



DATE OF ISSUE: 13 JUNE 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 24 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 **11 JULY 2008**

AMENDMENTS : **DEPARTMENT OF EDUCATION:** Kindly note that the posts of Department of Education which were advertised in PSVC No 23 are closed, the closing date for the posts was 11 and 13 June 2008 and not 11 July 2008 as stated in the circular.

INDEX

NATIONAL DEPARTMENTS

NATIONAL DEPARTMENT	ANNEXURE	PAGES
DEFENCE	A	03 – 05
ENVIRONMENTAL AFFAIRS AND TOURISM	B	06 – 09
GOVERNMENT INFORMATION SYSTEMS (GCIS)	C	10
GOVERNMENT EMPLOYEE PENSION FUND (GEPF)	D	11 – 12
HEALTH	E	13 – 18
HOUSING	F	19 – 20
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	21 – 35
LAND AFFAIRS	H	36 – 40
MINERALS AND ENERGY	I	41 – 42
NATIONAL TREASURY	J	43 – 46
OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)	K	47 – 48
PUBLIC ENTERPRISES	L	49
PUBLIC SERVICE AND ADMINISTRATION	M	50
PROVINCIAL AND LOCAL GOVERNMENT (DPLG)	N	51 – 53
SOCIAL DEVELOPMENT	O	54 – 58
WATER AFFAIRS AND FORESTRY	P	59 – 68

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	Q	69 – 88
GAUTENG	R	89 – 103
KWAZULU NATAL	S	104 – 106

DEPARTMENT OF DEFENCE

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

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 write. 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.

MANAGEMENT ECHELON

POST 24/01

- : **CHIEF DIRECTOR FINANCIAL SERVICES**
Division/Service/Directorate: Financial Management Division (FMD), Chief Directorate Financial Services.

SALARY
CENTRE
REQUIREMENTS

- : R635 874 total package
 : Pretoria.
 : Appropriate M Degree in Business Administration or equivalent qualification plus appropriate experience. Knowledge of: Public management and administration, the Public Finance Management Act (PFMA), Treasury Instructions and related circulars, Government financial processes and procedures, Government Strategic Planning Process, resource control processes, compliance and risk management, commercial contract management, HR management, management of Public entities, Spreadsheets, Word Processing, Access, PowerPoint database packages (preferably MS Office). Knowledge of and experience in working with mainframe databases and information systems. Good project and contract management skills. Well-developed research skills. Good knowledge of processes and procedures used to detect irregularities. Financial management skills. Good strategic capability and leadership skills. Knowledge of computer software related to databases. Bedrock integrity, excellence orientated, assertiveness, positive self-image, self motivated, adaptability, excellent communication skills (written and verbal), sound judgement, coping under pressure, presentable, persevering, loyal. Successful applicant will be expected to obtain a Department of Defence Top Secret security clearance.

DUTIES

- : Will report to the Chief Financial Officer (CFO) iro strategic management of the Chief Directorate Financial Services (CDFS) which includes: providing of direction for preparation, execution, controlling

and dynamic re-planning of service delivery plans, resource plans and related budgets; financial management to the Public Finance Management Act (PFMA) section 45 and related Department of Defence (DOD) Instructions; supervising service delivery by the subordinate Director Financial Control Services (risk management, compliance management and losses and claims admin services), Director Finance Support Services (management of: the Financial Management Division's (FMD) establishment, staffing, ETD and information and communication services.

**ENQUIRIES
APPLICATIONS**

: Ms C.D.M. Mutloane, Tel: (012) 355-5050.
: To: Department of Defence, D HR Acquisition, Private Bag X 281, Pretoria, 0001

CLOSING DATE

: 7 July 2008

POST 24/02

DIRECTOR STORES, SERVICES & RELATED PAYMENTS

Division/Service/Directorate: Financial Management Division, Chief Directorate Accounting

