the past. Administrative and managerial skills candidate with Computer literacy have an advantage.

DUTIES : Teaching undergraduates and post graduates and Registrars. Proficient in general ultrasound and be prepared to learn specialized skilled in Musculoskeletal, Vascular, Heart and small parts. Proficient in minor intervention in Radiology like CT and Ultrasound guided biopsies and drainage procedure. Rotation with Pretoria Academic Hospital and duties at Pretoria West Hospital.

ENQUIRIES : Dr. N. Khan, Tel No: (012) 318 - 6617

CLOSING DATE : 13 June 2008

POST 22/112 : **PRINCIPAL MEDICAL OFFICER (INTERNAL MEDICINE) REF NO: 70051172**
Directorate: Clinical Services

SALARY : R311 358 per annum (all inclusive package)

CENTRE : Dr George Mukhari Hospital

REQUIREMENTS : Registration with the Health Professions Council as a Medical Practitioner. Extensive experience in Endocrinology. Organisational and managerial skills.

DUTIES : Run a Endocrinology clinic and wards assisted. Organise equipment in Endocrinology. Gather statistics, do clinical audit. Evaluate sub – ordinates on their performance. Stimulate research in Internal Medicine and supervise registrars. Lecturing and teaching of under -graduate and post –graduate students. Assist in running the department. Supervise and assist juniors in Internal Medicine. Form part of the senior doctors running the units.

ENQUIRIES : Prof O. Mzileni Tel No: (012) 521 4584 / 3960

CLOSING DATE : 13 June 2008

POST 22/113 : **MIDDLE MANAGER ALLIED REF NO: 70051411**
Directorate: Ekurhuleni Sedibeng Health Region

<u>SALARY</u>	:	R311 358 per annum (all inclusive package)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Appropriate 3 years degree/ Diploma in clinical professions and equivalent year of experience of management. Registration with the statutory body (HPCSA) as an Allied Professional. Computer literate.
<u>DUTIES</u>	:	Skills/ Competency: Initiative and Leadership ability. Strategic planning, Management skills. Ability to build team and problem solving skills. Ability to interpret and apply the policies. Responsible for the management of Allied Professionals. Ensure quality of service through planning, controlling and monitoring of the allocated budget. Co-ordinating of PMDS. Implement quality assurance strategies, promote training and development of all the Allied Personnel and all other Administrative functions.
<u>ENQUIRIES</u>	:	Dr E. Tipoy, Tel No: (011) 389-0511
<u>CLOSING DATE</u>	:	19 June 2008
<u>POST 22/114</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: 70051409</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R235 659/ 265 236 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	A diploma in Primary Health Care. Proof of current Registration with the SANC and relevant experience. Good communications, problem solving and decision making skills. Managerial experience in Primary Health Care Department.
<u>DUTIES</u>	:	Supervise and ensure smooth management of the gateway. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders. Participate in the analysis formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Mrs R.T Serote, Tel No: (011) 389-0517
<u>CLOSING DATE</u>	:	19 June 2008
<u>POST 22/115</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY UNIT (MATERNITY) REF NO: 70051340</u> Directorate: Nursing Services
<u>SALARY</u>	:	R 235 659 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	S.A.N.C. registration as General Nurse and Midwife. 1 year Diploma in Advanced Midwifery and Neonatal Nursing Science. Minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse. Minimum of 5 years experience after registration in the relevant speciality. The following are strongly recommended: strong leadership, good verbal and written communication and conflict management skills. Good interpersonal relationship. Ability to work under pressure.
<u>DUTIES</u>	:	Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care, protocols and policies in her/ his department. Efficient implementation and evaluation of patient care programmes the unit according to departments' strategic goals. Ensure adequate and appropriate staffing according to patients needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff.
<u>ENQUIRIES</u>	:	Ms. T. Moloko, Tel No: (011) 898 - 8311
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/116</u>	:	<u>CHIEF PHARMACIST REF NO: 70051551</u> Directorate: Pharmacy Department

<u>SALARY</u>	:	R228 492 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Tertiary qualification. Registered at the appropriate council. Management Skills, Training Skills, Communication skills, Administrative Skills, Computer Skills, Interpersonal Skills.
<u>DUTIES</u>	:	Continuously supervising the pharmacy. Establishing and leading quality work in the pharmacy. Ensuring that all regulations covering the operations of the pharmacy are complied with. Complying with relevant legislation rules, codes and guidelines of the SAPC. Continually reviewing his or her level of professional development programs. Participating on a regular basis in continuing professional development programs. Ensure the safe and effective storage and keeping of medicine or scheduled substances. Ensure that standard operating procedures exist and that pharmacy staff are aware of any changes in legislation. Responsible for annual estimates and budget of medicine and must make sure that expenditure remains within the budget. Data for statistical analysis and financial information must be gathered and regular reports must be presented. Pharmacy must be represented in all appropriate hospital committees, e.g. Infection Control, Pharmacy and therapeutics committee, management committee and quality Assurance. Cost-effective and service orientated work schedules, systems and procedures which most effectively utilize pharmacy personnel and resources should be instituted and regular re-evaluated. Regular staff meeting with all the pharmacy staff should be held to promote service delivery. Minutes of these meetings should be filed for future references. Ensure that all pharmacy staff are registered with SA Pharmacy Council. Ensure restricted access to the pharmacy department at all times. Ensure proper key control through having a key register. Ensure a pharmacist is available for emergencies 24 hours per day (on-call service). Advise the CEO on aspects relating to the pharmacy.
<u>ENQUIRIES</u>	:	Dr. L.M. Phalatsi, Tel No; (012) 318 - 6502
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/117</u>	:	<u>REGISTRAR REF NO: 70051358</u> Directorate: Paediatrics
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB. Registration as a medical practitioner for independent practice training in advanced paediatric life support will be a recommendation.
<u>DUTIES</u>	:	Candidates will deliver patient care and service including after hours and night duty overtime work, as allocated by the Head of Department.
<u>ENQUIRIES</u>	:	Prof D.F Wittenberg, Tel No: (012) 354-5273/5277
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/118</u>	:	<u>REGISTRAR REF NO: 70051359</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB. Registration as medical practitioner at HPCSA. Experience as medical officer in Obstetrics and Gynaecology.
<u>DUTIES</u>	:	To provide a clinical service in Department Obstetrics and Gynaecology, Pretoria Academic Hospital, as part of the departmental team. This includes after hours call duties. To take part in the academic and other programmes of Department Obstetrics and Gynaecology.
<u>ENQUIRIES</u>	:	Professor. B.G. Lindeque Tel No: (012) 354-2366
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/119</u>	:	<u>SPECIALIST REF NO: 70051547</u> Directorate: Registrar (Obstetric & Gynaecology)
<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. Must have passed the primary examination (M.MED or FCS). Include full CV with previous experience.
<u>DUTIES</u>	:	Clinical Supervision: Control a clinical unit. Supervise implementation of clinical guidelines and protocols. Plan and direct clinical audits. Supervises and advises junior doctors in patient care. Participate in patient care according to need and duty lists. Academic Teaching: To undertake relevant training of medical personnel at undergraduate and postgraduate level. To contribute to and participate in training of other healthcare workers where requested to do so. Direct Patient Care: To provide cost effective specialist inpatient and outpatient care to patients. To supervise junior medical staff in the appropriate treatment of patients. To cooperate with nursing and other professionals in the optimal care of hospitalized patients. To advise and counsel patients and families on the problems. Research: To contribute to the development of knowledge and policy by appropriate research. Management: Reports to the HOD, communicates with medical superintendent and nursing service manager, other departmental staff, registrars, medical officers, interns, nursing.
<u>ENQUIRIES</u>	:	Prof. R.C. Pattinson, Tel No: (012) 373 - 1003
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/120</u>	:	<u>REGISTRAR (2 POSTS) REF NO: 70051548</u> Directorate: Paediatrics
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Registrars must be registered with the Health Professions Council of South Africa and Post Community Service.
<u>DUTIES</u>	:	Registrars will be responsible for rendering of clinical services, assessment and treatment of patients, related administrative duties. Participating in all activities of the discipline in relation to teaching and research. Participating in departmental audit activities. Preparing and writing of reports. Liaison and communication services and community liaison. Registrars will be rotated through related department.
<u>ENQUIRIES</u>	:	Prof. M. Kruger, Tel No: (012) 373 - 1009
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/121</u>	:	<u>MEDICAL OFFICERS REF NO: 70051549</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Full registration with HPCSA as a General Practitioner with MBChB Degree. Completion of internship as well as Community Service.
<u>DUTIES</u>	:	Full participation in all activities of the Department, including patient care (wards, outpatient clinics), supervision of interns, academics discussions, and research. Full participation in after hour work as required (commuted overtime) including patients ward care, outpatients clinic, academic discussions and research. Working as part of a team work is essential. Include full CV with previous experience.
<u>ENQUIRIES</u>	:	Prof. J.H. Retief, Tel No: (011) 373 - 1014
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/122</u>	:	<u>OPERATIONAL MANAGER NURSING (OPD) REF NO: 70051417</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R186 030/ 228 795 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	A diploma in General and Midwifery Nursing. Proof of current Registration with the SANC Minimum of 5 years working in OPD, be able to work independently, good communication, problem solving and decision making skills. Presently working in OPD.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to

health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders. Participate in the analysis formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Mrs R.T Serote, Tel No: (011) 389-0517
CLOSING DATE : 19 June 2008

POST 22/123 : **OPERATIONAL MANAGER NURSING (SURGICAL UNIT) REF NO: 70051418**
 Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R186 030/ 228 795 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : A diploma in General and Midwifery Nursing. Proof of current Registration with the SANC. Extensive experience in Surgical Department. Must be able to work independently, good communications skills, basic computer literacy.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders. Participate in the analysis formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Mrs R.T Serote, Tel No: (011) 389-0517
CLOSING DATE : 19 June 2008

POST 22/124 : **NURSING EDUCATOR REF NO: 70051410**
 Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R160 470/ 186 030 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : A diploma in General Nurse and midwife. Diploma or Degree in Education. Presently working in clinical teaching department. Registration with SANC as a General Nurse & Midwife. Strong leadership skills. Good verbal and written communication skills. Computer literacy.

DUTIES : Provide education and training of nurses. Co-ordinate clinical teaching exposure to nurses within the institution. Provide relevant health information to health care users. Implement assessment strategies to determine nurse's competence. Control over nurses on clinical issues. Plan and implement the orientation of all newly appointed nurses. Report and give activities to the Assistant Manager Nursing responsible for the department.

ENQUIRIES : Mrs R.T Serote, Tel No: (011) 389-0517
CLOSING DATE : 19 June 2008

POST 22/125 : **PRINCIPAL PHARMACIST REF NO: 70051416**
 Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R172 449 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : Registration with the South African Pharmacy Council as a Pharmacist plus at least two years experience. Comprehensive understanding of HIV/ AIDS antiretroviral agents and pharmaceucivigilance. Counseling skills will be a recommendation.

DUTIES : Ensure proper drug supply management acquisition, pre-packing, manufacturing and compounding, distribution, storage and use of medicine and supervision thereof. Implementation of the Standard operation Procedures. Good pharmamcypractice, norms and standards. Implementation and maintain security measures. Evaluating medicines. Advice and support to patients and other health care professions regarding pharmaceutical issues. Networking with all relevant stakeholders.

ENQUIRIES : Mrs C.J. Mostert, Tel No: (011) 389-0619
CLOSING DATE : 19 June 2008

<u>POST 22/126</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 70051341</u> Directorate: Administration
<u>SALARY</u>	:	R157 686 – 183 066 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification in Labour relations. Planning, organizing, co-ordination, research, report writing, computer skills as well as negotiation skills. Valid driver's license.
<u>DUTIES</u>	:	Manage strike, Lock-out, Picketing and Protests. Assisting in establishment and maintaining structure for ongoing consultation. Interact with unions and employees participation in decision making process. Provide advice to management in resolving grievance. Investigate misconduct cases. Submit quarterly report to managements.
<u>ENQUIRIES</u>	:	Ms. L. Ndlovu, Tel No: (011) 898 - 8316
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/127</u>	:	<u>MIDDLE MANAGER FINANCE & SUPPLY CHAIN REF NO: 70051412</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Finance/ SCM 3 years experience in management. Extensive knowledge of PFMA, SCM policies and Treasury Regulations. Computer literacy.
<u>DUTIES</u>	:	Provide strategic management pertaining to financial services in the institution. Responsible for the budgeting processes (assist with the compilation of annual and MTEF budget, utility billing and debt management. Provide and efficiency Supply Chain Management services to the institution. Manage resources in the department. Manage and ensure proper effective and efficient management of hospital budget. Develop guidelines in relation to management of assets.
<u>ENQUIRIES</u>	:	Mrs C.F Smuts, Tel No: (011) 389-0773
<u>CLOSING DATE</u>	:	19 June 2008
<u>POST 22/128</u>	:	<u>MEDICAL OFFICERS REF NO: 70051552</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Full registration with HPCSA as a General Practitioner with MBChB Degree, Completion of internship as well as Community Service.
<u>DUTIES</u>	:	Full participation in all activities of the Department, including patient care (wards, outpatient clinics), supervision of interns, academics discussions, and research. Full participation in after hour work as required (commuted overtime) including patients ward care, outpatients clinic, academic discussions and research. Working as part of a team work is essential. Include full CV with previous experience.
<u>ENQUIRIES</u>	:	Prof. J.H. Retief, Tel No: (011) 373 - 1014
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/129</u>	:	<u>MEDICAL OFFICERS (3 POSTS) REF NO: 70051557</u> Directorate: Paediatrics
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	MB.ChB degree in South Africa and have South African citizenship. Two years experience in clinical medicine and an interest in paediatrics.
<u>DUTIES</u>	:	General paediatric care, neonatal care, sub specialist Paediatrics and ambulatory paediatrics. Include full CV previous experience.
<u>ENQUIRIES</u>	:	Prof. M. Kruger, Tel No: (012) 373 - 1008
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/130</u>	:	<u>PRINCIPAL PHARMACIST (3 POSTS) REF NO: 70051536</u> Directorate: Gauteng

<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	B Pharm. Registration with S.A. Pharmacy Council. Good written communication skills. Computer literacy. Ability to work as a team and comprehensive understanding of HIV&AIDS antiretroviral agents and Pharmacovigilance. Previous experience as a Pharmacist. Supervisory experience. Knowledge of ability to comply with applicable legislation. Willing to register at the Pharmacy Council as a Tutor for Pharmacist/interns and/or Pharmacist Assistants.
<u>DUTIES</u>	:	Ensure proper drug supply management acquisition, repacking, manufacturing and compounding, distributing, storage and use of medicine and supervision thereof. Implementation of the standard operation procedures, Good Pharmacy practice, norms and standards. Implement and maintain security measures. Registration as tutor. Evaluating medicines needs and budget control. Counselling of patients to ensure optical compliance with the use of medication. Advice and support to patients and other health care professionals regarding pharmaceutical issues. Networking with all stakeholders. Address pharmacovigilance and drug related issues namely interaction, drug metabolism etc. Assist with on-call and after hour duties. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.
<u>ENQUIRIES</u>	:	Omiwole Qbolahan, Tel No: (011) 923-2260
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/131</u>	:	<u>MEDICAL OFFICERS REF NO: 70051560</u> Directorate: Urology
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Full registration with HPCSA as a Medical Practitioner, Willingness and capacity to work hard under different circumstance.
<u>DUTIES</u>	:	Responsible for driver's management of patients both in hospital and in outpatients, After hours duties to be delivered according to rotation system, Regular attendance of academic activities and meeting necessary, Assistance in under graduate teaching.
<u>ENQUIRIES</u>	:	Dr. Abulfeilat, Tel No: (012) 373 - 1071
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/132</u>	:	<u>MIDDLE MANAGER: STORES REF NO: 70051577</u> Directorate: Procurement
<u>SALARY</u>	:	R157 686 – R183 066 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Standard 10 (Grade 12) certificate. Computer literate (Ms Word, Ms Excel). 2 years stores experience in a level 8 or 5 years in a level 7 position. Must have knowledge of SCM, PFMA and PPPFA. Knowledge of labour relation is essential. A Degree or Diploma in Public Management or Supply Chain Management would be an advantage. Experience in Hospital environment will be an advantage. Knowledge of SAP/ MEDICOM or related systems will be an advantage.
<u>DUTIES</u>	:	Manage and control stores. Ensure availability of stock and that maximum and minimum stock levels are adhered to. Verify and submit monthly, bi – annual and annual stock take reports. Liaise with GSSC and end users to resolve queries/problems. Ensure that all stores records are updated and audited/ inspected on regular basis. Evaluating, training and development of personnel. Conflict resolution.
<u>ENQUIRIES</u>	:	Ms. M. Appaisamy, Tel No: (011) 933 – 8796/ 8000
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/133</u>	:	<u>INFORMATION TECHNOLOGY MANAGER REF NO: 70051558</u> Directorate: Information Department
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, minimum of 2 years relevant experience, ND in Information Technology with a combination of relevant such as A+ and N+ and MCSE,

		working experience in PAAB, BAS, PERSAL+SAP. Ability to install configure and configure and Network trouble shooting.
<u>DUTIES</u>	:	The successful candidate will be expected to provide user support for computer hardware and software installation ,maintenance and upgrading, network trouble shooting ,repairs ,backup and storage solutions. Provide desktop support for health information system, BAUD ,PERSAL,PAAB,BAS and SAP. Configure electronic mails virus and spy ware Identification and removal thereof. Ensure weekly Anti-virus and update and remove thereof. Overall planning of IT system for the institution. Manage and update equipment audit. Provide LAN specification. Supervise computer technologist. Submit monthly IT reports.
<u>ENQUIRIES</u>	:	Ms.Susan .M.Mampondo Tel No: (011) 411 – 3514
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/134</u>	:	<u>PHARMICISTS: HAST/ HIV/ AIDS (3 POSTS) REF NO: 70051576</u> Directorate: HAST and Palliative.
<u>SALARY</u>	:	R153 312 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Pharmacy diploma or B Pharmacy recognized by the South African Council. Registration as a Pharmacist with SAPC. Knowledge/ interest to work with HIV/ AIDS clients is recommended. Knowledge of public service financial practices is an advantage.
<u>DUTIES</u>	:	Manage the control and distribution of medicine (including ARV medicines predominantly) to clinics, inpatients, outpatients and ARV patients. Provide necessary orientation, training skills, assessing, disciplining and monitoring of all staff. Maintain accurate appropriate patient records in line legal requirements. Engaged in affective communication with other departments and personnel in order to ensure quality services are rendered. Be willing to work long hours. Be involved in the maintenance of minimum standard of service through sustained quality improvement programme. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease states and health care. Supervise and provide training to pharmacist interns and pharmacy assistants. Exercise control over expenditure by ensuring non wastage of pharmaceutical and other resources. Promote Batho Pele Principles in the execution of effective service delivery. Provide support, management and referral system for all HAST department in managing affected patients and families in hospital and community.
<u>ENQUIRIES</u>	:	Mr. N. M. Msibi, Tel No: (011) 933 - 9082
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/135</u>	:	<u>SENIOR PHARMACIST (4 POSTS) REF NO: 70051415</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R144 426 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Registration with the South African Pharmacy Council as a Pharmacist plus at least one year experience. Sound knowledge and understanding of the public pharmaceutical service policies and procedures. Good interpersonal relations. Knowledge of Batho Pele Principles. Computer literacy.
<u>DUTIES</u>	:	Promote rational drug use. Dispensing of medicines to both in and out patient in the hospital. Ensure adherence to GPG and SOP's. Supply and monitoring the usage of pharmaceutical by wards. Provision of effective and economical use of drugs. Provide in-service training to Pharmacist assistant. Supervise junior staff. Maintenance and control of the medicine register. Perform any legitimate task requested that is necessary for the provision of quality pharmaceutical services.
<u>ENQUIRIES</u>	:	Mrs C.J. Mostert, Tel No: (011) 389-0619
<u>CLOSING DATE</u>	:	19 June 2008
<u>POST 22/136</u>	:	<u>CHIEF RADIOGRAPHER REF NO: 70051450</u>
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Medunsa Oral Health Centre

<u>REQUIREMENTS</u>	:	National diploma in Radiography (National Diploma Radiography). Higher Diploma in Tertiary Education. Lecturing experience. Computer literacy. Good communication skills. Three years experience.
<u>DUTIES</u>	:	Practical Radiography training for students. Supervision of clinical sessions for students. Radiography service rendering. Quality control of radiographic service. Classroom teaching. Administration of radiology service e.g. stocktaking, ordering of consumable, e.tc. Reliable, punctual and flexible.
<u>ENQUIRIES</u>	:	Dr. CEE. Noffke, Tel No: (011) 521 - 4902
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/137</u>	:	<u>CHIEF SPEECH THERAPIST AND AUDIOLOGIST REF NO: 70051529</u> Directorate: Gauteng
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	B. Communication Pathology degree from recognised university and completion of community service. Current registration with the Health Profession Council of South Africa as a Speech Therapist and Audiologist. A reasonable amount of working experience in a supervisory or management position especially in a hospital setting. Good leadership, communication and interpersonal relations skills are absolutely essential.
<u>DUTIES</u>	:	Provision of comprehensive, quality Speech Therapy and Audiology services that comply with norms, standards and legislative requirements as set by all relevant regulatory bodies. Supervision of junior staff in the section, management of budget and all other resources. Actively participate in the multi disciplinary team activities both clinically and in management.
<u>ENQUIRIES</u>	:	Ms. F. K. Mokgokong, Tel No: (011) 923-2228
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/138</u>	:	<u>SENIOR PHARMACIST (3 POSTS) REF NO: 70051539</u> Directorate: Gauteng
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	B Pharm. Registration with S.A. Pharmacy Council. Excellent communication, interpersonal, computer literate and training skills.
<u>DUTIES</u>	:	Keep surveillance on medicine consumption in the department. Supervise, co-ordinate and manage all activities of the department. Support pharmacy managers in effective administration of the pharmacy department. Control the adherence of company representatives in the department. Co-ordinate the implementation and adherence to GPP, GMP, DSM and SOP's. Project and participate in the in-service and formal training needs of the department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.
<u>ENQUIRIES</u>	:	F. K. Mokgokong, Tel No: (011) 923-2260
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/139</u>	:	<u>CLINICAL PSYCHOLOGIST REF NO: 70051528</u> Directorate: Gauteng
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	Masters degree in Clinical Psychologist. Current registration with the HPCSA as a Clinical Psychologist. Completed community service. Ability to function within a multi-disciplinary team. Excellent communication and interpersonal relation skills.
<u>DUTIES</u>	:	Provision of comprehensive, quality Psychology services that comply with norms, standards and legislative requirements as set by all relevant regulatory bodies. Some administrative duties. Experience in working with adults, children and adolescents. Manage in as well as outpatients.
<u>ENQUIRIES</u>	:	Ms. F. K. Mokgokong, Tel No: (011) 923-2228
<u>CLOSING DATE</u>	:	17 June 2008

<u>POST 22/140</u>	:	<u>PHARMACIST (2 POSTS) REF NO: 70051414</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R116 295 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Relevant Degree or Diploma in Pharmacy. Registration with the South African Pharmacy Council as a Pharmacist. Excellent communication, interpersonal, Computer literate and training skills.
<u>DUTIES</u>	:	Keep surveillance on medicine consumption in the department. Supervise, co-ordinate and manage all activities of the department. Support pharmacy manager in effective administration of the pharmacy department. Control the adherence of company representative in the department. Co-ordinate the implementation and adherence to GPP, GMP, DSM and SOP's. Assist with on-call and after hour duties. Perform any legitimate task requested that is necessary for the provision of quality pharmaceutical services.
<u>ENQUIRIES</u>	:	Mrs C.J. Mostert, Tel No: (011) 389-0619
<u>CLOSING DATE</u>	:	19 June 2008
<u>POST 22/141</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 70051332</u> Directorate: Training Human Resource Department
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent qualification. Knowledge of PERSAL. Knowledge of all HR processes, Public Service Regulations Framework and relevant HR prescripts. Be conversant with PILIR. Good communication and interpersonal relations. Be computer literate. Ability to work under pressure within a team. A valid driver's license.
<u>DUTIES</u>	:	Ensuring that Performance Management and Development System is implemented. Provide necessary support and guidance to staff. Arranging for training and development of staff. Training and develop personnel. Ensure compliance to all legislative framework that have impact on Human Resource. Leave management and handle incapacity matters (PILIR). Compilation of weekly and monthly reports and statistics. Proper filing and record keeping. Conduct needs analysis; skills audit and develop Workplace Skills plans within the Institutions. Supervision of subordinates.
<u>ENQUIRIES</u>	:	Mr. P. Marota, Tel: (011) 923 - 2069
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/142</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 70051233</u>
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification. Three years relevant experience. Good computer and communication skills (verbal and written). Knowledge of PFMA, Labour Relations Acts, and basic knowledge of Procurement Procedures.
<u>DUTIES</u>	:	Provide supervision function to the following components: Patients Administration, Linen Stores, Support Service, Implementation of best practice and project in Administrative and support services. Maintain of stake holders relationship. Maintain system to monitor and development and training of supervisors. Plan, coordinate and provide effective administrative support for all operational functions.
<u>ENQUIRIES</u>	:	Ms. M. Mathabela, Tel: (011) 923 - 2082
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/143</u>	:	<u>INTEGRATED EMPLOYEE WELLNESS PRACTITIONER REF NO: 70051342</u> Directorate: Administration
<u>SALARY</u>	:	R106 335 – 123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Relevant post Matric qualification. Basic counseling, communication, verbal and written, presentation skills. Computer literacy. Good interpersonal relations. A Valid driver's license.

<u>DUTIES</u>	:	Provide basic counseling skills to employees within the hospital. Co-ordinate referrals to internal services providers. Establish and maintain data base for referrals. Offer training on life skills and preventative programmes. Co-ordinate and implement workplace HIV/ AIDS and EAP programmes. Compile monthly and quarterly reports. Implement workplace employee wellness programme. Organize workplace events on health related issues. Analyze EWP cases and provide recommendations to management. Market Employee Wellness Programme and ICAS.
<u>ENQUIRIES</u>	:	Ms. L. Ndlovu, Tel No: (011) 898 - 8316
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/144</u>	:	<u>PROFESSIONAL NURSE (30 POSTS) REF NO: 70051343</u> Directorate: Nursing Services
<u>SALARY</u>	:	R106 086 – 122 982 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Diploma in General Nursing Science and Midwifery. Registration with SANC. Good written and verbal communication leadership skills with PFMA knowledge. Willing to work under pressure.
<u>DUTIES</u>	:	Plan, implement and evaluate nursing care programme. Duties in line with departmental and institutional objectives. Work night shift on rotation basis. Co-ordinate patient care across the multidisciplinary team. Practice within the code of conduct of Public Service prescripts. Supervise and participate in service training as well as performance management of sub-ordinates. Implement good problem solving skills. Comply with the Public Finance management Act.
<u>ENQUIRIES</u>	:	Ms. T. Moloko, Tel No: (011) 898 - 8311
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/145</u>	:	<u>SENIOR RADIOGRAPHER (THERAPY) (2 POSTS) REF NO: 70051360</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	B-Rad Therapy/Diploma Therapy, Minimum 1 year experience in Therapy, Registration with HPCSA. Good communication skills. Good interpersonal skills. Excellent patient care. Empathetic, Good team worker, Prepare to take responsibility. Supervisory skills, Leadership skills.
<u>DUTIES</u>	:	Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasm's. Physical and emotional support of patients. Daily and weekly QA. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills. PMS of sub-ordinates. Manage and organize area of work. Discipline and conflict management.
<u>ENQUIRIES</u>	:	Mrs S Cronje, Tel No: (012) 354-2309
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/146</u>	:	<u>SENIOR PHYSIOTHERAPIST REF NO: 70051361</u> Directorate: Physiotherapy
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	B.Sc Physiotherapy or recognised equivalent qualification. Registration with HPCSA. Good communication skills, Ability to work in multidisciplinary team, Creativity and analytic skills, Appropriate experience.
<u>DUTIES</u>	:	Planning and implementing Physiotherapy services. Treatment and management of in and outpatients in Orthopaedics, Paediatrics, Neurology, Medicine, Surgery, Rehabilitation and Intensive Care Units. Provide in-service training to Physiotherapy Assistants. Participate in Departmental Continued Professional Development/CPD Program. Perform record-keeping and data collection. Assist with budget planning and equipment control. Practice evidence-based Physiotherapeutic techniques. Have knowledge of appropriate legislation. Clinical involvement and training of students. Participation in Evaluation systems PMDS.
<u>ENQUIRIES</u>	:	Esme van Niekerk, Tel No: (012) 354-1645/1652

FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 13 June 2008

POST 22/147 : **ADMINISTRATIVE OFFICER: ASSET SUPERVISOR REF NO: 70051681**

SALARY : R106 335 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Grade 12 and other or equivalent tertiary qualification. Knowledge of BAUD and BAS. Computer skills. Supervisory skills. Communication and interpersonal skills.
DUTIES : Overall management of Assets. To ensure that regular asset counts are performed. To ensure that new acquisition, transfers / disposal are capture on BAUD. Asset register is kept for all assets. Ensure that BAUD and BAS reconciliation is done on a monthly basis. To co –operate with Internal AND External Auditors during the institutional audits.

ENQUIRIES : Ms S. D.Masemola, Tel (011) 489 1067
CLOSING DATE : 18 June 2008

POST 22/148 : **PROFESSIONAL NURSE REF.NO:70051571**
 Directorate: ARV Unit

SALARY : R106 086-203 280 per annum (plus benefits) (Salary will be paid according to experience)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Diploma in General Nursing. Registration with SANC as Professional Nurse, Knowledge and experience in TB, HIV/AIDS treatment care. Good communication, interpersonal and have counselling and conflict management skills.
DUTIES : Manage patient care ART, MTCT, VCT, TB and HIV/AIDS related completes Support TB focal points. Ensure that TB patients are assessed and placed on ART. Support the community based organisations and family of HIV/AIDS and TB patients. Assess critically ill patients and implement nursing care.

ENQUIRIES : Ms B Matlala, Tel. No: (012) 841-8300
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 20 June 2008

POST 22/149 : **CHIEF AUXILIARY SERVICES OFFICER: HEALTH PROMOTION (2 POSTS)**
REF NO: 70051447
 Directorate: P.H.C

SALARY : R85 362 – 99 108 per annum (plus benefits)
CENTRE : Northern SDR
REQUIREMENTS : Grade 10 with relevant experience or Grade 12 certificate. A valid driver's license. Short courses in health or health related experience in health promotion. Good communication, written and verbal. Good interpersonal relations.
DUTIES : Co-ordinate and support sub-district in the participation in operational planning and implementation of priority National, Provincial and District health promotion programme and projects. Initiation and supporting all health promotion, campaigns. Distribution of materials (information), condoms and other materials required to sites.

ENQUIRIES : Ms. J. Pelo, Tel No: (011) 975 - 4681
CLOSING DATE : 17 June 2008

POST 22/150 : **RADIATION LABORATORY TECHNOLOGIST REF NO: 70051362**
 Directorate: Radiation Oncology

SALARY : R85 362 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Appropriate diploma/certificate as a Radiation Laboratory Technologist. Registered with HPCSA. Technical skills, advanced computer skills, excellent communication skills, Problem solving skills, patient caring skills. Knowledge of provisioning procedure.
DUTIES : Manufacturing of treatment aids e.g. shielding for critical organs and tissue compensators in a radiator laboratory/ workshop. Management of allocated financial budget of the laboratory/mouldroom. Assist and supervise clinical

training of trainee radiographer and medical physicists to develop relevant skills in the laboratory. Ensure optional patient care. Implement quality assurance (QA) programmes in mould room/workshop. Supervise support staff. Participate in CPD activities administration duties.

ENQUIRIES : Mrs.Z.Cronje, Tel No: (012) 354-2309
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 13 June 2008

POST 22/151 : **JUNIOR PHYSIOTHERAPIST REF NO: 70051363**
 Directorate: Physiotherapy

SALARY : R85 362 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : B.Sc Physiotherapy or recognised equivalent qualification. Registration with the HPCSA. Ability to work in a multidisciplinary team, Computer skills a recommendation.

DUTIES : Implementing of Physiotherapy services. Treatment and management of allocation patients. Perform record-keeping and data-collection. Input into budget, take care of and control equipment. Participation in evaluation systems PMDS. Participation and presenting of continuing education for all relevant parties. Practice evidence- based Physiotherapy Techniques.

ENQUIRIES : Esme. van Niekerk, Tel No: (012) 354-1645/1652
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 13 June 2008

POST 22/152 : **RADIOGRAPHER (THERAPY) REF NO: 70051364**
 Directorate: Radiation Oncology

SALARY : R85 362 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : B-Rad Therapy/ Diploma in Therapy. Registration with HPCSA, Good communication skills, Good interpersonal skills. Empathetic, Good team worker, Excellent health record.

DUTIES : Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasm's. Physical and emotional support of patients. Daily and weekly QA. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills.

ENQUIRIES : Mrs Z Cronje, Tel No: (012) 354-2309
FOR ATTENTION : Ms. Diane Samuels
CLOSING DATE : 13 June 2008

POST 22/153 : **HUMAN RESOURCE PRACTITIONER REF NO: 70051564**
 Directorate: Human Resource

SALARY : R85 362 per annum (plus benefits)
CENTRE : Thembisa Hospital
REQUIREMENTS : Grade 12 or equivalent qualifications. Knowledge of all HR policies and procedures. Practical experience on PERSAL. Computer literate (Word and Excel). Ability to work under pressure. Good communication skills. Good interpersonal relations. Be able to work in as a team.

DUTIES : Control and management of leave. Assist in the recruitment process, arranging of interviews and compiling and typing of deliberations. Handle all administrative processes with regard to appointments, promotions, transfers, termination etc. Update all Human Resource registers. Maintain SLA with GSSC. Handle all employee queries.