**SALARY
CENTRE
REQUIREMENTS**

: R540 429 total package
: Pretoria.
: Essential criteria: Minimum qualifying requirement is an appropriate three year B degree or National Diploma complimented by 3 to 4 years relevant managerial experience. A post-graduate qualification would be an advantage. Proven ability to understand, interpret and apply financial policy and specifically the policy and regulations governing State contracts. Thorough knowledge of State Tender Board Regulations and State contracts. Thorough knowledge of Public management and administration, the Public Finance Management Act (PFMA), the Treasury Instructions and related circulars, Government financial processes, Government Strategic Planning Process, resource control processes, compliance and risk management, HR management and contract management. Strong problem-solving and organisational skills. Thorough knowledge of the mainframe computer systems utilized in the Department of Defence (DOD), specifically the Financial Management System (FMS), PERSOL/PERSAL would serve as a strong recommendation. Working knowledge of and literate in Spreadsheets, Word Processing, Access and PowerPoint database packages (preferably MS Office). Broad knowledge of the core financial processes of the State. Sound knowledge of project/contract management. Strong financial management skills, strategic capability and strong leadership skills at executive level with good negotiating ability. Analytic and innovative thinking ability. Proven ability to compile/draft and present effective management reports including the ability to produce exception reports for statistical purposes. Strongly orientated towards teamwork and proper personnel management. Receptive to work related suggestions and ideas. Excellent verbal and written communication as well as presentation skills. Special requirements: Bedrock integrity, excellence orientated, assertiveness, positive self-image, self motivated, adaptability, innovative, sound judgement, coping under pressure, strongly orientated towards rendering effective, efficient service and striving towards zero defect. Successful applicant will be expected to obtain a Department of Defence Secret security clearance.

DUTIES

: Will report to the Chief Director Accounting (CD Acc) iro the following key performance areas: Management of the Directorate Stores, Services & Related Payments (DSSRP) including preparation and execution of a service delivery plan, resource plan and related budget. Staffing the directorate in accordance with the Financial Management Division (FMD) HR Plan. Controlling staff performance including education, training and development (ETD). Financial management to the PFMA section 5 and related Department of Defence (DOD) instructions, circulars and guidelines. Supervise service delivery and client support by the subordinate Deputy Directors (DD's), Regional Accounting Managers (RAM's) and Finance Accounting Service Centre Managers (FASCM's) iro: cost effective, professional payment service

iro all supplier invoices (corporate, supplier and medical services) in accordance with the PFMA, Treasury Regulations and related policy and prescripts for the DOD, a revenue receivable accounting service to the DOD, a cash accounting service to the DOD, an accounting service wrt the acceptance of freight transit orders, telephone costs and overseas debits to the DOD, a professional payroll deduction system and subsequent payment to the different institutions, a payment service within the external operational areas in support of peacekeeping/enforcing operations, administration of face value documents as well as quarterly confirmation, reporting, investigating and following up of all finance related irregularities, security evaluation of financial offices and procedures. Effective managing of all resources made available to execute the above duties namely personnel, finances, accommodation and equipment.

ENQUIRIES : Mr N.S. Makhani, tel: (012) 392-2348 or 392-2353.
APPLICATIONS : To: Department of Defence, D HR Acquisition, Private Bag X 281, Pretoria, 0001
CLOSING DATE : 7 July 2008

OTHER POST

POST 24/03 : **ASSISTANT DIRECTOR FRAUD AWARENESS: FINANCE**
The post is advertised in the DOD and broader Public Service.

SALARY : R196 815 per annum
CENTRE : Defence Inspectorate, Pretoria
REQUIREMENTS : Diploma/Degree in Internal Auditing/Management (NQF Level 6 - 8) Preferable. Applicable experience will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Thorough knowledge of combating fraud through seminars and workshops or prior learning. Computer literate. Organising-, interpersonal relationships-, problem solving- and presentation skills. Must be able to obtain a secret security clearance within a year. Be in possession or obtain a valid Military license.

DUTIES : Assessment of financial and financial integrated systems to determine loopholes and flaws. Undertake overall assessments and analysis of policies and prescripts to detect opportunities for fraud and corruption. Keep updated with the newest trends of fraudsters and criminals. Inform relevant stakeholder timeously, of any possible loopholes and advice them of possible preventative measures to be taken. Assessments to determine problem areas. Undertake regular evaluation of current policies pertaining to the financial systems, separated from and integrated with other systems; e.g. Logistical and Personnel management systems. Alert Accounting Officials, Budget Holders, Procurement Managers and Unit Commanders where appropriate, individually, as a group or a selected group, of areas prone to fraud as well as the impact there-off. Prepare and present guidelines to institute preventative measures.