ENQUIRIES : Mrs. P.M. Marota, Tel No: (011) 923 - 2069
CLOSING DATE : 13 June 2008

POST 22/154 : **RADIOGRAPHER (POST-GRADUATE TRAINING IN RADIOTHE REF NO: 70051365**
 Directorate: Radiation Oncology

SALARY : R85 362 per annum (plus benefits).
CENTRE : Pretoria Academic Hospital

<u>REQUIREMENTS</u>	:	B-Rad or equivalent Diploma in Diagno Radiography. Registration with HPCSA.
<u>DUTIES</u>	:	To work under constant supervision of qualified therapy radiography, radiation physics staff and clinical tutor as defined in the Honors in Radiography (radiotherapy) course outlines in the Undertaking of all areas of treatment planning. Accurate interpretation of radiation treatment planning directives and delivery of radiation to patient. Operation and care of radiation equipment. Provision of holistic physical and psychological support of patient. Maintenance of accurate record-keeping of radiation treatment and applicable administration.
<u>ENQUIRIES</u>	:	Z.Cronje or G. Mathurine, Tel No: (012) 354-2309/1245
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/155</u>	:	<u>STAFF NURSE GRADE 1 (30 POSTS) REF NO: 70051344</u> Directorate: Nursing Services
<u>SALARY</u>	:	R70 140 – 78 939 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 10 – 12 certificate or equivalent. Registration with SANC as a Staff Nurse. Good communication and interpersonal skills. (Commitment and dedication including team spirit).
<u>DUTIES</u>	:	Render quality nursing care within her/ his scope of practice. Health education to patients. Adherence to policies and good management of resources. Be prepared to work day and night on rotation basis.
<u>ENQUIRIES</u>	:	Ms. T. Moloko, Tel No: (011) 898 - 8311
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/156</u>	:	<u>SECRETARY REF NO: 70051404</u> Directorate: Clinical Services
<u>SALARY</u>	:	R68 955 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Senior certificate with at least 3 years experience in similar positions. Secretarial/administration diploma will be an advantage. Excellent interpersonal and communication skills. Proficiency in English. Computer literate in MS Office and MS Outlook. Knowledge of hospital services environment and of the administration systems in the Public Service.
<u>DUTIES</u>	:	Administrative support to the Director: Clinical Services., Office management, information management, storage and retrieval, tracing and processing of correspondence and files. Reproduction of documents. Arranging of appointments and meetings, Booking of venues. Keeping of diary. Ordering of office supplies and services, Typing and formatting of letters, memoranda, ect. Forwarding by post, fax ore-mail, Frontline receptionist duties: receiving visitors/serving refreshments. Managing clients enquiries/complaints, Managing incoming and outgoing telephone calls.
<u>ENQUIRIES</u>	:	Dr. A.P van der Walt, Tel No: (012) 354-2235
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/157</u>	:	<u>LABOUR RELATIONS CLERK REF NO: 70051565</u> Directorate: Human Resources
<u>SALARY</u>	:	R68 995 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Experience in HR environment, computer literacy, report writing skills, good communication skills, and good interpersonal skills.
<u>DUTIES</u>	:	Handle of administrative process with regard to grievances and misconduct cases, interpret and implement Human Resources policies and prescripts. Keep statistics and compile reports. Taking minutes during bilateral, multilateral meetings and during the disciplinary hearing. Arrange bilateral and multilateral meetings.
<u>ENQUIRIES</u>	:	Mr. L.K. Makhale, Tel No: (011) 923 - 2151
<u>CLOSING DATE</u>	:	13 June 2008

<u>POST 22/158</u>	:	<u>SECRETARY REF NO: 700551580</u> Directorate: Administration
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Excellent typing and secretarial skills, Ability to work under pressure, Computer literacy, Good interpersonal and communication skills. Good office administration skills.
<u>DUTIES</u>	:	Render secretarial and office support to the Director: Human Resources, ICT & Logistics. Manage diary, handle telephone calls and messages. Take minutes and compile notes. Type correspondence. Receive visitors. Arrange refreshments at meetings. Maintain good filing system. Order stationery. Liaise by means of correspondence with various stakeholders.
<u>ENQUIRIES</u>	:	Mr. M.R Letsoalo, Tel No: (012) 529-3202
<u>CLOSING DATE</u>	:	18 June 2008
<u>POST 22/159</u>	:	<u>FINANCIAL CLERK: REVENUE (3 POSTS) REF NO: 70051345</u> Directorate: Administration - Finance
<u>SALARY</u>	:	R58 290 – 67 668 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate with relevant financial experience of at least 1 year in a hospital environment. Knowledge of patient fee administration, PAAB, PFMA, Procurement manuals and Treasury Regulations. Computer literacy. Good interpersonal skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Manage patient administration, billing, tracing of debtors, writing off bad debts and revenue collection.
<u>ENQUIRIES</u>	:	Mr. E. Ngcobo, Tel No: (011) 898 - 8207
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/160</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: 70051346</u> Directorate: Management and Support
<u>SALARY</u>	:	R58 290 – 67 668 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	ABET with 5 to 10 years experience. Ability to work in a team. Good communication and management skills. Must be able to read and write.
<u>DUTIES</u>	:	Responsible for the effective performance of staff within the Food Service unit. Supervising the preparation of food production in the hospital environment. Ensure timeously hygienically and safe food preparation for patients within the hospital.
<u>ENQUIRIES</u>	:	Ms. O. Maleka, Tel No: (011) 898 - 8189
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/161</u>	:	<u>AUXILIARY SERVICES OFFICER: HEALTH PROMOTION (8 POSTS) REF NO: 70051448</u> Directorate: P.H.C
<u>SALARY</u>	:	R58 290 – 67 668 per annum (plus benefits)
<u>CENTRE</u>	:	Northern SDR
<u>REQUIREMENTS</u>	:	Grade 12 certificate with relevant experience. A valid driver's license. Recommendations: Knowledge in community work and experience of NGO sector and health related matters. Good interpersonal skills. Ability to communicate (verbal and written) in at least three languages.
<u>DUTIES</u>	:	Implement health promotion activities e.g. health education in clinics, workplace, residential areas and schools. Promote health lifestyles. Assist in life skills and school health programmes. Work with NGO's in communities. Plan, organize and implement health related projects. Liaise with other sector to promote Primary health Care. Execute administrative tasks as required.
<u>ENQUIRIES</u>	:	Ms. J. Pelo, Tel No: (011) 975 - 4681
<u>CLOSING DATE</u>	:	17 June 2008
<u>POST 22/162</u>	:	<u>NURSING ASSISTANT REF NO: 70051105</u> Directorate: Nursing Service ARV

<u>SALARY</u>	:	R53 757 per annum (plus benefits)
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, Enrolled Nursing certificate and proof of registration with SANC. Good communication and counselling skills will be an advantage.
<u>DUTIES</u>	:	Implementation of comprehensive nursing care and health education of patients. Safeguarding and caring equipment and material resources. Supervise the provision of quality patients care, development of protocols and guidelines. Providing day and night duty services. Compile routine reports /notes and perform duties as requested from time to time. Supervise patient care and subordinates.
<u>ENQUIRIES</u>	:	Ms. T.N. Ngwenya, Tel. No: (012) 717-9398
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	20 June 2008
<u>POST 22/163</u>	:	<u>FINANCIAL CLERK: REVENUE REF NO: 70051347</u> Directorate: Administration - Finance
<u>SALARY</u>	:	R49 665 – 57 663 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate with relevant financial experience of alt least 1 year in a hospital environment. Knowledge of patient fee administration, PAAB, PFMA, Procedure manuals and Treasury Regulations. Computer literacy. Good interpersonal skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Manage patient administration, billing, tracing of debtors, writing off of bad debts and revenue collection.
<u>ENQUIRIES</u>	:	Mr. E. Ngcobo, Tel No: (011) 898 - 8207
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/164</u>	:	<u>ADMINISTRATION CLERK: PHARMACY (2 POSTS) REF NO: 70051348</u> Directorate: Administration
<u>SALARY</u>	:	R49 665 – 57 663 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Numeracy skills, computer skills (Excel, Word and Power Point), communication skills, read and writing skills.
<u>DUTIES</u>	:	Data capturing, record keeping, procurement functions: handling orders, quotations. Expediting, receiving, issuing. Reconciliation of stock received. Pharmacy statistics management. Managing/ handling of ward stock orders. Verification of monthly statements and reports.
<u>ENQUIRIES</u>	:	Mr. M. Gaula, Tel No: (011) 898 - 8145
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/165</u>	:	<u>FOOD SERVICE AIDS REF NO: 70051349</u> Directorate: General and Support
<u>SALARY</u>	:	R49 665 – 57 663 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	ABET level 3 certificate or equivalent. Ability to read and write. Must be prepared to work under pressure. Must have sound interpersonal relations and work in a team. Must be prepared to work shifts. Experience in FSA will be an advantage.
<u>DUTIES</u>	:	Perform specific duties regarding the receiving, storage, preparation, cooking, and deliveries and serving food. Loading and unloading of food containers. Cleaning of food service units, utensils, cold rooms and walk-in fridges. Carrying of heavy bags into the store rooms.
<u>ENQUIRIES</u>	:	Ms. O. Maleka, Tel No: (011) 898 - 8189
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/166</u>	:	<u>DARKROOM OPERATORS (2 POSTS) REF NO: 70051350</u> Directorate: Management and General Support
<u>SALARY</u>	:	R49 665 – 57 663 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital

<u>REQUIREMENTS</u>	:	Applicant should be able to read and write. Applicant should be responsible and reliable. Be able to work under pressure.
<u>DUTIES</u>	:	Processing of X-ray films. Maintenance and general care of processors, cassettes and accessories. Stock control: films, chemicals and linen. Render a 24 hour service.
<u>ENQUIRIES</u>	:	Ms. L. Willemse, Tel No: (011) 898 - 8068
<u>CLOSING DATE</u>	:	12 June 2008
<u>POST 22/167</u>	:	<u>KEYBOARD OPERATING CLERK REF NO: 70051366</u> Directorate: Human Resource
<u>SALARY</u>	:	R49 665 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Computer literacy. Good office management skills. Candidacy will be subjected to a competency test.
<u>DUTIES</u>	:	Manage and control diary. Screening all the telephone calls. Receiving and dispatching mail. Type correspondence, notices and letter, reports make arrangements for meeting and book venues. Assist clients with regards to the HR matters. Distribute correspondence, report and documents, filling, faxing and photocopying of documents. Take minutes at the meetings
<u>ENQUIRIES</u>	:	P M Mohueni, Tel No: (012) 354-2235
<u>FOR ATTENTION</u>	:	Ms Diane Samuels
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/168</u>	:	<u>KEYBOARD OPERATING CLERK REF NO: 70051367</u> Directorate: Obstetrics and Gynaecology: Reproductive and Endocrine Unit.
<u>SALARY</u>	:	R46 200 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Successful completion of a secretarial course (minimum 1 year duration) Computer Literate in MS-Word, Outlook, Ms Excel, internet and the Medicom system.
<u>DUTIES</u>	:	The successful candidate must be team orientated, motivated, dynamic with an ability to manage without supervision. Fluent in English (written and verbal) and Afrikaans. Proficiency in Xhosa, Sotho and Zulu will be an advantage. Duties include secretarial assistance to the head of the unit. Typing, answering the telephone, answering general enquiries, making and confirming appointments for patients, reception of patients, opening of files, referring patients for registration and admission. Knowledge of medical terminology and assisted reproduction will be an advantage. Must be able to admit, discharge and make follow up appointment for patients on the Medicom System. The database must be maintained and the filing systems must be efficient. The candidate must liaise with the department of Obstetrics and Gynecology the Reproductive Biology Laboratory and all personnel involved in the management of the patients. Other duties as instructed by the unit head.
<u>ENQUIRIES</u>	:	Prof.B.G Lindeque, Tel No: (012) 354-2366
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels
<u>CLOSING DATE</u>	:	13 June 2008
<u>POST 22/169</u>	:	<u>CLIENT INFORMATION CLERK (3 POSTS) REF NO: 70051403</u> Directorate: Switchboard
<u>SALARY</u>	:	R43 245 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 and relevant experience. Customer Care, Telephone Etiquette, Call Centre skills, Computer literacy and good communication skills, Ability to work shift, day and night.
<u>DUTIES</u>	:	The successful candidate will be expected to receive and answer incoming calls. Canalize calls to appropriate divisions, sections, general enquiries. Make calls, keep records of private calls, make trunk calls on request and keep records thereof. Note down and give messages by use of phone SMS systems to locate officials in and outside institution.
<u>ENQUIRIES</u>	:	Mr J.V Mmako, Tel No: (012) 354-2742
<u>FOR ATTENTION</u>	:	Ms. Diane Samuels

CLOSING DATE : 13 June 2008

POST 22/170 : **DARKROOM OPERATOR REF NO: 70051401**
Directorate: management and general Support

SALARY : R43 245 – 48 249 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Applicant should be able to read and write. Applicant should be responsible and reliable, Must be able to work day and night duty on rotation basis. Be able to work under pressure.

DUTIES : Processing of X-ray films, Maintenance and general care of processors, cassettes and accessories. Stock control: films, chemicals and linen. Render a 24 hour service.

ENQUIRIES : Ms. L. Willemse, Tel No: (011) 898 - 8068
CLOSING DATE : 12 June 2008

POST 22/171 : **PORTERS (26 POSTS) REF NO: 70051413**
Directorate: Ekurhuleni Sedibeng Health Region

SALARY : R43 245 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : Grade 10 or ABET Level 1V, any health related course such as Community health Worker, Basic ambulans Assistant etc. Verbal and written skills. Interpersonal skills. Experience of ambulance attendant will be an advantage.

DUTIES : Rendering of transporting of patients from one place to another. Collecting patient's equipment-trolleys/ wheelchairs from various departments. Ensure the cleanliness of patient's trolleys and wheelchairs before usage. Prepare stretchers with clean linen after each use. Ensure safety and good handling of patient on transit and in and out of transport. Ensure health and safety of fellow employees and members of the public in terms of OHS Act. Transport corpses from the ward and other treatment areas to Mortuary.

ENQUIRIES : Mrs G.N Dzai, Tel No: (011) 389-0628
CLOSING DATE : 19 June 2008

POST 22/172 : **GROUNDSMAN (2 POSTS) REF.NO:70051104**
Directorate: Administration Support

SALARY : R43 245 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : ABET/standard 6 certificate. General knowledge of gardening services and ability to read and write.

DUTIES : General maintenance of the garden, pruning of trees and shrubs and cutting of grass and edges. Keeping flowerbeds weeds free. Cleaning and disinfecting of drains. Moving of furniture and heavy equipment. Preparations of recreational hall for functions.

ENQUIRIES : Mr. N.J.Sekhu, Tel. No: (012) 717-9385
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 20 June 2008

POST 22/173 : **STAFF NURSE (3 POSTS) REF NO: 70051113**
Directorate: Nursing Service ARV&General

SALARY : R43 245 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 certificate, Enrolled Nursing certificate and proof of registration with SANC. Good communication and counselling skills will be an advantage.

DUTIES : Implementation of comprehensive nursing care and health education of patients. Safeguarding and caring equipment and material resources. Supervise the provision of quality patients care, development of protocols and guidelines. Providing day and night duty services. Compile routine reports /notes and perform duties as requested from time to time. Supervise patient care and subordinates.

ENQUIRIES : Ms. T.N. Ngwenya, Tel. No: (012) 717-9398
FOR ATTENTION : Ms Victoria Skosana

CLOSING DATE : 20 June 2008

POST 22/174 : **LAUNDRY WORKER (4 POSTS) REF.NO:70051106**
Directorate: Administration Support

SALARY : R43 245 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : ABET/standard 6 certificate, general knowledge in cleaning and laundry services. Ability to work shifts and holidays. Ability to read and write.

DUTIES : Perform according to key performance area and collect soiled linen for washing from wards. Perform general duties to provide clean laundry and equipments floors. Distribute clean linen to the wards for patients and perform any other delegated duties by the supervisor.

ENQUIRIES : Mr. N.J. Sekhu, Tel. No: (012) 717-9385
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 20 June 2008

POST 22/175 : **CLEANER (8 POSTS) REF.NO:70051107**
Directorate: Administration Support Art& Wellnes Clinic (Step Down)

SALARY : R43 245 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : ABET/standard 6 certificate, general knowledge of cleaning services, Ability to work shifts and holidays, Ability to read and write.

DUTIES : Perform according to key performance area. Perform general cleaning services and household in the hospital. Ensure clean, safe and secure environments for patients and perform any other delegated duties by the supervisor

ENQUIRIES : Mr. N.J. Sekhu, Tel. No: (012) 717-9385
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 20 June 2008

POST 22/176 : **CLEANER REF NO: 70051569**
Directorate: Pharmacy

SALARY : R43 245 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Good communication skills. Good interpersonal skills, Productiveness.
DUTIES : Cleaning of floors, dusting, washing and polishing of furniture, walls, doors, frames, files, windows and lockers. Removal of waste bags. Handle and store lines. Defrosting and cleaning of unit refrigerator, Refill of soap containers. Care of and change curtains at patients beds, Remove left overs when necessary and act as messenger. Provide patients with water bottles and glasses. Care for and cleaning of unit kitchen controlling of stock in kitchen and report to supervisor. Cleaning of trolley in ward. Cleaning of toilets, sluice – rooms and bathroom as well as providing of sputum mugs and tooth mugs. Removal of combustion products. Sorting and sealing contaminated linen.

ENQUIRIES : Mr S.J. Ferreira, Tel No : (012) 318 6695
CLOSING DATE : 13 June 2008

POST 22/177 : **PROPERTY CARETAKER REF NO: 70051567**
Directorate: Grounds Department

SALARY : R38 610 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : ABET Level 1. Ability t utilize garden equipment such as lawnmower and brush cutters, etc.

DUTIES : The planting of trees, flowers, shrubs, grass and other plants in the garden. Maintenance of flowers and other beds by fertilizing, irrigating, weeding and pruning where necessary. Loading and unloading of a variety of articles needed on the grounds on / off trucks. Mowing lawns and cutting edges. Keep other structures on grounds (parking areas, ditches, gutters, etc.) clean and tidy. Practice pest control. Cleaning of roads and burial of dead animals when needed. Remove refuse from terrain, load on truck for transportation to refuse dumping area.

ENQUIRIES : Mr. H. Motsomane, Tel No: (012) 318 6414
CLOSING DATE : 13 June 2008

OFFICE OF THE PREMIER

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

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

MANAGEMENT ECHELON

POST 22/178 : **CHIEF DIRECTOR: STRATEGIC AND OPERATIONAL SUPPORT: REF 70051579**
 Chief Directorate: Strategic And Operational Support

SALARY : R635 874 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate recognised Bachelor's Degree and/or equivalent qualification. Extensive experience in strategic planning, information management and monitoring. Strong strategic leadership, People, Financial, Knowledge, Information, project and general management skills. At least 5 years experience in the public sector environment, with in-depth insight of Information Technology, E-Governance and Auxiliary Services. Excellent analytical and report writing skills.

DUTIES : Overall management and coordination of the following functions: Development, implementation and monitoring of the Office of the Premier's strategic planning framework including the five year strategic plan and three year annual performance plans. Development and coordination of a service delivery improvement plan for the Office of the Premier (including monitoring, evaluation and reporting progress). Develop, implement and oversee a monitoring and evaluation system for the Office of the Premier, linked to the broader GPG monitoring and evaluation systems, including strategic information coordination. Ensure effective management of good governance in the Office of the Premier. Provide information Technology and E-Governance services. Render auxiliary services within the office of the Premier.

ENQUIRIES : Mr. EM Radebe, Tel No :(011) 355-6588
CLOSING DATE : 20 June 2008

NOTE : Appointment to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

POST 22/179 : **DIRECTOR: SPECIAL PROGRAMMES REF.NO 70051545**

SALARY : R540 429 per annum (An all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate recognised degree. Minimum of 5 years managerial experience. Public sector and/or NGO sector experience with extensive experience in the mainstreaming of the rights of vulnerable groups in development programmes. Policy and research experience. Knowledge of relevant policy and legislative frameworks as well as international and regional policy instruments on women, disability, youth, children, etc. Advanced project, financial, human resources and general management skills. Good conflict management, diversity management, stakeholder management, report writing, communication and analytical skills.

DUTIES : To provide strategic leadership and drive special programmes (gender, disability, youth, children, etc) in the Office of the Premier, Gauteng Provincial Government and Gauteng in general. Drive research, development, analysis, coordination, and monitoring and evaluation of policies and programmes to ensure non-discrimination and mainstreaming of the rights of women, people with disabilities, youth, children and other vulnerable groups in the province. Strengthen systems, processes, capacity and structures to ensure gender, disability, youth and child

rights sensitive delivery in the province. Provide research and policy advice to the Premier and Gauteng Executive Council on matters relating to special programmes. Monitor and evaluate GPG policies and programmes to ensure the mainstreaming of the rights of women, people with disabilities, youth, children and other vulnerable groups. Facilitate and drive capacity building programmes on mainstreaming within the provincial government. Management, mentoring and development of staff.

ENQUIRIES : Mr DS Hlophe Tel no: (011) 355-6802
CLOSING DATE : 13 June 2008
NOTE : Appointment to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

POST 22/180 : **DIRECTOR: GOVERNANCE REF NO 70051553**
 Directorate: Governance

CENTRE : Johannesburg
SALARY : R 540 429 per annum (all inclusive package)
REQUIREMENTS : An appropriate recognised Bachelors' degree or equivalent qualification in Political Studies, Public Administration, Development Studies or related fields or Legal Degree. Extensive public service or related experience with a minimum of five years experience in management. High-level policy development, research, analytical, coordination and planning skills. Experience in international relations, intergovernmental relations, provincial legislatures, parliamentary processes or related fields. Advanced project, human resource and financial management and other management skills. Excellent people and communication skills and leadership capability.

DUTIES : To ensure that the necessary support is provided to the Premier and EXCO with regards to policy support, research, coordination, monitoring and evaluation, facilitation and organising of issues pertaining to intergovernmental relations, international relations and governance. Promote cooperative governance, integration, coordination and alignment across spheres of government and improved intergovernmental relations in the context of building Gauteng as a globally competitive city region and improved government performance. Provide support to the leaders of Government Business in the Legislature and the National Council of Provinces (NCOP) as well as the governance and administration cluster of the Executive Council System.

ENQUIRIES : Ms. A Griessel, Tel No :(011) 355-6859
CLOSING DATE : 20 June 2008
NOTE : Appointment to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

POST 22/181 : **DIRECTOR: SOCIOECONOMIC INTELLIGENCE REF.NO 70051556**

SALARY : R540 429 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate recognised B-degree and post graduate or equivalent qualification in Political Studies, Public Administration, Developmental, Business Sciences, Economics, Social Development and/or related fields. Minimum of 5 years experience in the policy research environment and management. High level research, policy development, skills development, statistical data analysis and planning knowledge. Advanced project, human resources, financial and general management skills. Good analytical, conflict management, report writing, communication, leadership and people skills are required.

DUTIES : Providing strategic support, advice and analytical support to the Premier, Exco, and GPG with regards to the research. Developing and maintaining a database of GPG research outputs. Collecting, analysing and documenting information regarding trends, policy decisions and transversal contextual factors. Identifying research needs and commissioning research and/or facilitating information collation and analysis in these areas. Measuring the impact/outcome of government policy and programmes on the Gauteng Province. Providing support to the Premier and Exco with policy formulation, identification of priorities and decision making. Managing research contracts.

ENQUIRIES : Ms AT Griessel, Tel No : (011) 355-6859
CLOSING DATE : 20 June 2008

NOTE : Appointment to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

OTHER POSTS

POST 22/182 : **ADMINISTRATIVE ASSISTANT REF NO 70051559**
Directorate: Director General 's Office

SALARY : R106 335 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A Diploma in Office Management/equivalent qualification and/or three years experience in Office Administration in Government. She/he must be computer literate, have knowledge of Office Administration, Registry Procedures and archiving, Procurement procedures and MISS policy. She/he must possess the ability to demonstrate good problem solving skills, organising and interpersonal relations skills, and an exceptional writing and communication skills.

DUTIES : The successful candidate will provide administrative and clerical support. Coordinate all incoming and outgoing correspondence (recording). Ensure MISS confidentiality. Handle all logistical referred documents. Assist in monitoring the budget of the Office. Relieve the Director: Office of the DG when not available.

ENQUIRIES : Ms. A Ariefdien, Tel No : (011) 355-6201

CLOSING DATE : 20 June 2008

NOTE : The successful candidate will be required to submit to a security clearance check.

DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

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

CLOSING DATE : 06 June 2008

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

OTHER POSTS

POST 22/183 : **ASSISTANT DIRECTOR: COMMUNITY SERVICES (2 POSTS) REF NO: 70051377**
Directorate: Parliamentary Services and Stakeholder Liaison

SALARY : R157 686 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Tertiary qualification and experience in Stakeholder Relations. Computer Literacy and Code 08 Drivers Licence. Analytical, Negotiation, planning and organizing skills. Good interpersonal relations. Social facilitation and understanding entire GPTRW industry, Customer relationship management.

DUTIES : Ensure a structured and programme-oriented partnership with stakeholders. Manage and co-ordinate regional and local forum. Ensure effective participation of all stakeholders in all delivery projects. Monitor and report on all stakeholder engagement.

ENQUIRIES : Ms Nerissa April, Tel No: (011) 355-7538

POST 22/184 : **SENIOR COMMUNICATION OFFICER REF NO: 70051376**
Directorate: Parliamentary Services and Stakeholder Liaison

SALARY : R106 335 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Tertiary qualification and/or relevant experience. Language skills and the ability to communicate well at different levels and from different backgrounds. Good telephone etiquette.

DUTIES

: Liaise with various Stakeholders. Renders administrative support services, Obtains inputs, collates and compiles reports. Maintain physical and electronic information records. Supply information to all stakeholders (internally & externally). Follow up on Stakeholders. Assist with MEC's and departmental events.

ENQUIRIES

: Ms Nerissa April, Tel No: (011) 355-7538

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

This department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels in the department.

- APPLICATIONS** : All applications to be forwarded to: Human Resource Department, Stanger Hospital, Private Bag X10609, Stanger, 4450.
- FOR ATTENTION** : Ms. N.S. Ndaba Tel No.: 032 4376156
- CLOSING DATE** : 13 June 2008
- NOTE** : Directions to Candidates: The following documents must be submitted:-
*Application form (Z83) *Certified copy of matric certificate, not copies of certified copies. *Certified copies of highest educational qualifications, not copies of certified copies. *Curriculum Vitae *Certified copies of Identify document, not copies of certified copies. Candidates that do not follow the above directions will be disqualified. Persons with disabilities should feel free to apply for the post.

OTHER POSTS

- POST 22/185** : **ARTISAN ELECTRICIAN X 1 POST REF. NO: ST111/2008**
- SALARY** : R106 335 per annum
- CENTRE** : KwaZulu Natal – Stanger Hospital
- REQUIREMENTS** : *Std 10 Certificate / Standard 8 Certificate. *Minimum NTC 3 or equivalent qualification plus at least three (3) years experience in the electrical environment. *Passed trade test in terms of the provision of section 13 (2) (h) of the manpower training Act, 1981 as amended. *A valid code 8 driver's licence.
- DUTIES** : *Planning, organizing and control. *Occupational Health & Safety Act No. 85 of 1993 / 1995. *Training of staff. *Able to read electrical and engineering drawings. *Knowledge and skills in the use of electrical tools and equipment. *Be in charge of the electrical department within the institution. *Do in-house training to Artisans under the supervision. *Control work outputs from the job cards to ensure that the job is done within the available resources and is of good standard. *Repair and design electrical circuit and wire up accordingly and regular testing of earth leakage. *Perform standby duties and emergency call-outs as required from time to time. *Compile month reports on work in progress and completed work as well as safety records. *Give written expert advice on specifications and prioritization of projects. *Detect and repair more complex faults in the work environment. *Inspect, maintain and test equipments, that is diesel generator, autoclaves and take remedial action. *Maintain service and replace air conditioner, ventilation system and cold rooms. *Allocate tasks to staff and oversee that they perform effectively by setting objectives to ensure their optimal utilization. *Exercise financial control of budget and store items utilized by maintenance department to ensure adherence to the allocated budget. *Execute and plan maintenance on all essential plants and equipments. *Develop and execute maintenance plan / business plan.
- ENQUIRIES** : Ms. N.S. Ndaba (Tel. 032-4376156)

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed and dated. 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). Applicants must ensure that their CV contains all the information required in sections B and F of the Z83 if such information is not indicated on the Z83. Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an

applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

OTHER POSTS

POST 22/186 : **DEPUTY MANAGER: HUMAN RESOURCE ADMINISTRATION (REF. NO P125/2008)**

SALARY : R369 000 per annum (Inclusive flexible remuneration package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : *Degree / National Diploma in HR Management / HR Administration; plus 3 years HR Management / HR Administration experience; plus a valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Understanding of Human Resource policy research, analysis, objectives and development processes, project and financial management. *Broad in-depth knowledge of administrative policies and practices, budgeting and managerial functions. *Knowledge of Public Service reporting procedures. *Knowledge of Planning and organising. *Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook, PERSAL). *Specialised knowledge of performance management and evaluation systems. *Expert knowledge of selection, recruitment, appointment and discharge processes, service benefits and other generally accepted employment practices. *Clear conceptual understanding of transformation (change management) and Affirmative Action. *Skills in the interpretation and application of policies / regulations / prescripts. *Research and policy formulation skills. *Managerial and leadership skills. *Problem solving, conflict management and negotiation skills. *Interpersonal relations. *Analytical and innovative thinking skills. *Strategic planning and co-ordination skills. *Team building and motivation skills. *Excellent verbal, written and networking communication skills. *Project management skills. *Presentation and facilitation skills. *Ability to develop training material. *Report writing skills. The ideal candidate should be reliable, accurate, honest, creative, innovative, receptive to suggestions and ideas and demonstrate an interest in human resource management and related fields. He/ she should also be open and transparent, have integrity, be a team leader with ability to engender teamwork, be a visionary and a total quality controller.

DUTIES : *Manage and administer matters relating to recruitment and selection, service benefits, exits / terminations from service, transfers and Departmental SMS / MMS and Ministerial Support Services. *Administer matters relating to performance management for the Department. *Provide support in the development of human resource related policies and procedures for the Department and ensure the proper interpretation and application thereof. *Co-ordinate inputs for the Human Resource Plan and conduct research on latest HR trends. *Manage the resources of the Sub-directorate.

ENQUIRIES : Ms C Zwane Tel. No: 33-355 8916
CLOSING DATE : 20 June 2008
FOR ATTENTION : Mrs S McCarthy
NOTE : It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.

POST 22/187 : **CONTROL INDUSTRIAL TECHNICIAN (REF. NO. P122/2008)**

SALARY : R157 686 per annum
CENTRE : Cost Centre, Estcourt

<u>REQUIREMENTS</u>	:	<p>*Degree / National Diploma in Civil Engineering or equivalent qualification.</p> <p>*Minimum of 3years technical / scientific experience; plus a valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required:</p> <p>*Knowledge of financial matters. * Knowledge of human resources. * Knowledge of construction management. * Knowledge of planning and organizing. * Project management skills. * Conflict management skills. * Good negotiation and facilitation skills. * Computer literacy. * Verbal and written communication skills. * Public speaking skills. * Presentation and facilitation skills. * Planning and organizational skills. * Interpersonal skills. * Ability to chair meetings. * Good organization, management and leadership skills.. * The ideal candidate should be a team builder, responsible, conscientious, and patient. He/she should also lead by example, be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.</p>
<u>DUTIES</u>	:	<p>*Provision of advice and assistance with regard to technical related matters to staff in order to develop and execute plans in line with the departmental strategy.</p> <p>* Assist the Cost Centre Manager in so far as to manage the financial resources and utilization of various resources to stay within the budget. * Supervise / manage materials and services effectively (quality control). * Provide mentorship to the Vukuzakhe contractors as well as the in house teams. * Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.</p>
<u>ENQUIRIES</u>	:	Mr B C Matjila Tel. No.: 036 – 352 3153
<u>CLOSING DATE</u>	:	06 June 2008
<u>FOR ATTENTION</u>	:	Mr R Marillier
<u>NOTE</u>	:	It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.
<u>POST 22/188</u>	:	<u>SENIOR ARTISAN SUPERINTENDENT (REF. NO P126/2008)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Cost Centre, Pietermaritzburg
<u>REQUIREMENTS</u>	:	<p>*A N4 Mechanical Certificate plus a Trade Diploma in either Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic with a minimum of 6 years relevant experience in Earthmoving Equipment Plant (Heavy Plant) such as Dozers, Graders, Loaders, Excavators, TLB and Trucks; plus a valid driver's licence (minimum Code C1) OR a National Diploma (T/S/N-stream) in the mechanical engineering field with a minimum of 3 years experience in the field of preventative maintenance and repairs of Earthmoving Equipment Plant such as Bulldozers, Graders, Excavators, TLB's and Trucks; plus a valid driver's licence (minimum Code C1). Knowledge, Skills, Training and Competencies Required: *In-depth knowledge of maintenance and repairs of plant and equipment. *A wide knowledge of Oil Analysis programme. *Knowledge of Road Traffic and Road Transportation Legislation. *Knowledge of Dangerous Goods Regulations. *Knowledge of Transport regulations (NaTIS). *Sound knowledge of Occupational Health and Safety Act (OHS). *Knowledge of Environmental Conservation Act. *Sound knowledge of administrative processes. *Sound knowledge of procurement procedures. *Sound knowledge of delegations of authority. *Sound knowledge of disciplinary procedures / Labour relations. *Sound knowledge of PMDS procedures. *Knowledge of PFMA. Knowledge of Microsoft Windows based computer programmes. *Knowledge of PJC computer programme. *Literacy and Numeracy skills. *Driving skills (Certificate of competency). *Operating equipment skills. *Basic language skills. *Computer literacy. *Project and Financial management skills. *Training and Mentorship skills. *First aid skills to attend to minor injuries. *Ability to interpret and apply policies. *Negotiating skills. *Analytical and innovative skills. *Problem solving skills. *Accurate diagnosis of defects. *Accurate interpretation of oil analysis returns. *Supervisory / Management skills. *Planning and organising skills. *Interpersonal relations.</p>
<u>DUTIES</u>	:	<p>*Manage the preventative maintenance and repair programme of plant, equipment and vehicles. *Conduct mechanical administrative functions of plant relating to the mechanical division. *Provide specialist advice, guidance and ensure policy development to comply with the OHS Act and Environmental Act. *Manage the mechanical budget allocations and expenditure at the Cost Centre</p>

		level. *Manage human resources in terms of prescribed policies and procedures. *Manage mechanical projects within the Cost Centre.
<u>ENQUIRIES</u>	:	Mr L Pillay Tel. No: 033-845 5800
<u>CLOSING DATE</u>	:	13 June 2008
<u>FOR ATTENTION</u>	:	Mrs S McCarthy
<u>NOTE</u>	:	It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.
<u>POST 22/189</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (REF. NO. P 127/2008)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Cost Centre, Hluhluwe
<u>REQUIREMENTS</u>	:	*Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 3 years appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training And Competencies Required: *Knowledge of Financial matters. *Knowledge of HR, planning and organizing, construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Good organization management and leadership skills. *Ability to chair meetings. *The ideal candidate should be a team builder, responsible, conscientious and lead by example. *He / she should also be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.
<u>DUTIES</u>	:	Provide advise and assistance with regard to technical related order to develop and execute business plan in line with Departmental Strategy. *Assist the Control industrial Technician in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Supervise / manage materials and services effectively (quality control). *Provide mentorship to the Vukuzakhe contractors as well as the in house teams. *Assist in the control and maintenance of computer based information systems there by providing accurate and timeous information.
<u>ENQUIRIES</u>	:	Ms T K Maphumulo Tel. No: 035- 562 0261
<u>FOR ATTENTION</u>	:	Ms P B Gumede
<u>CLOSING DATE</u>	:	13 June 2008
<u>NOTE</u>	:	It is the intension of this Department to fill this post with a personfrom the Disabled Community or an African Female
<u>POST 22/190</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER: REGIONAL SUPPORT SERVICES (REF. NO P1346/2008)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*Degree / National Diploma; plus a minimum of 3 years clerical / administrative experience or a Senior Certificate; plus 6 years clerical / administrative experience; plus a valid driver's licence (minimum code B) Knowledge, Skills, Training and Competencies Required: *Understanding of policy research, analysis and development processes. *Broad knowledge of Human Resources Management policy and practices. *Understanding Human Resource Management prescripts in the Public Service. *Knowledge of Labour Relations. *Knowledge of computer based Human Resource Management information systems. *Knowledge of Public Service reporting procedures and work environment. *Ability to interpret and apply policy. *Analytical and innovative thinking skills. *Basic research skills. *Report writing and formulation skills. *Workshop presentation and facilitation skills. *Computer literacy. The ideal candidate should demonstrate an interest in Human Resource Management and related fields, be policy development and improvement orientated, be receptive to ideas and suggestions and teamwork orientated.
<u>DUTIES</u>	:	*Monitor the Labour Relation's practices applied by line managers within the department and recommend appropriate labour related programs. *Facilitate consultation / negotiations between stakeholders to prevent disputes or ensure quick resolution of disputes. *Keep abreast of changes in the Labour Relation trends of employers within the labour market and to report to senior management relevant changes which may effect policy and procedure. *Give advice and assistance on procedures and policy of a more specialist nature to line managers