ENQUIRIES : WO J.M. Motsepe, Tel: (012) 312 4872
APPLICATIONS : Department of Defence, Defence Inspectorate Division, Private Bag X 671, Pretoria, 0001

CLOSING DATE : 14 July 2008 (Applications received after the closing date and faxed copies will not be considered).

NOTE : National travelling will be required.

ANNEXURE B

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

APPLICATIONS : Applications should be sent to the Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001 stating the relevant reference number.

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

MANAGEMENT ECHELON

POST 24/04 : **CHIEF DIRECTOR: PLANNING, COORDINATION AND INFORMATION MANAGEMENT (AP 525/2008)**
(Three year contract – renewable based on performance)

SALARY : R635 874 per annum (An all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A recognized three year qualification in Public Management, Environmental Sciences or Business Administration or any appropriate field ; A relevant post graduate qualification and knowledge of the environment and tourism sector will serve as an additional advantage ; extensive experience in planning and coordination; Proven management experience and strategic management and leadership skills, Experience and skills in public policy development and implementation and an understanding of the work of government and the various stakeholders; Human Resources and Financial Management skills and knowledge of the PFMA, Good communication and interpersonal skills and experience in stakeholder coordination.

DUTIES : The successful candidate's key performance areas will include the following, Provide overall leadership and strategic direction to the Chief Directorate :Planning ,Coordination and Information Management ;Oversee the development of the integrated state of the environment and tourism reporting system and provide support ,including technical and operational management of information infrastructure and content; Implement and support local ,provincial ,continental and regional projects in environmental information management and assessment; Development and implementation of tools for measuring and reporting on progress towards sustainable development ; Promote the integration of sustainable development ,environment and tourism objectives in national, provincial and local government planning processes and programmes; Develop and implement tools and mechanisms to support and facilitate intergovernmental ,cooperative and corporate governance. Development and implementation of programmes to support the development of best practice in the minimisation of environmental impacts of various government programmes like, renewable energy, greening 2010, sustainable consumption and production programmes, and cross cutting research and development

ENQUIRIES : Ms Nosipho Jezile (012) 310 3017
FOR ATTENTION : Mr Jacob Kutu
CLOSING DATE : 30 June 2008

<u>POST 24/05</u>	:	<u>DIRECTOR: ATMOSPHERIC POLICY, REGULATION AND PLANNING (AP66/2008)</u> <i>Three Year Contract Renewable Based On Performance</i>
<u>SALARY</u>	:	Remuneration package of R540 429 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree or equivalent in Law, or Science, or LLB or Engineering or Environmental Management (Post Graduate Degree would be an added advantage).). In order to fill the post efficiently and effectively, the incumbent must have specialist knowledge of Environmental law and/or policies, legislation and regulation development. Experience or knowledge of atmospheric sciences will be an advantage. Applicants must have knowledge of: (i) Government's environmental quality and protection related policies priorities and strategies; (ii) General air quality management governance; and (iii) Industrial atmospheric emission management. In addition, candidates must have general knowledge of: (a) Environmental issues, especially those relating to the air and the atmosphere and the related multilateral agreements; (b) Government's standard administrative procedures; (c) business planning and budgeting methodologies; (d) business plan monitoring and reporting methodologies; (e) HR practices and procedures; and (f) general management practices.
<u>DUTIES</u>	:	In addition to carrying out standard management functions, the successful applicant will be responsible for ensuring that the necessary policies, strategies legislation, regulations and plans are developed, approved, published and implemented with a view to protecting and defending the right of all to air and atmospheric quality that is not harmful to health and well- being. To this end, the successful applicant will be responsible for the following key performance areas: (i) Ensuring a government policy and regulatory framework that efficiently and effectively safeguards the right of all people to air quality that is not harmful to health and well-being. (ii) Identifying, developing and finalising national norms and standards in respect of ambient air and emissions to the atmosphere (iii) Ensuring that all the department's planning requirements prescribed or implied by the National Environment Management: Air Quality Act (Act no. 39 of 2004) and all applicable multilateral environmental agreements are met efficiently and effectively and to the highest quality standards; (iv) Implementing all the department's national priority area activities prescribed or implied by the National Environment Management: Air Quality Act (Act no. 39 of 2004). (v) Ensuring that all governmental interactions in respect of air and atmospheric quality are informed by technical information of the highest quality standards
<u>ENQUIRIES</u>	:	Mr Peter Lukey (012 310 – 3710)
<u>FOR ATTENTION</u>	:	Ms P Diphaha
<u>CLOSING DATE</u>	:	30 June 2008
<u>NOTE</u>	:	Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The successful candidate will be subjected to a competency assessment test.