		and employees on labour related matters namely, application of discipline, grievances, disputes and complaints. *Provide training to line managers and employees on labour related matters.
<u>ENQUIRIES</u>	:	Mrs S Premchand Tel. No: 033-355 8768
<u>CLOSING DATE</u>	:	13 June 2008
<u>FOR ATTENTION</u>	:	Mrs S McCarthy
<u>NOTE</u>	:	It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.
<u>POST 22/191</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN: GROUND SURVEY (2 POSTS)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Cost Centre, Ixopo (REF NO.: P128/2008)
	:	Cost Centre, Pietermaritzburg (REF NO.: P129/2008)
<u>REQUIREMENTS</u>	:	A degree / National Diploma in Civil Engineering or equivalent qualification plus, A minimum of 1 years experience in appropriate Survey Engineering environment .A valid code B driver's licence. Knowledge, Skills, Training and Competencies Required: Knowledge of Land Survey Act 8 of 1997 and amendments. *Knowledge of Technical Manual for Highway technical experts. *Knowledge of Professional and Technical Survey requirements of all students. *Knowledge of Geometric design specification. *Knowledge of Environment Legislation. *Writing skills. *Communication skills. *Leadership skills. *Research skills. *Computer skills. *The ideal candidate should be team work orientated, thorough, innovative and must have enthusiasm.
<u>DUTIES</u>	:	*Provide survey service for construction and rehabilitation projects. *Set out basic calculations for constructions of roads and quarries. *Compile maps to plan and implement construction and rehabilitation projects, local road projects, road structures and quarries for the Cost Centre and its consults. *Provide support with road logging requirements and quarries, provincial declarations and de-declarations, district road network and information maintenance and encroachment applications and control. *Provide support in performing Global positioning systems services.
<u>ENQUIRIES</u>	:	Ms Mr B Mckenzie Tel. No.: 033 3872320
	:	Mr C Dewar Tel. No: 039 8345505
<u>FOR ATTENTION</u>	:	Ms P B Gumede
<u>CLOSING DATE</u>	:	13 June 2008
<u>NOTE</u>	:	It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.
<u>POST 22/192</u>	:	<u>ARTISAN FOREMAN (REF. NO P133/2008)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Area Office, Kokstad
<u>REQUIREMENTS</u>	:	*A N3 Mechanical certificate / Diploma; plus a Trade Test Diploma in either in Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic; plus 3 years relevant experience as Artisan on Earthmoving Plant and Equipment; plus a valid driver's licence (minimum code C1). Knowledge, Skills, Training and Competencies required: *In-depth knowledge of planned and periodic maintenance and repairs of plant equipment. *A wide knowledge of Oil Analysis procedures. *Knowledge of transport regulations. *Knowledge of safety regulations. *Knowledge of administration processes. *Knowledge of procurement procedures. *Knowledge of delegation of authority. *Knowledge of disciplinary procedures / Labour relations. *Knowledge of PMDS procedures. *Knowledge of PFMA. *Knowledge of computer programs (Excel Word etc). *Knowledge of PJC computer system. *Literacy and numeracy skills. *Advance driving (Certificate of competency) skills. *Intermediate operating equipment skills. *Basic Language skills. *Basic typing skills. *Basic project and financial management skills. *Basic training and mentorship skills. *Basic first aid skills to attend to minor injuries. *Intermediate ability to interpret and apply policies. *Intermediate communication and negotiating skills. *Basic analytical and innovative skills. *Intermediate problem solving skills. *Intermediate and accurate diagnosis of defects. *Advance interpretation of oil analysis returns. *Intermediate. *Supervisory/ Management skills. *Intermediate planning and organizing skills. *Basic interpersonal skills. *Intermediate computer literacy.

- DUTIES** : *Ensure high performance standard of plant, equipment and vehicles is attained through the correct management principles to maximize plant availability. *Ensure that mechanical administrative function is carried out procedurally, effectively and efficiently for correct updated information. *Exercise control over human resource management to ensure that disciplined and developed subordinate staff produces acceptable quality standard of work. *Manage monthly budget allocations to ensure that expenditure is within the operational projection plan. *Execute data capturing of mechanical plant returns under his/her control into the mechanical plant and job costing system. (PJC) *Manage safety in the workplace to ensure implementation of safety regulations as per OHS Act and environmental Act to eliminate injuries at work and pollution to the environment
- ENQUIRIES FOR ATTENTION** : Mr L Pillay, Tel. No: 033 – 845 5800
- CLOSING DATE** : Mrs S M Nell
- NOTE** : 13 June 2008
- : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.

PROVINCIAL TREASURY

The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

- APPLICATIONS** : Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management and Development, P.O. Box 3613, Pietermaritzburg, 3200
- CLOSING DATE** : 06 June 2008
- NOTE** : Applications must be submitted on the prescribed application form, Z83, available from any Public Service Department and must be accompanied by certified copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae. Applications that do not comply with these instructions will not be considered. Preference will be candidates to African Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

- POST 22/193** : **MANAGER: ECONOMIC ANALYSIS UNIT REF NO. KZNPT 08/28**
Purpose of the job: To provide the KwaZulu-Natal Treasury and Executive through the analysis and evaluation of the provincial economic parameters and socio-economic imperatives with sound statistical information for decisions on the MTEF and budget framework allocations.

- SALARY** : R540 429 per annum
- REQUIREMENTS** : A Masters Degree in Economics (micro, macro, developmental or financial) or Public Finance from a recognized institution. Three to five years in a managerial position. Knowledge, Skills and Competencies: Good knowledge of Computable General Equilibrium (CGE), general econometrics, supply and use tables (SUT) social accounting matrix (SAM), cost-benefit analysis (CBA) and the system of national accounts. Ability to source and analyze complex data from different sources e.g. StatsSA. Good command of economic analysis software such as e-views, etc. Computer literacy should also include Microsoft Office. Working knowledge of the following Acts: Public Service Act, Public Finance Management Act, Municipal Finance Management Act and Inter-Governmental Relation Framework Act. Please note: Candidates may be subject to screening prior to employment.

- DUTIES** : Key Responsibility Area: Conduct research and maintain various socio, economic and population profiles/indexes for the Province in support of macro fiscal policy formulation at a provincial level, maintain the economic database, regular research activities in a range of public policy areas with a view to developing appropriate policy interventions, assessment of impact of government expenditure on the wellbeing on the citizens. Analyze and report on national and provincial key economic variables, their inter-relation, possible impact and relevance for the MTEF and provincial budgetary process. You will also manage a small team of economists and provide strategic direction for the unit.

- ENQUIRIES FOR ATTENTION** : Mr. S'miso Magagula (033) 897 4307
- : Ms NG Dubazane.

<u>POST 22/194</u>	:	<u>MANAGER: SPECIALISED ADVISORY SUPPORT SERVICES REF NO KZN PT 08/27</u> <i>Purpose Of The Job: Provide effective and efficient specialized advisory support services to Provincial Treasury's Fiscal Resource Management unit and other departments in terms of Budget Reforms, Division of Revenue Act, Financial Management Reforms required by Public Finance Management Act.</i>
<u>SALARY</u>	:	R 540 429 per annum
<u>REQUIREMENTS</u>	:	An Honours degree in Economics, Public Finance, Public Policy or related field. A Masters degree will be an advantage. Applicants should have 3-5 years management experience in public finance, command a sound understanding of the South African fiscal framework and be well informed on the character, the size and shape of the South African public sector treasury system. Applicants must be numerate and good at Excel software. Competencies & Knowledge: Research, project managing, report writing and presentation skills are essential. Excellent statistical, database/spreadsheet and PowerPoint skills will be advantageous. Applicants must have working knowledge of PFMA, MFMA, Intergovernmental Fiscal Relations, Treasury Regulations and Public Finance precepts in general.
<u>DUTIES</u>	:	Key Performance areas: Manage the implementation of Performance Budgeting System. Conduct value for money analyses and fundamental project valuation. Provide research output that informs the regular review of equitable share formula and its implementation. Participate in discussions on the vertical and horizontal division of revenue. Evaluate the intergovernmental fiscal system and procedures and make sound recommendations. Provide inputs on deliberations pertaining to the Division of Revenue Act. Ensure effective and efficient utilisation of resources allocated to the Specialised Advisory Support Services component.
<u>ENQUIRIES</u>	:	Mr N Biyela (033) 897 4540
<u>FOR ATTENTION</u>	:	Mrs. L Mthimunya
<u>NOTE</u>	:	Please note: Candidates may be subject to screening prior to employment.

OTHER POST

<u>POST 22/195</u>	:	<u>ASSISTANT MANAGER: EMPLOYEE WELLNESS AND SPECIAL PROJECTS REF NO.: KZNPT 08/26</u> <i>The main focus of the post is to provide an effective Employee Wellness and Special Projects services through developed strategies for the Department.</i>
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	Three years Bachelor's degree/ National Diploma in Social Science or related field. A minimum of three to five years experience in Employee Wellness and Special Projects. Computer literacy and a valid driver's licence. Personal Attributes: Ability to maintain high level of confidentiality, good inter-personal relations, strong leadership skills and qualities, self-discipline, ability to work under-pressure with minimum supervision, non-judgmental, Objective, Empathetic, confident, assertive, self-driven, creative and innovative, independent thinker and ability to work independently and in teams. Skills and knowledge: Computer literacy (Ms Word, Excel, PowerPoint), analytical skills, counseling skills, listening skills, communication skills, reporting skills, facilitation and presentation skills and inter-personal skills. The incumbent must possess knowledge of the Public Service Act, Public Service Regulations, Employee Assistance Programme, HIV and AIDS, extensive knowledge of policies, practices and procedures on dealing with EAP and HIV and AIDS matters. Preference will be given to African Females, African Males, Indian Males and people with disabilities.
<u>DUTIES</u>	:	Key Responsibilities: Render Employee Wellness Programme (EWP) services to the staff members of KZN Provincial Treasury. Develop, implement and evaluate the EWP Policy. Develop, implement and evaluate the EAP Sub-programme and Policy. Develop, implement and evaluate employee wellness. Promote EWP service within the Department and develop an effective communication strategy. Conduct research on new developments. Develop and implement special projects such as Disability, Youth and Gender.

ENQUIRIES
FOR ATTENTION
NOTE

- : Mr MH Ngcobo @ 033-897 4398.
- : Ms NG Dubazane
- : Please note: Candidates may be subject to screening prior to employment.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

The Department of Health and Social Development is an equal opportunity and Affirmative Action employer.

CLOSING DATE : 13 June 2008

NOTE : Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. Successful candidates for the posts of Personal Assistants, will be subjected to Security Background Checks and for the post of Chief Executive Officer, the candidate will be subjected to security clearance, submit disclosure of financial interest and complete a contract of employment for members of Senior Management Services. Applicants responding to internal circulars should indicate the circular number as reference on the Z83 form.

MANAGEMENT ECHELON

POST 22/196 : **CHIEF EXECUTIVE OFFICER = 1 POST**

SALARY : R635 874 p.a. [inclusive remuneration package]

CENTRE : Pietersburg / Mankweng Hospital Complex

REQUIREMENTS : Qualification and Competencies: An appropriate three year tertiary or equivalent qualification with extensive strategic, managerial and financial experience. Competencies in management of a tertiary institution and joint appointments. B) Knowledge and Skills: National as well as Provincial policies and strategies. PFMA, Public Service Regulations, Batho Pele Principles, Tender Board Regulations and Budget Management. Policy Development and Formulation. Quality Assurance within the Hospital context. Financial Management. Analytical/ project evaluation. People management and empowerment. Human Resource Planning and Strategies. Computer literacy. Communication, Presentation, Mentoring, Coaching, Business and Report writing skills. Conflict resolution and the ability to transform the Hospitals. Client orientation and customer care. Personal attributes: Responsiveness, Pro-activeness, Flexible, Independent, Co-operative team player and supportive. Willing to work under changing and difficult circumstances and driven by a sense of urgency to meet deadlines. Client focused Organizational Development strategist. Good background in turn around and change management.

DUTIES : Key performance areas: The successful candidate will be responsible for the overall management of the hospital complex in terms of relevant legislative frameworks and delegations. The management will include: Financial Management: Ensure the hospital's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to through maximisation of revenue, collection of all income due to the hospital complex, management of creditors/debtors. Management of irregular, fruitless and wasteful expenditure and management of Public-Private Partnerships. Ensure that the hospital complex is managed within budget. Ensure that management systems and procedures are in place to enable the management of financial resources on a decentralised basis. Develop, implement and maintain financial systems. Human Resource Management and People Development: Ensure effective and efficient utilization of human resources and communication arrangement in order to improve service delivery. Develop, implement and maintain an effective human resources management system to ensure optimal utilization of personnel. Ensure effective management of performance and sound employee relations. Build capacity through management of continuous training and development programmes. Hospital Management and Planning: Develop and promote the vision, mission and objectives of the hospital complex. Develop and implement contingency plans to deal with emergencies at the hospital complex. Establish a consultative structure in the hospital complex and develop hospital complex

specific referral criteria for referral of patients to and from the hospital. Corporate Governance: Ensure accountability and support to the Hospital board. Liaise with key stakeholders to establish sound hospital/community relationships to inter alia address community needs. Procurement and the management of equipment and facilities: Ensure that goods and services are provided to the hospital complex in a cost effective and timeous manner. Ensure safe and effective use of the hospital's facilities and equipment and that systems are in place to ensure continuous maintenance of facilities and equipment. Ensure that value for money audits are undertaken of services provided at the hospital. Develop, implement and maintain an asset register for the hospital. Information Management: Ensure proper record keeping in the hospital through utilization of paper based and electronic systems. Ensure that information risk management, security and support protocols are implemented and adhered to. Patient Care: Deliver an effective and efficient patient administration service and ensure that clinical staff adheres to the National, Provincial and Hospital standards when treating patients.

ENQUIRIES : General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.

APPLICATIONS : Applications for the post of Chief Executive Officer should be addressed to: The Head of Department, Department of Health and Social Development, Private Bag X9302, Polokwane, 0700

OTHER POST

POST 22/197 : **PERSONAL ASSISTANTS = 2 POSTS (THE CHIEF EXECUTIVE OFFICER = 1 POST, SENIOR MANAGER: = 1 POST**

SALARY : R106 335 per annum

CENTRE : Polokwane Hospital

REQUIREMENTS : Qualifications and Competencies: A minimum of grade 12 plus proven competencies as a Personal Assistant. A three-year degree or diploma plus proven competencies as a Personal Assistant will serve as a strong recommendation. Willingness to work under pressure and ability to work with minimum supervision. Knowledge and Skills: Advanced Computer literacy (Word, Excel, Power Point and Email). Good verbal and written communication skills. Information Management: abilities to systematically synthesize, collate, analyze and present information for utilization by stakeholders. Knowledge of Office Management, Provisioning and Procurement Procedures. Strong organizational abilities. Knowledge of Public Service legislation, regulation and policies.

DUTIES : Key performance areas: Provide Secretarial Services to the Chief Executive Officer /Senior Manager. Serve as the Office Manager and assume full responsibility for the corporate image of the Office of the Chief Executive Officer /Senior Manager. Organize and manage the Chief Executive Officer /Senior Manager's daily and weekly schedules. Provide administrative support to the Chief Executive Officer/Senior Manager. Receive, analyse and interpret correspondence for channelling to appropriate offices as required by the Senior Manager. Establish and maintain a proper filing system and record management procedures. Manage the budget and perform procurement tasks within the Office of the Chief Executive Officer/Senior Manager. Organise meetings, trips, workshops and functions. Assist with compilation of written reports and Power Point presentations. Receive and appropriately attend to visitors and members of public and serve as the official link between the Directorate and Branches as well as other stakeholders.

ENQUIRIES : General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.

APPLICATIONS : Applications for the posts of Personal Assistants should be forwarded to: The Chief Executive Officer, Polokwane Hospital, Private Bag x 9316, Polokwane, 0700

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets.

- ENQUIRIES** : All General enquiries should be directed to Ms Makgano Ramohlola and Mr Mphodi Monkoe at (015) 294 2146/2171
- CLOSING DATE** : 13 June 2008
- NOTE** : Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. Applications should be submitted to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, POLOKWANE 0700 OR delivered in personally at 28 Market Street, next to UNISA, Registry Office (First floor). NB: Faxed or e-mailed applications will not be considered. Note: The contents of this advert will also be available in the following media: City Press (25th May 2008), Sowetan (27th May 2008), Sunday Times (1st May 2008), Mail and Guardian (30th May 2008), and they will also be posted on the following websites www.limpopo-dlgh.gov.za, www.dpsa.gov.za and www.careers.com Short-listed candidates for the above posts will be subject to a Security clearance, non-disclosure and verification of qualifications. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. Vision: Champion the Establishment of Sustainable Development Local Governance and Integrated Human Settlement. The Department of Local Government and Housing would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

OTHER POSTS

- POST 22/198** : **CHIEF SPATIAL PLANNER: SPATIAL PLANNING REFERENCE NUMBER: DLGH011/08**
Sub-Department: Local Governance
- SALARY** : R369 000 per annum
- CENTRE** : Polokwane
- REQUIREMENTS** : Qualification: *Appropriate recognized Bachelor's degree or Diploma in Land Surveying. Experience: 3-5 years experience in Land Surveying. Key Competencies Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project management, *Public Service and Planning Legislations,*Government Systems and structures, *Functional ability, *Problem Solving,*Proven Managerial Skills, *Accomplished leadership,*Change agent, *Advanced strategic Planning skills, *Research oriented person, *Confident communicator, *Financial Management, *People Management skills, *Networking skills, *Innovative thinking, *Strategic and conceptual orientation, Organization skills.
- DUTIES** : Key Responsibilities: *Manage the development and review of spatial development frameworks,*Manage the development of municipal spatial development frameworks,*Manage the capturing and maintain topographical and cadastral data on land development,*Manage the monitoring migration trends and facilitate integrated Human Settlement Planning,*Manage divisional Budget,*Manage Performance of staff within the division,*Manage & coordinate activities of the Division, *Oversee research on Geomatics related technological trends,*Oversee and implementation of GIS & IDP support,*Coordinate sector Departmental Plans.
- ENQUIRIES** : Mr Malebane Lesiba (015 294 2029)
- POST 22/199** : **DEPUTY CHIEF SPATIAL PLANNER (SPATIAL PLANNING: 3 POSTS) REFERENCE NUMBER: DLGH012/08**
Sub-Department: Local Governance

<u>SALARY</u>	:	R 311 358 per annum
<u>CENTRE</u>	:	District B, C&E
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized Bachelor's degree or Diploma in Land Surveying, Experience: 3-5 years experience in Land Surveying. Key Competencies Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project management, *Public Service and Planning Legislations, *Government Systems and structures, *Functional ability, *Problem Solving, *Proven Managerial Skills, *Accomplished leadership, *Change agent, *Advanced strategic Planning skills, *Research oriented person, *Confident communicator, *Financial Management, *People Management skills, *Networking skills, *Innovative thinking, *Strategic and conceptual orientation, Organization skills.
<u>DUTIES</u>	:	Key Responsibilities: * Manage, support, monitor and coordinate the orderly planned settlement in rural and urban areas, *Manage the boundaries disputes resolution pertaining to Land such as encroachments, identification and relocation of beacons, *Manage the surveying and mapping of land that incorporates elements of the boundary survey for comparison between two sets of position for the re-measuring and calculations, *Manage the establishment of elevation of home sites for flood assurance, *Manage district budget, *Manage performance of staff, *Manage and coordinate activities of the division, *Research on geomatics related technological trends, *Support implementation of GIS and IDP's, *Coordinate Sector Departmental Plans.
<u>ENQUIRIES</u>	:	Mr Malebane Lesiba (015 294 2029)
<u>POST 22/200</u>	:	<u>MANAGER: GENERAL RECORDS REFERENCE NUMBER: DLGH009/08</u> Sub-Department: HOD Support (CIO Branch)
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: *Diploma in Library and Information Science / Diploma in Archival Studies, Experience: 3-5 years experience in records management or equivalent qualification will be an added advantage. Key Competencies Knowledge Of & Skills In: *Promotion of access to information, *Records Management, *Change Management, *Report Writing, *Analytical thinking, *Co-ordination, *Relationship Management, *Supervisory Skills, *Computer Literacy.
<u>DUTIES</u>	:	Key Responsibilities: *Ensure safekeeping of the departmental records. *Implementation and maintenance of the departmental file plan. *Implement & manage the departmental promotion of access to information manual. *Manage receipt and dispatch of departmental records. *Manage the messenger services and production services. *Support municipalities of records management systems.
<u>ENQUIRIES</u>	:	Ms Manamela Molebatja (015 294 2029)
<u>POST 22/201</u>	:	<u>DEPUTY CHIEF TOWN & REGIONAL PLANNER: HUMAN SETTLEMENT PLANNING (5 POSTS) REFERENCE NUMBER: DLGH017/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	District A-E
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized Bachelor's degree or Diploma in Town/Urban & Regional Planning or equivalent (Development Planning) Experience: 3-5 years experience in Public Sector management. Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project management, *Public Service and Planning Legislations, *Government Systems and structures, *Functional ability, *Problem Solving, *Proven Managerial Skills, *Accomplished leadership, *Change agent, *Advanced strategic Planning skills, *Research oriented person, *Confident communicator, *Financial Management, *People Management skills, *Networking skills, *Innovative thinking, *Strategic and conceptual orientation, Organization skills.
<u>DUTIES</u>	:	Key Responsibilities: * Manage and support the orderly planning of sustainable human settlement, *Provide technical/professional planning advice/input on town and regional planning applications within a district municipality, *Support the development of Provincial & Municipal spatial Development frameworks,

		*Provision of planning information as well as technical input/report, *Support the development and implementation of municipal IDP's, *Manage divisional budget, *Manage performance of staff within the division, *Manage & coordinate activities of the division, &Research on Town Planning related technological trends, *Oversee GIS and IDP support.
<u>ENQUIRIES</u>	:	Mr Malebane Lesiba (015 294 2029)
<u>POST 22/202</u>	:	<u>SENIOR PROJECT MANAGER: SOCIAL\RENTAL HOUSING PROGRAMME</u> <u>REFERENCE NUMBER: DLGH021/08</u> Sub-Department: Integrated Sustainable Human Settlement
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized degree in housing/social studies/development studies/ or Built Environment. Honours degree will be an added advantage. Experience: 5 years experience. Knowledge Of & Skills In:*Social housing policy and management,*Housing legislations, *Housing codes, *Project Management, *Financial Management, *relationship Management, *Co-ordination, *analytical thinking, *research methodology, *report writing, *Computer literacy.
<u>DUTIES</u>	:	Key Responsibilities: *Manage and coordinate the implementation of Institutional Housing/ Social housing program and mining programme,*Manage, support and monitor provincial Social Housing Institutions, *Assist in the development and implementation of social housing policies,*Provide technical and project management support to new projects,*Render and provide technical advice and capacity building to management, municipalities and other stakeholders, Manage and monitor projects budgets and expenditure thereof,*Compile reports and documents as required by legislative compliance within specified times.
<u>ENQUIRIES</u>	:	Ms Sekele Mathapelo (015 294 2516)
<u>POST 22/203</u>	:	<u>SENIOR PROJECT MANAGER: COMMUNITY RESIDENTIAL PROGRAMME</u> <u>REFERENCE NUMBER: DLGH022/08</u> Sub-Department: Integrated Sustainable Human Settlement
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized degree in housing/social studies/development studies/ or Built Environment. Honours degree will be an added advantage. Experience: 5 years experience. Knowledge Of & Skills In: *Hostels redevelopment,*Housing codes, *Housing legislation, *Project management, *Financial Management, *Relationship Management, *Co-ordination, *Facilitation,*Analytical thinking, *Research methodology, *Report writing, *Computer literacy.
<u>DUTIES</u>	:	Key Responsibilities: *Manage and coordinate the implementation of Community Residential Programme,*Assist in the development and implementation,*Provide technical and project management support to new project,*Render and provide technical advice to management, municipalities and other stakeholders,*manage and monitor projects budgets and expenditure thereof,*Compile reports and documents as required by legislative compliance within specified times.
<u>ENQUIRIES</u>	:	Ms Sekele Mathapelo (015 294 2516)
<u>POST 22/204</u>	:	<u>MANAGER: LEARNERSHIP & INTERNSHIP REFERENCE NUMBER: DLGH030/08</u> Sub Department: Shared Services
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: An appropriate Bachelors Degree or relevant equivalent qualification in HRM. Experience: At least 5 years experience in HRM. Experience in managerial position will be an added advantage. Knowledge Of And Skills In: *Computer skill, *Leadership skill, *Communication, *Project management, *Negotiation, *Facilitation,*Interpretation, *Report writing, *Planning & organizing, *Human resource Management, *Interpersonal relations, *Problem solving, *research, *monitoring & evaluation.

<u>DUTIES</u>	:	Key Responsibilities: *Conducts learnership and internship needs analysis, *Manage internship programme, *Manage the learnership programme, *Establish and manage the mentorship forum, *conduct impact analysis on internship and learnership programme, *support municipalities on internship and learnership programme.
<u>ENQUIRIES</u>	:	Mr Pitsi Phistos (015 294 2515)
<u>POST 22/205</u>	:	<u>MANAGER: HOUSING INDUSTRY ANALYSIS (HOUSING PLANNING)</u> <u>REFERENCE NUMBER: DLGH035/06</u> Sub Department: ISHS
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: A three year Bachelors Degree or equivalent qualification in development planning, economics or information management. Postgraduate studies towards development planning or economics shall be a recommendation. Experience: At least three years experience in housing development, policy and research environment. Knowledge Of And Skills In: *Economics, *Development Planning, *Breaking new ground in Housing Delivery, *EPWP, *Housing Act, *PGDS, *Research, *Spatial Development Framework, *Project Management, *Computer Literacy, *Research Skills, *Strategic Planning, *Networking & interpersonal skills.
<u>DUTIES</u>	:	Key Responsibilities: *Develop and review housing policies. *Monitor and provide advice on policy compliance with regard to implementation of housing programmes. *Manage the mobilization of funding for housing development with stakeholders. *Coordinate the development and review of housing development in line with the multi-year housing development plan. *Develop and monitor the municipal IDP housing chapters. *Coordinate Housing needs analysis. *Manage the identification and purchase of strategically locate land for integrated human settlement
<u>ENQUIRIES</u>	:	Ms Sekele Mathapelo (015 294 2516)
<u>POST 22/206</u>	:	<u>DEPUTY MANAGER: HOUSING INDUSTRY ANALYSIS (HOUSING PLANNING) REFERENCE NUMBER: DLGH036/08</u> Sub Department: ISHS
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: A three year Bachelors Degree or equivalent qualification in development planning, economics or information management. Postgraduate studies towards development planning or economics shall be a recommendation. Experience: At least three years experience in housing development, policy and research environment. Knowledge Of And Skills In: *Economics, *Development Planning, *Breaking new ground in Housing Delivery, *EPWP, *Housing Act, *PGDS, *Research, *Spatial Development Framework, *Project Management, *Computer Literacy, *Research Skills, *Strategic Planning.
<u>DUTIES</u>	:	Key Responsibilities: *Coordinate the development and review of housing policies. *Provide on policy with regard to implementation of housing programme. *Facilitate research on construction sector and international housing trends. *Facilitate funding for housing development with stakeholders. *Coordinate the development and review of housing development in line with the multi-year housing development plan. *Coordinate the development of municipal IDP housing chapters. *Facilitate Housing needs analysis. Coordinate the identification and purchase of strategically locate land for integrated human settlement
<u>ENQUIRIES</u>	:	Ms Sekele Mathapelo (015 294 2516)
<u>POST 22/207</u>	:	<u>SENIOR TOWN & REGIONAL PLANNER: HUMAN SETTLEMENT PLANNING (2 POSTS) REFERENCE NUMBER: DLGH018/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	District D-E

<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized Bachelor's degree or Diploma in Town/Urban & Regional Planning or equivalent (Development Planning) Experience: 3 years experience in Public Sector management. Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project management, *Public Service and Planning Legislations, *Government Systems and structures, *Functional ability, *Problem Solving, *Proven Managerial Skills, *Accomplished leadership, *Change agent, *Advanced strategic Planning skills, *Research oriented person, *Confident communicator, *Financial Management, *People Management skills, *Networking skills, *Innovative thinking, *Strategic and conceptual orientation, Organization skills.
<u>DUTIES</u>	:	Key Responsibilities: *Support the orderly planning of sustainable human settlement and demarcation sites, *Provide technical/professional planning advice/input on town and regional planning applications within a district municipality, *Support the development of Provincial & Municipal spatial Development frameworks, *Support other key programmes of the Department/Govt such as URP, IDP and GIS etc, *Manage performance of staff within the district, *Manage & coordinate activities of the division, *Research on Town Planning related technological trends.
<u>ENQUIRIES</u>	:	Mr Malebane Lesiba (015 294 2029)
<u>POST 22/208</u>	:	<u>GIS SPECIALIST REFERENCE NUMBER: DLGH016/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized Bachelor's degree or Diploma in GIS, Geoinformatics, Cartography or related fields. Experience: 2 years experience in GIS. Key Competencies Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project Management, *Public service, Cartographic and Geospatial Information Legislations, *Geographic Projections, *Government systems and structure, *Functional ability, *Database design, *GIS Software operation skill, *Report writing, *Problem solving, *Proven managerial skill, *Accomplished team worker, *Change Agent, *Advanced strategic planning skill, *Research oriented person, *Confident communicator, *Financial management, *People management skill, *Networking skills, *Team player.
<u>DUTIES</u>	:	Key Responsibilities: * Produce topographical, Land Development , Land Use, Cadastral, Geospatial Information and remote sensing Data or satellite Imagery through scanning, digitization, *Upload and download Geospatial (Topographical, Land Development, Cadastral Information and remote sensing or Space Technological) and Attribute data from other systems and stakeholders, *Assist in the Performance of Data Quality Assurance process, *Assist in Geospatial Data Capturing, *Perform Geospatial Data Analysis, *Coordinate implementation and review of GIS in the municipalities, *Provide departmental and municipal User support, *assist in Geospatial Systems Integration, *Assist in research on current Geoinformatics Trends innovation, *assist in the support other key programmes of the department/Govt such as IDP's Spatial and Human Settlement Planning, *assist in Maintenance of Geospatial Metadata, *assist in Coordination of activities within the division.
<u>ENQUIRIES</u>	:	Mr Madisha Frans (015 294 2146)
<u>POST 22/209</u>	:	<u>DEPUTY MANAGER: LEARNERSHIP & INTERNSHIP REFERENCE NUMBER: DLGH07/08</u> Sub-Department: Shared Services
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification *An appropriate degree or equivalent NQF Level 6 in Human Resource Management. Experience *At least five (5) years experience in HRM. Key Competencies Knowledge Of & Skills In: *Computer Skill, *Leadership Skill, *Communications, *Project management, *Negotiation, *Facilitation, *Interpretation, *Report writing, *Planning and organising, *Human resource Management, *Interpersonal relations, *Problem Solving, *Research, *Monitoring and evaluation

<u>DUTIES</u>	:	Key Responsibilities: *Conduct learnership and internship training needs analysis.*Monitoring and implementing learnership and internship programme,*Facilitate the recruitment of interns and learners, *Facilitate and coordinate the establishment of mentorship forum.
<u>ENQUIRIES</u>	:	Mr Mphasha Matome (015 294 2163)
<u>POST 22/210</u>	:	<u>DEPUTY MANAGER: IDP SUPPORT (5 POSTS) REFERENCE NUMBER: DLGH020/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification:*Appropriate recognized Bachelor's degree or equivalent qualification. Experience: 3 years experience. Knowledge Of & Skills In:*Local Government transformation,*Public finance management,*Local government legislations,*Public service legislation,*The political landscape of South Africa,*Government systems and structures,*Accomplished leader,*Advanced strategic planning skills,*Research orientated person,*Confident communicator,*Financial Management, *Policy formulation and implementation,*People management skill.
<u>DUTIES</u>	:	Key Responsibilities: *Facilitate, monitor and assess IDP practice and capacitate IDP role players in a district,*Provide support to municipalities, sector departments and parastatals in the development of credible IDP's,*Monitor the development of IDP in terms of IDP cycle (Adherence to IDP review framework and process plans,*Monitor the development and adherence of municipalities to their services delivery and budget implementation plans. (SDBIP's)
<u>ENQUIRIES</u>	:	Mr Madisha Frans (015 294 2146)
<u>POST 22/211</u>	:	<u>SENIOR SPATIAL PLANNER (SPATIAL PLANNING: 5 POSTS) REFERENCE NUMBER: DLGH013/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	District A-E
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized Bachelor's degree or Diploma in Land Surveying, Experience: 3 years experience in Land Surveying. Key Competencies Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project management, *Public Service and Planning Legislations, *Government Systems and structures, *Functional ability, *Problem Solving,*Proven Managerial Skills, *Accomplished leadership, *Change agent, *Advanced strategic Planning skills, *Research oriented person, *Confident communicator, *Financial Management, *People Management skills, *Networking skills, *Innovative thinking, *Strategic and conceptual orientation, Organization skills.
<u>DUTIES</u>	:	Key Responsibilities: * Support, monitor and coordinate the orderly planned settlement in rural and urban areas, *Resolve boundaries disputes resolution pertaining to Land such as encroachments, identification and relocation of beacons, *Assist in Management of surveying and mapping of land that incorporates elements of the boundary survey, mortgage survey and topographic survey, *Assist in managing deformation survey for comparison between two sets of position for the re-measuring and calculations, *Assist in Managing the establishment of elevation of home sites for flood assurance, *Monitor all other land survey related issues.
<u>ENQUIRIES</u>	:	Mr Malebane Lesiba (015 294 2029)
<u>POST 22/212</u>	:	<u>PROJECT MANAGER: INSTITUTIONAL HOUSING (3 POSTS) REFERENCE NUMBER: DLGH024/08</u> Sub Department: Integrated Sustainable Human Settlement
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: A National Diploma in Civil Engineering/Diploma in Building environment/Project Management. Experience: At least 3-5 years experience. Knowledge Of And Skills In:*Project Management, *Housing legislations,