OTHER POSTS

<u>POST 24/06</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL PERFORMANCE MANAGEMENT (AP 526/2008)</u>
<u>SALARY</u>	:	Remuneration package of R369 000 per annum (including choice of basic salary between (70% and 76% of package), State's contribution to

		the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate Bachelors Degree or equivalent relevant qualification in business or public management, experience in business performance management, knowledge of business performance management systems, particularly the Balanced Scorecard. Knowledge and understanding of Risk Management, Knowledge and understanding of performance auditing, Knowledge of business performance management Legislative and Regulatory Framework within the Public Sector particularly the PFMA, Good knowledge and understanding of the Environment and Tourism Sectors in South Africa. The following skills are also required: Good organisational, coordination and planning skills, communication (written & verbal) skills at all levels, good interpersonal skills, strategic thinking and analytical skills, professional report writing, problem solving and decision making skills, advanced computer skills, leadership, facilitation skills and creativity.
<u>DUTIES</u>	:	To coordinate performance reporting, monitoring and evaluation for DEAT and its Public Entities. Specific duties include: Coordinate reporting requirements for the Department and its Public Entities. Coordinate monitoring of the implementation of the Department's Strategic and Business Plans as well as Public Entities' corporate plans. Coordinate annual review of the departmental initiatives. Coordinate the development and maintenance of a business performance management system. Develop and maintain adequate control measures for effectiveness and efficiency of the business performance management function.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms N. Sebola Tel no. (012) 310 3604
<u>CLOSING DATE</u>	:	Mr T Koena
<u>NOTE</u>	:	20 June 2008
	:	The person appointed to this position will be subjected to a security vetting. Applicants may be subjected to a competency assessment test.
<u>POST 24/07</u>	:	<u>ADMINISTRATIVE OFFICER: MARINE AQUACULTURE REF NO: MCM 26/2008</u>
<u>SALARY</u>	:	R106 335 per annum (All inclusive package of R159 260 per annum)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	Senior Certificate (Grade 12) or equivalent qualification and relevant experience in administration. Excellent administrative skills (minute taking, filing, database management), and working knowledge of administration systems and processes Computer literate with MS Excel, MS Word, Group Wise and Internet. Knowledge of the CITES (Convention on International Trade in Endangered Species). Good interpersonal, communication, time-management, planning, conflict resolution and organising skills are essential. Added Advantage: knowledge of Permitting System (MAST) and Oracle, and the understanding of public service systems and procedures.
<u>DUTIES</u>	:	Processing permits (Exports, imports for commercial purposes, aquarium fish, transport permits, CITES and restaurants) in terms of the Marine Resources Living and Biodiversity Acts utilising MAST. Provide general administrative support to the Sub-directorate (Procurement of goods & services, processing of payments, travelling arrangements, S&T, cellphone allowances). Arranging relevant meetings, seminars, workshops, conferences, and taking minutes and keeping records. Attend to routine correspondences, keep the stationery and asset register, assist in disseminating information, and handle enquiries and maintaining liaison with stakeholders (meetings and permits). Maintain the filing system (duplicate and file documents/records), assist in handling HRM issues, loading documents on the EDMS, and mentorship of interns.
<u>ENQUIRIES</u>	:	Ms Mashebane Thosago Tel – 021 402 3438

APPLICATIONS : To The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012.