		*Housing codes, *Financial Management, *Relationship Management, *Co-ordination, *Facilitation, *Analytical thinking, *Research Methodology, *Report writing, *Computer Literacy.
<u>DUTIES</u>	:	Key Responsibilities: *Manage and coordinate the implementation of rental housing project and hostel redevelopment projects,*Manage and implement quality housing, institutional housing program, hostel redevelopment, Render and provide technical advice to management, municipalities and other stakeholders,*Manage and monitor the projects' budget and expenditure thereof,*Compile reports and documents as required by legislative compliance within specified times.
<u>ENQUIRIES</u>	:	Ms Sekele Mathapelo (015 294 2516)
<u>POST 22/213</u>	:	<u>DEPUTY MANAGER: RISK MANAGEMENT REFERENCE NUMBER: DLGH025/08</u> Sub Department: HOD'S Support
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: An appropriate 3 years Bachelors Degree or equivalent qualification. Experience: At least 3 years experience one of which is in Risk Management and/ Auditing environment. A valid driver's license is required. Knowledge Of And Skills In: *The ability to communicate at all levels, both verbally and in writing,*Good human relations,*Ability to manage conflict situations effectively, *Presentation skills,*Computer literacy,*Investigation skills,*Project management skills,*Time management, *Good leadership and managerial skills,*Negotiations,*Research skills
<u>DUTIES</u>	:	Key Responsibilities: *Develop risk Management process.*Education and awareness on risk management, *Application of risk management,*Manage risk facilitators,*Liaise with external stakeholders on risk management,*Liaise with municipalities and other departments.
<u>ENQUIRIES</u>	:	Manamela Molebatja (015 294 2029)
<u>POST 22/214</u>	:	<u>DEPUTY MANAGER: ANTI- FRAUD REFERENCE NUMBER: DLGH026/08</u> Sub Department: HOD'S Support
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: A national Diploma / Degree in Auditing or any relevant qualification. Experience: At least 2-3 years working experience in the investigations of fraud and corruption. Knowledge Of And Skills In:*Negotiation Skills,*Presentation Skills,*People Management Skills,*Time Management,*Communication both formal and informal,*Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g. Public Service Act, Labour Relations Act, PFMA, etc.
<u>DUTIES</u>	:	Key Responsibilities: *Conduct investigation as per allocation.*Ensure implementation of Anti-corruption strategy within the DLGH and municipalities.*Conduct Education and awareness on fraud and corruption within the department.
<u>ENQUIRIES</u>	:	Mr Kobe Kgarahara (015 294 2163)
<u>POST 22/215</u>	:	<u>SPATIAL PLANNER (SPATIAL PLANNING: 4 POSTS) REFERENCE NUMBER: DLGH014/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	District A-E
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized Bachelor's degree or Diploma in Land Surveying, Experience: 2 years experience in Land Surveying. Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project management,*Public Service and Planning Legislations, *Government Systems and structures, *Functional ability, Problem Solving, *Proven Managerial Skills, *Accomplished leadership, *Change agent, *Advanced strategic Planning skills, *Research oriented person, *Confident communicator, *Financial

		Management,*People Management skills, *Networking skills, *Innovative thinking,*Strategic and conceptual orientation, Organization skills.
<u>DUTIES</u>	:	Key Responsibilities: *Assist in supporting, monitor and coordination of the orderly planned settlement in rural and urban areas,*Resolve boundaries disputes resolution pertaining to Land such as encroachments, identification and relocation of beacons,*Surveying and mapping of land that incorporates elements of the boundary survey, mortgage survey and topographic survey,*Perform deformation survey for comparison between two sets of position for the re-measuring and calculations,*Establish of elevation of home sites for flood assurance,*Assist in the development of the provincial and municipal spatial development framework,*Perform all other land survey related issues.
<u>ENQUIRIES</u>	:	Mr Madisha Frans (015 294 2146)
<u>POST 22/216</u>	:	<u>TRAINING OFFICER: HRD REFERENCE NUMBER: DLGH008/08</u> Sub-Department: Shared Services
<u>SALARY</u>	:	R 157 686 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: *An appropriate Bachelor's degree or National Diploma in HRM/HRD Experience: *At least 3 years experience in Human Resource Training. Key Competencies Knowledge Of & Skills In:*Computer skill, *Leadership skill, *Communication & writing skills, *Project Management, *Negotiation, *Financial Management, *Interpretation, *report writing skills, *Planning and organizing, *Human Resource Systems,*Interpersonal relations, *Problem solving, *Monitoring and evaluation, *Development and design of learning material, *Mentoring and coaching, *Coordination and negotiation skill.
<u>DUTIES</u>	:	Key Responsibilities: *Coordinate the compilation and implementation of the workplace skills plan,*Coordinate and facilitate recognition of prior leanership,*Coordinate the renewal of education, Training and Development policy,*Facilitate the implementation of ABET Programme,*Training and develop employees,*Coordinate re-orientation and induction of new and old employees,*Coordinate the identification of capacity building need to municipalities on training and development.
<u>ENQUIRIES</u>	:	Mr Pitsi Phistos (015 294 2515)
<u>POST 22/217</u>	:	<u>PLANNING PRACTITIONER: HUMAN SETTLEMENT PLANNING (5 POSTS)</u> <u>REFERENCE NUMBER: DLGH019/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	District D-E
<u>REQUIREMENTS</u>	:	Qualification:*Appropriate recognized Bachelor's degree or Diploma in Town/Urban & Regional Planning or equivalent (Development Planning) Experience: 1-2 years experience in Public Sector management. Knowledge Of & Skills In: *Computer Literacy, *Planning and organizing, *Project management,Public Service and Planning Legislations, *Government Systems and structures, *Functional ability, *Problem Solving, *Research oriented person,*Planning skill,*Learning skill,*Networking skills, *Innovative thinking.
<u>DUTIES</u>	:	Key Responsibilities: *Support the orderly planning of sustainable human settlement and demarcation sites,*Provide technical/professional planning advice/input on town and regional planning applications within a district municipality,*Assist in the development of Provincial & Municipal spatial Development frameworks.*Support other key programmes of the Department/Govt such as URP, IDP and GIS etc,*Assist in coordination of activities of the division,*Assist in Research on Town Planning related technological trends.
<u>ENQUIRIES</u>	:	Ms Mabala Mokgadi (015 294 2515)
<u>POST 22/218</u>	:	<u>DEPUTY MANAGER: USER SUPPORT AND NETWORK MAINTENANCE</u> <u>REFERENCE NUMBER: DLGH034/08</u> Sub Department: Shared Services
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Polokwane

<u>REQUIREMENTS</u>	:	Qualification: Bachelor's degree or diploma in information technology or equivalent qualification▪ Experience: At least 3-4 years experience in information system management, information security management, information technology management and experience in IT project management. Knowledge And Skill: Relationship management skill ▪ interpersonal skill ▪ negotiation skill ▪experience in project leading and management ▪ business process analysis and modelling skill ▪ computer skill ▪ Knowledge of South African public service ICT regulatory framework and policy regime ▪ Knowledge of national ICT standards ▪ Possession of a valid code EB drivers license
<u>DUTIES</u>	:	Key Responsibilities: ▪Data management manage core data stored in the database information systems ▪ ensure compliance to data policies and procedures ▪ implementation of planned systems ▪ ensure system availability conduct systems resource planned and optimization
<u>ENQUIRIES</u>	:	Mr Pitsi Phistos (015 294 2515)
<u>POST 22/219</u>	:	<u>SOCIAL FACILITATOR: INSTITUTIONAL HOUSING (2 POSTS) REFERENCE NUMBER: DLGH023/08</u> Sub Department: Integrated Sustainable Human Settlement
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: Diploma in Public Relations or Community Development. Experience: *Minimum of three to five years experience. Knowledge Of And Skills In: *Computer Literacy, *Project Management, *Relationship Management, *Problem Solving, *Conflict Management, *Workplace relations, *Coordination, *Presentation/ Training, *Facilitation, *Research Methodology, *Report writing & Housing legislations.
<u>DUTIES</u>	:	Key Responsibilities: *Train and workshop the beneficiaries and officials on housing matters, *Resolve disputes on housing and community matters, *Facilitate the establishment and maintenance of resident structures, *Assist in conducting socio- economic surveys, *Assist in beneficiary administration, *Facilitate establishment of community development initiatives, *Provide advice and support to the resident groups and officials in respect to social facilitation and community development, *Liaise as appropriate with other departments , organization to facilitate community initiatives, *Assist in the production of information, newsletter and consultation documentation, *Maintain accurate information systems to monitor evaluate resident facilitation especially of marginalized group
<u>ENQUIRIES</u>	:	Ms Sekele Mathapelo (015 294 2516)
<u>POST 22/220</u>	:	<u>RECORDS PRACTITIONER: GENERAL RECORDS (2 POSTS) REFERENCE NUMBER: DLGH010/08</u> Sub-Department: HOD Support (CIO Branch)
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualifications: *Diploma in Library and Information Science/Diploma in Archival Studies, Matric/grade 12 with 5 years experience in records management or equivalent qualification will be an added advantage. Key Competencies Knowledge Of & Skills In: * Promotion of access to information, *Records Management, *Change Management, *Report Writing, *Analytical thinking, *Co-ordination, *Relationship Management, *Supervisory Skills, *Computer Literacy
<u>DUTIES</u>	:	Key Responsibilities: *Ensure safekeeping of the departmental records. *Implementation and maintenance of the file plan. *Implement the departmental promotion of access to information manual. *Monitor receipt and dispatch of departmental records. Manage the messenger services and production services.
<u>ENQUIRIES</u>	:	Ms Matlopela Terry (015 294 2516)
<u>POST 22/221</u>	:	<u>ASSISTANT MANAGER: VETTING REFERENCE NUMBER: DLGH027/08</u> Sub Department: HOD Support
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Polokwane

<u>REQUIREMENTS</u>	:	Qualification: A National Diploma in Security Management/Human Resource Management and/or Knowledge of Information Security. Experience: Experience in security environment. Knowledge Of And Skills In: *The ability to communicate at all levels, both verbally and in writing, *Ability to manage conflict situations effectively, *Good human relations, *Computer literacy, *Ability to motivate other people
<u>DUTIES</u>	:	Key Responsibilities: *Ensure efficient and effective implementation and compliance to the MISS. *Conduct vetting security audits. *Conduct preliminary investigations into information security breaches. *Ensure an effective personnel and external services vetting process in coordination with NIA. *Devise and ensure effective personnel training and external services process in coordination with NIA on vetting. *Monitor the adherence and compliance to vetting policies, procedures and measures.
<u>ENQUIRIES</u>	:	Ms Matlopela Kgarahara (015 294 2516)
<u>POST 22/222</u>	:	<u>ASSISTANT MANAGER: CASE MANAGEMENT REFERENCE NUMBER: DLGH028/08</u> Sub Department: HOD Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R132 054 per annum Polokwane
	:	Qualification: A National Diploma in Public Management or any relevant equivalent qualification. Experience: At least one year working experience in Public Administration. Knowledge Of And Skills In: *The ability to communicate at all levels, both verbally and in writing, *Ability to manage conflict situations effectively, *Good human relations, *Computer literacy, *Ability to motivate other people
<u>DUTIES</u>	:	Key Responsibilities: *To provide administrative support to investigation unit. *Ensure the protection of whistleblowers, *Maintain database on fraud and corruption systems, *Collate information for the compilation of reports on incidents of fraud and corruption, *Follow up on the implementation of the recommendations made on completed cases.
<u>ENQUIRIES</u>	:	Ms Manamela Molebatja (015 294 2029)
<u>POST 22/223</u>	:	<u>ASSISTANT MANAGER: RISK MANAGEMENT REFERENCE NUMBER: DLGH029/08</u> Sub Department: HOD Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R132 054 per annum Polokwane
	:	Qualification: A relevant Bachelors Degree or equivalent qualification. Experience: At least one year experience in Risk Management and/or Auditing environment. A valid driver's license is required. Knowledge Of And Skills In: *The ability to communicate at all levels, both verbally and in writing, *Good human relations, *Ability to manage conflict situations effectively, *Presentation Skills, *Computer Skills, *Investigation Skills, *Project Management Skills, *Time Management, *Good leadership and managerial skills, *Negotiation Skill, *Research Skills
<u>DUTIES</u>	:	Key Responsibilities: *Collate information for the compilation of risk related reports. *Facilitate the implementation of risk management strategy. *Facilitate the implementation of risk management in the Department. *Capacitate staff and municipalities on risk management issues.
<u>ENQUIRIES</u>	:	Mr Kobe Thomas (015 294 2164)
<u>POST 22/224</u>	:	<u>NETWORK CONTROLLER: USER SUPPORT & NETWORK MAINTENANCE (2 POSTS) REFERENCE NUMBER: DLGH031/08</u> Sub-Department: Shared Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R132 054 per annum Polokwane
	:	Qualifications: National Diploma or MCSE diploma, A+ and N+ ▪ Experience: 3 years relevant experience in Information Technology ▪ Working knowledge and understanding of personal computer architecture and networking hardware. ▪ Windows 2003 server. Knowledge And Skill: Relationship management skill

		<ul style="list-style-type: none"> • Interpersonal skills • Negotiation skills • Experience in project leading and management • Above average computer skills literacy skills • Knowledge of South African public service ICT regulatory framework and policy regime • Knowledge of national ICT standards • Possession of a valid code EB drivers license
<u>DUTIES</u>	:	Key Responsibilities: <ul style="list-style-type: none"> • Maintain network infrastructure • maintain operation of desktop computers and peripheral • maintain IT assets
<u>ENQUIRIES</u>	:	Mr Mphasha Matome (015 294 2163)
<u>POST 22/225</u>	:	<u>SYSTEM ADMINISTRATION OFFICER: SYSTEM DEVELOPMENT (3 POSTS)</u> <u>REFERENCE NUMBER: DLGH 032/08</u> Sub-Department: Shared Services
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualifications: A three year Diploma in Information Technology or equivalent qualification with in-depth knowledge of information, knowledge management and systems design and development. Experience: At least 1– 3 years experience in system Administration, information security management and system support. Knowledge And Skill: Change Management. • Knowledge management. • Problem Solving and Analysis. Client orientation and Customer Focus. • Communication. • Oracle Database. • SQL Database • MS Access • Web based systems • Possession of a valid code EB driver's license
<u>DUTIES</u>	:	Key Responsibilities: <ul style="list-style-type: none"> • Routine audit of existing systems and software • install and updating of systems • answering technical queries • posting of information to the web-team for posting on the website and internet • assist with troubleshooting on the systems
<u>ENQUIRIES</u>	:	Mr Pitsi Phistos (015 294 2515)
<u>POST 22/226</u>	:	<u>DATA CAPTURER (GIS) REFERENCE NUMBER: DLGH015/08</u> Sub-Department: Local Governance
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: *Appropriate recognized Bachelor's degree or Diploma in GIS, GeoInformatics, Cartography or related fields. Experience: 1 year experience in GIS operation. Key Competencies Knowledge Of & Skills In: *Global positioning systems, *Computer Literacy, *Planning and organizing, *Public service, Cartographic and Geospatial Information Legislations, *Geographic Projections, *Functional ability, *GIS Software, *Computer Literacy, *Report writing, *Problem solving, *Accomplished team worker, *Presentation skill, *Map design skill.
<u>DUTIES</u>	:	Key Responsibilities: <ul style="list-style-type: none"> * Collect, capture topographical and download Geospatial Information,*Convert hard copy Maps to digital format through scan, digitize, interprets Geospatial and attribute data,*Perform data Quality Assurance Process,*Operates global positioning systems to capture data that support other key programmes of the department/Govt such as IDP's spatial and human settlement planning,*Assist in performance of activities within the division, Branch and Department for data capturing
<u>ENQUIRIES</u>	:	Ms Mabala Mokgadi (015 294 2515)
<u>POST 22/227</u>	:	<u>IT HELP DESK OFFICER: USER SUPPORT & NETWORK MAINTENANCE</u> <u>REFERENCE NUMBER: DLGH033/08</u> Sub Department: Shared Services
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: National Diploma in IT or A+ and N+ • Experience: At least year relevant experience in information technology • Working knowledge and understanding of personal computer architecture and networking hardware. • Windows 2003 server. Knowledge And Skill: Relationship management skill • interpersonal skill • computer skill • knowledge of south African public service ICT regulatory framework and policy regime • Knowledge of national ICT standards

DUTIES

: Key Responsibility: ▪ Maintain the internal call logging system ▪ diagnose and analyse IT problems and resolve first line calls ▪ conduct user satisfaction survey and track user problem trends ▪ perform first line support to the department

ENQUIRIES

: Mr Mphasha Matome (015 294 2163)

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

APPLICATIONS : Human Resource Management: Kimberley Hospital Complex, Private Bag X 5021 Kimberley 8300

FOR ATTENTION : Mr K Mokgosi

CLOSING DATE : 09 June 2008

NOTE : The following documents must be submitted: Application for employment form (z83) obtainable from any government department Certified copies of highest educational qualification & professional registration certificate Curriculum vitae Please forward your application, stating the reference number and the post for which you apply, to the under mentioned address. No faxed applications will be accepted. All applicants please note that should written notification not be received within six (6) weeks of the closing date of post/s, it can be assumed that shortlisting, interviews and appointment/s have already been carried out.

OTHER POSTS

POST 22/228 : **ADMINISTRATION CLERK GRADE II REFERENCE: HEALTH/ KHC215**

SALARY : R 49 665 per annum

CENTRE : Kimberley Hospital Complex-(West End Hospital)

REQUIREMENTS : He/she must be in the possession of a Grade 12 or equivalent certificate with at least 3 - 5 years experience. The incumbent must be self-driven and be computer literate. Applicants must be able to work under pressure and be dedicated to his/her work. Good communication and interpersonal skills. Knowledge of the National Archives Act (Act No 43 of 1996) The ability to maintain acceptable standards of accuracy on routine administrative tasks and to meet deadlines for routine administration.

DUTIES : The successful candidate will have the following responsibilities/duties: Liase with Multi-Disciplinary team and all referral points in writing and verbally. Collect statistics and compile written reports. Type internal and external memo's and patient letters. Filing of patients results, letter and other correspondence. Collect and summarise relevant information for periodical reports. Make bookings for admissions and assist in execution of discharge plan. Trace incoming and outgoing post. Do ordering/requisition of supplies and equipment.

ENQUIRIES : Ms D.M Mdokwana Tel No: 053 - 802 2132

POST 22/229 : **CLEANERS GRADE I (X7 POSTS) REFERENCE: HEALTH/KHC 216 (WEST END HOSPITAL) X4 & (GALESHEWE DAY HOSPITAL) X3**

SALARY : R43 245 per annum

CENTRE : Kimberley Hospital Complex

REQUIREMENTS : The candidate must be in possession of Grade 10 or ABET level 4. Understanding of cleaning processes and usage of cleaning equipment and machinery. The successful candidate must have good interpersonal relations and must be able to work under pressure.

DUTIES : The successful candidate will have the following responsibilities/ duties: Provision of a routine cleaning service within the available resources. Ensuring a safe and hygienic environment to all clients (internal and external). Using team approach to render quality housekeeping service. Assist with any other duties and responsibilities incidental thereto.

ENQUIRIES : Mrs D.M Mdokwana Tel. No: 053 - 8022132

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

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



- APPLICATIONS** : Please forward your application, quoting the relevant post number, to: JobVest Response Handling, Private Bag X15, Tyger Valley 7536 or hand-deliver to: Jobvest, 5th Floor, 47 on Strand, Strand Street, Cape Town. No faxed, e-mailed, or late applications will be accepted or considered.
- NOTE** : Applications must be submitted on a duly completed application form (Z 83), which must be signed by the applicant. These forms are obtainable from any Public Service Department or the Client Services Walk-in Centre of the WCED Head Office. Important Note: The post number and/or the designation of the post must be indicated on the application form. The application form must be accompanied by an updated Curriculum Vitae with certified copies of all qualifications, together with full particulars of the applicant's identity document number, employment record, training, experience, knowledge and skills, as well as the names and telephone numbers of at least three persons, willing to act as referees. A separate application (with all the supporting documents) must be submitted should you apply for more than one post. Failure to submit the requested documents/information will result in the application not being considered. Applicants are kindly reminded to make sufficient provision for the time that they will need to ensure that their application(s) is/are received by JobVest on or before closing date for the receipt of applications. CVs and supporting documents will not be returned. It will also be expected of shortlisted candidates to be available for interviews on a date, time and place as determined by the WCED.

MANAGEMENT ECHELON

- POST 21/230** : **DIRECTOR: KNOWLEDGE MANAGEMENT, INFORMATION MANAGEMENT SYSTEMS AND ICT**
Job purpose: To develop and manage education knowledge and Information Management Systems and Information and Communication Technology (ICT).
 Head Office, Cape Town
 This vacant post is a senior management position. You are hereby invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees. Your experience, knowledge, professionalism and enthusiasm are needed in building a service driven team that is geared to serve the learners of the Western Cape to the best interest of our country. So, if you are keen to join this organisation and to share your expertise so that we can become the most professional government department, please submit your application before the closing date. The appointments will be subject to security clearance and the signing of an annual performance agreement. Candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of the post. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. It is expected of incumbents of senior management posts to work under pressure, work longer hours, to travel frequently and to meet strict deadlines.
- SALARY** : R502 725 – R541 284 per annum.
- REQUIREMENTS** : Qualifications and experience: An appropriate B-degree in the relevant field or equivalent qualification and 6 - 10 years' appropriate management experience in a knowledge management and/or information management and/or ICT management environment. Specific competencies: Advanced knowledge of Information Management. Core competencies: Knowledge: • knowledge of

online, databases, collaborative technologies and web-based services • in-depth knowledge of ICT policies and systems • advanced knowledge of IT strategy development, strategy management and strategy monitoring and review processes • in-depth knowledge on planning provisioning for ICT requirements for an organisation • understanding of knowledge of processes such as organisational learning and development • experience in systems development and implementation • Information Science and knowledge management • understanding of the principles of knowledge management as a management technique to enable organisational development in the knowledge economy • excellent computer skills preferably with experience with database and website • tender and procurement procedures • project management • knowledge of Records Management systems • sense of the demographics of WCED • in-depth appreciation of the capabilities and limitations of information technology. Generic competencies: Knowledge: • advanced knowledge of modern systems of governance and administration • advanced knowledge of public finance, human capital • advanced knowledge of public communication, public education, public engagement and public discourse management processes • knowledge of the policies of the government of the day • knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape Province • knowledge of Constitutional, legal and institutional arrangements governing the South African public sector • knowledge of inter-governmental and international relations • knowledge of communication, media management, public relations, public participation. Skills: Strong conceptual and formulation skills • strong leadership skills with specific reference to the ability to display thought leadership in complex applications • team building and strong interpersonal skills • excellent communication skills • outstanding planning, organisational and people management skills • presentation skills at senior management level • computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/formulation ability • the ability to render advice and guidance in an objective and dedicated manner • the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances • the ability to persuade and influence • the ability to lead and direct teams of professionals and service providers.

DUTIES

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

ENQUIRIES

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

CLOSING DATE

: 13 June 2008

NOTE : This post was erroneously advertised in January 2008. Applicants who previously applied are kindly invited to re-apply.

OTHER POST

POST 22/231 : **DEPUTY DIRECTOR: ICT**
 Head Office, Cape Town
Job purpose: To plan, manage and co-ordinate information and communication technology (ICT) infrastructure and services.

SALARY : All-inclusive remuneration package of R311 358 per annum
REQUIREMENTS : An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus relevant management experience. Competencies: Knowledge: In-depth appreciation of the capabilities and limitations of information technology; Knowledge of online, databases, collaborative technologies and web-based services; In-depth knowledge of ICT policies and systems; Advanced knowledge of: IT strategy development, strategy management and strategy monitoring and review processes; In-depth knowledge on planning provisioning for ICT requirements for an organisation; Understanding of Knowledge of processes such as organisational learning and development; Experience in systems development and implementation; Information Science and Knowledge management; Understanding of the principles of knowledge management as a management technique to enable organisational development in the knowledge economy; Excellent computer skills preferably with experience with database and website; Experience in systems development and implementation; Tender and procurement procedures; Project Management; Sense of the demographics of WCED. Skills: Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organising and people management skills; Presentation skills at management level; Literacy (2 Official Languages); Numeracy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers.

DUTIES : Develop and maintain ICT policy and systems; Manage the interface with e-Innovation and other service providers; Plan and oversee the annual provisioning of ICT requirements (MSP). Strategic Management: Implement on a continual basis the purpose, objectives, priorities and activities of the Sub Directorate; Participation in the Sub Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Sub Directorate; Evaluate the performance of the Sub Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director: Knowledge Management on a regular basis on the activities of the Sub Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Sub Directorate, and of the resources employed by it. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Sub-directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; Monitor information capacity building within the Sub Directorate; Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; Promote sound labour relations within the Sub Directorate; Actively manage and promote the maintenance of discipline within the Sub Directorate. Financial Management: Active participation in the budgeting process at Sub Directorate level; Assist in the preparation of the Annual and Adjustment Budgets for the Directorate; Directly responsible for the efficient, economic and effective control and management of the Sub Directorate budget and expenditure; Directly responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Report to the Responsibility Manager on all aspects of the Sub Directorate's finances; Perform diligently all duties assigned by the Responsibility Manager; Overall

responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms SH Mafanga-Kibi at (021) 467-2051.
CLOSING DATE : 6 June 2008
NOTE : This post was erroneously advertised in January 2008. Applicants who previously applied are kindly invited to re-apply.

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 22/232 : **MANAGER: QUALITY ASSURANCE**

SALARY : R196 815 per annum.
CENTRE : Boland/Overberg Regional Office, Worcester
REQUIREMENTS : Relevant Diploma/Degree in Health Sciences plus appropriate experience at a Health Service Centre. Valid registration as a Health Professional. Valid driver's licence (Code EB). Recommendations: Knowledge and experience in quality assurance, risk management, health and safety and infection control. Project management or other relevant training. Ability to function independently. Sound interpersonal, managerial and communication skills. Leadership qualities. Ability to work co-operatively with colleagues and stakeholders at all levels. Computer literacy. Ability to capture and interpret relevant data.

DUTIES : Effectively co-ordinate and manage quality assurance and risk management programmes in the region. Monitor and improve consumer satisfaction in the region. Monitor and assist with the improvement of the technical quality. Provide support to facility Quality Assurance Managers and staff. Co-ordinate and monitor infection control and occupational health and safety programmes in the Region.

ENQUIRIES : Ms ML Johnson, tel. no. (023) 348-8120.
APPLICATIONS : The Director, Boland/Overberg Region, Private Bag X3079, WORCESTER, 6849.

FOR ATTENTION : Ms MM Janse van Rensburg
CLOSING DATE : 20 June 2008

POST 22/233 : **PRINCIPAL PHARMACIST, KHAYELITSHA DISTRICT LEVEL ONE BED HOSPITAL: PHARMACY MANAGER**

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

CENTRE : Tygerberg Hospital, Parow Valley.
REQUIREMENTS : B.Pharm of equivalent accredited qualification by the South African Pharmacy Council. Supervisory or management experience. Computer literacy (MS Word, Excel, PowerPoint). Continuous professional development proof. Current registration with the South African Pharmacy Council as a Pharmacist. Recommendations: Good interpersonal and communication skills. Ability and willingness to manage staff. Willingness and ability to function within a team environment. Ability to work accurately and give attention to detail. Experience in JAC. Supervisory or management experience in a public hospital or similar state facility.

DUTIES : Manage and supervise, evaluate and monitor the dispensing process for the Level one bed hospital within TBH. Monitor and facilitate effective drug supply management for the level one bed hospital. Assist with the Human Resource Management of the staff in the pharmacy. Assist with the dispensing functions in the pharmacy. Monitor, supervise and control resources. Be responsible for the

	financial control and reporting on the budget for the level one bed hospital.
	Initiate and participate in research. Undergo in-service training in the pharmacy.
<u>ENQUIRIES</u>	: Ms C Ford, tel.no. (021) 938-5225
<u>APPLICATIONS</u>	: The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	: Ms V Meyer
<u>CLOSING DATE</u>	: 20 June 2008

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this post through the promotion of equal opportunities and fair employment and invite applications from all race groups.

<u>APPLICATIONS</u>	: The Director: Human Resource Management and Administration, Private Bag X9083, Cape Town, 8000
<u>FOR ATTENTION</u>	: Ms S Marthinus
<u>CLOSING DATE</u>	: 13 June 2008
<u>NOTE</u>	: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referee reports (not older than three months), certified copies of all qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No faxes, e-mail or late applications will be accepted. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service and Administration. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance, which includes a lie detector test. Any previous government service and reason for leaving must be declared. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

<u>POST 22/234</u>	: <u>DEPUTY DIRECTOR: SETTLEMENT DEVELOPMENT (REF NO L069/08)</u> Component: Directorate: Human Settlement Planning
<u>SALARY</u>	: All-inclusive taxable salary of R311 358 per annum
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: The formal qualification requirement for this post is an appropriate three-year degree (or equivalent qualification) plus extensive appropriate experience. The following will serve as recommendations: • knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices • knowledge of planning and urban design • experience in architecture • proven environmental urban management experience • experience in policy development, eco-friendly planning, design and socio-economic development • knowledge of labour relations legislation and regulations • analytical thinking, problem solving, good organizing and interpersonal skills • be innovative, pragmatic, creative, assertive and diplomatic • excellent verbal and written communication skills in at least two of the official languages of the Western cape • experience in human resources and financial management • a valid Code B driver's licence.
<u>DUTIES</u>	: The successful candidate will be responsible for the following duties: • assist in the preparation of plans, business plans and identification of suitable land • promotion of integrated settlement development • monitoring and evaluation of the status of human settlements • manage the Human Settlement Re-development Programme (HSRP) • liaise and co-ordinate with other departments for the delivery of integrated and sustainable human settlements • develop, implement and evaluate action plans to execute strategic initiatives • contribute to the annual report on the activities of the Sub-directorate • continuously contribute to strategic direction for settlement policy formulation or revision • be involve in strategic planning processes of settlement development • administration of the Rural Areas Act (Act 9 / 1987) • supervision and

development of personnel • monitor and exercise control over expenditure and ensure effective utilisation of financial resources.

ENQUIRIES : Ms R van Rensburg at (021) 483-2867

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 Senior Manager: Human Resource Management, 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 : 13 June 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 checks, which include security clearance, qualification verification and criminal records.

OTHER POSTS

POST 22/235 : **PROCUREMENT AND PROVISIONING MANAGER: REF NO.: WCPT 15/01/08**
Chief Directorate Asset Management
Directorate Supply Chain Management

SALARY : All: inclusive salary package: 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 : Cape Town
REQUIREMENTS : Minimum qualification requirements: • A Tertiary degree in Finance/Economics/Commerce/Law with extensive experience and training in contract management and as a procurement and supply chain professional
• Knowledge and experience in moveable asset management • Knowledge and understanding of SMME/supplier development and strategic sourcing methodology. Required Skills: • Strong Analytical skills • Ability to work under pressure and meet tight deadlines • Strong Written and verbal (presentation and report writing) communication • Drafting and opinion writing • Negotiation and mediation • Performance and Project Management • Ability to manage a diverse team and meet the needs of high profile clientele • Strong on detail.

DUTIES : To realise effective and efficient acquisition of goods and services for provincial departments by: • Monitoring and maintaining information on supply chain and asset management matters • Providing technical assistance and training to provincial departments on supply chain and asset management issues • Drafting and implementing policy frameworks in respect of SCM and Asset Management • Facilitating and arranging transversal contracts • Managing component and provide training to own personnel.

ENQUIRIES : Ms N Ebrahim ☎ (021) 483-4388

POST 22/236 : **ECONOMIST REF NO: WCPT 15/02/08**
Chief Directorate Sustainable Resource Management
Directorate Economic Analysis

<u>SALARY</u>	:	All-inclusive package: 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.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	Minimum Qualification requirements and experience: • A Masters degree in Economics with at least three years relevant experience • Experience in labour economics research will be an added advantage. Required skills and personal attributes: • Strong knowledge of micro and macro economic theory • Strong knowledge of economic research and survey methods • Proven report-writing skills • Sound econometric modeling skills • Ability to disseminate research findings • Strong liaison skills.
<u>DUTIES</u>	:	<ul style="list-style-type: none"> • Conduct research on socio-economic conditions in the Western Cape Province • Compile research reports for various provincial government publications • Review and analyse government policy and interventions aimed at improving socio-economic conditions in the Province • Develop econometric models • Assess the impact of government budget programmes/decisions.
<u>ENQUIRIES</u>	:	Mr A Phillips ☎ (021) 483-6447
<u>POST 22/237</u>	:	<u>PROVINCIAL BUDGET CO-ORDINATOR IN YEAR MONITORING (IYM) REF NO: WCPT 15/03/08</u> Chief Directorate Public Finance Directorate Provincial Government Finance
<u>SALARY</u>	:	All-inclusive package: 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.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	Minimum qualification requirement: • A Bachelor degree in Public Finance/Economics/Accounting with 3-5 years proven Financial Management experience. Required Knowledge: • Extensive knowledge of financial norms and standards • Extensive knowledge of medium Term Expenditure • Extensive knowledge of Adjustments Estimate process and procedures • Extensive knowledge of basic accounting system and it's structures • Extensive knowledge of Appropriate accounts. Personal attributes and skills: • Computer literacy (MS Office Suite, Internet, Groupwise) • Good oral and written communication skills • Sound organizing and planning skills • Financial problem-solving skills • Presentation skills • Decision-making ability • Be able to liaise with personnel on all levels.
<u>DUTIES</u>	:	To ensure cost containment and efficiency in provincial budget (revenue and expenditure) management by: • Efficient management of the IYM process as well as the checking and directing of revenue and expenditure to achieve policy goals as part of both the budget and subsequent IYM management processes. • Monitoring and co-ordinating remedial steps to ensure integrity (sustainability and credibility) of the budget integral to the IYM process. • Establishing efficiency indicators in government spending and revenue collection, assessment and introduction of remedial steps. • Determining spending pressures, contingent liabilities and rollovers and initiating steps to counter these. Application of fiscal discipline and introduction of remedial measures to collect revenue due, contain costs, and over or unauthorised expenditure by: • Enforcing expenditure and revenue control measures. • Providing framework for expenditure and revenue analysis • Assessing inter-governmental revenue and spending dynamics. • Interpreting, reporting, and advising government on revenue and expenditure trends. • Providing technical assistance and training.
<u>ENQUIRIES</u>	:	Ms Al Pick, ☎ (021) 483-4501.
<u>POST 22/238</u>	:	<u>EXPENDITURE ANALYST: PROVINCIAL DEPARTMENTS REF NO.: WCPT 15/04/08</u> Chief Directorate Public Finance Directorate Provincial Government Finance
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Cape Town

<u>REQUIREMENTS</u>	:	Minimum qualification requirements: • A tertiary qualification in Economics/Public Finance and appropriate experience in accounting, budgeting and monitoring of budgets. Experience in public finance and fiscal planning will be a recommendation. Other requirement is a Code EB driving license. Required skills and competencies: • Research orientation • Computer literate (MS office package) • Analytical skills • Contextual and conceptual • Written communication • Sound organising and planning • Knowledge of budgeting.
<u>DUTIES</u>	:	• Interpreting and reporting on expenditure and revenue trends and pressures. • Determining and assessing departmental contingent liabilities and rollovers. • Promoting and initiating the enforcement of department specific fiscal discipline. • Assisting in and exercising quality control and monitoring the implementation of department specific budgets and budget processes. • Assessment of conditional grants frameworks and monitoring of compliance, revenue flows and expenditure. • Analyse and assess debtor management in Departments and reporting thereon. • Identify efficiency indicators in departmental spending and revenue collection. • Providing technical assistance and training to Departments.
<u>ENQUIRIES</u>	:	Ms Al Pick, ☎ (021) 483-4501