FOR ATTENTION : 6th floor Registry: Integrated Human Resource Management,

CLOSING DATE : 30 June 2008

POST 24/08 : **OFFICE ADMINISTRATOR I: OFFICE OF THE DIRECTOR-GENERAL (AP 527/2008)**

SALARY : R 85 362 per annum (Total package of R 133 813 per annum conditions apply)

CENTRE : Cape Town

REQUIREMENTS : A grade 12 certificate plus appropriate experience in Office Administration functions: A relevant 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).Ability to work independently and under pressure.

DUTIES : The successful applicant will be responsible for the overall Office Administration functions in the Office of the Director-General and will oversee the following key performance areas: Provide secretarial support function to the Director-General and to Senior Managers in the Office; Provide administration support ; Provide logistical support in the Office ; Assist the Parliamentary officer with logistical support for parliamentary workshops and briefings, Manage correspondence in the Office by receiving and distributing documents; Liaise with internal and external stakeholders and provide assistance ; Manage office equipment

ENQUIRIES : Mr JM Kutu (012) 310-3051

FOR ATTENTION : Mr T Koena

CLOSING DATE : 30 June 2008

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 : 4 July 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 24/09 : **CLEANER**
 Sub Directorate: Auxiliary Services

SALARY : All-inclusive salary package: R82 710 per annum Commencing salary: R43 245 per annum

CENTRE : Pretoria

REQUIREMENTS : ABET qualification. Experience in food service aid and cleaning will be an advantage. Ability to work in a team. Must have good interpersonal skills and be able to work under pressure and even longer hours when required.

DUTIES : Prepare boardrooms for meetings. Clean kitchen utensils and dish clothes after the meetings. Collection of dirty cups and dishes in the offices and washing them. Responsible for cleaning of water bottles and filling them with fresh water daily. Safe keeping of kitchen utensils. Cleaning of microwaves, fridges, trolleys and kitchen cupboards. Relieving on other floors when required. Replace toilet paper, hand paper towel, hand soap and seat wipes in the toilets

ENQUIRIES : Ms J Songo, Tel No. (012) 314 2347
 Ms R. Mathobela Tel No. (012) 314 2819

ANNEXURE D

GOVERNMENT EMPLOYEES PENSION FUND

- 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** : 23 June 2008, No 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 POSTS

- POST 24/10** : **FRAUD PREVENTION OFFICER (FPO/2008/01)**
Two Fraud Prevention Officer positions at the Forensic and Fraud Prevention Management Component are currently available at the Government Employees Pension Fund. These positions will be filled as permanent positions.

- SALARY** : R157 686 per annum (Basic Salary)
- CENTRE** : Forensic And Fraud Prevention Management Pretoria
- REQUIREMENTS** : Recognized three-year Bachelor's Degree or equivalent qualification, with two years appropriate proven experience in the field of forensic investigations/audit or a Grade 12 certificate with five years proven experience in the forensic investigation field/audit. A valid code 08 drivers license. Competencies: Knowledge of modern principles, comprehensive practices, procedures, instruments and methods used in fraud prevention. Knowledge of pension administration legislations, policies and procedures. Knowledge of criminal prosecution and associated evidentiary laws. Knowledge of prevention/audit tools, techniques, methodologies and approaches. Ability to recognize subtle signs of fraud and raise awareness on the prevention controls to mitigate risks. Excellent communication skills both written and verbal (at least two official languages). Computer knowledge that includes a good working knowledge of the Microsoft Office package. Ability to multi-task. Analytical thinking, fraud/corruption risk assessment and management. Ability to conduct research. Conceptualization. Ability to prepare and present accurate and complete factual information pertaining to fraud prevention. Excellent organizational and planning skills. Staff management, problem solving and decision making. Proven financial and technical report writing skills. Reliable, capable of being entrusted with sensitive information. Ethical business conduct

- DUTIES** : Key Result Areas: The key aspects of the role include: Budget and Business resource implementation. Planning and conduct fraud prevention awareness and education campaigns in line with the strategy. Implement strategies to ensure optimization of the Unit's service delivery, resource utilization and client satisfaction index Ensure work performed in accordance with applicable methodologies and policies Report and monitor on financials as well as work in progress Provide fraud prevention training Institute on-site fraud risk review/monitoring and risk based testing Interact and liaise with other units, internal communication and stakeholders Provide and clear sense of direction to the team Coach, mentor and develop staff Provide feedback to superiors

POST 24/11

: SENIOR FRAUD INVESTIGATOR (FI/2008/01)

Two positions of Senior Fraud Investigator at the Forensic and Fraud Prevention Management Component are currently available at the Government Employees Pension Fund. These positions will be filled as permanent positions.

SALARY

: R157 686 (Basic Salary)

CENTRE

: Forensic And Fraud Prevention Management Pretoria

REQUIREMENTS

: Recognized three-year Bachelor's Degree or equivalent qualification, with two years appropriate proven experience in the field of forensic investigations/audit or a Grade 12 certificate with five years proven experience in the forensic investigation field/audit. Competencies: A valid code 08 drivers license Knowledge of all the relevant legislations in the field of forensic investigative audits or investigations Knowledge of fact finding techniques and investigations Knowledge of modern principles, practices, instruments and methods used in the gathering and preservation of evidence Knowledge of applicable legislation, policies and procedures with regard to Pension Administration legislation and PFMA. Knowledge of criminal prosecution and associated evidentiary laws Knowledge of investigative/audit tools, techniques, methodologies and approaches Excellent communication skills both written and verbal (at least two official languages) Computer knowledge that includes a good working knowledge of the Microsoft Office package Ability to multi-task Analytical thinking Ability to conduct research Conceptualization Ability to prepare and present accurate and complete factual information pertaining to fraud investigation Excellent organizational and planning skills Staff management, problem solving and decision making Proven financial and technical report writing skills Reliable, capable of being entrusted with sensitive information Ethical business conduct

DUTIES

: Key Result Areas: The key aspects of the role include: Budget and Business resources implementation Prioritize, manage and conduct forensic investigation audits Implement strategies to ensure optimization of the Unit's service delivery, resource utilization and client satisfaction index. Monitor project financials including work progress Ensure work is preformed in accordance with applicable methodologies and risk management policies Provide a clear sense of direction to the team Leverage business relationships and propose effective solution where improvement is required Provide feedback to superiors Draft investigation reports Liaise with law enforcement agencies, consultants and other stakeholders Testify in disciplinary and criminal proceedings

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. No faxed applications will be considered.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. 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 numbers on their applications.

OTHER POSTS

POST 24/12 : **DRUG SUPPLY MANAGEMENT SYSTEM ADMINISTRATOR**
(REFERENCE NUMBER NDOH 80/2008)
Cluster: Pharmaceutical Policy and Planning. Directorate: Affordable Medicines

SALARY : R196 815 per annum (plus competitive benefits)
CENTRE : Pretoria.
REQUIREMENTS : *A three-year Bachelor's degree or equivalent qualification *Three (3) to five (5) years appropriate experience *Knowledge in medical item identification *Knowledge of and experience in tender and contract procedures in the Public Sector *Knowledge of and experience in supply chain management pertaining to pharmaceuticals *Experience in relevant procurement systems *Knowledge of Medical Depot procedures and information management *Knowledge of Wide Area Networks (WAN) and Local Area Networks (LAN) and router communications *Knowledge of basic statistics, data migration and bar-coding *Knowledge of and experience in the application of the Public Finance Management Act, Treasury Regulations and other relevant legislation *Must be willing to travel and meet deadlines *Good communication (written and verbal) skills *Good interpersonal relations *Good planning, management and organizational skills *Computer literacy *Knowledge and experience in Linux and/or Oracle applications will be an added advantage *A valid code 08 (Code B) driver's licence.

DUTIES : *Co-ordinate support and maintenance of the Drug Supply Management System (DSMS) *Liaise with suppliers on database interfaces *Draft functional specifications for computerisation of business models for medical supply chain management *Advise DSMS users on supply chain and information management *Supervise users on backup and archiving schedules, hardware maintenance plans and version control *Ensure that the DSMS database is kept current *Develop and monitor an effective change control programme for software alterations and enhancements *Co-ordinate software and data security through the LAN and WAN *Oversee installation of applicable software programmes and updates *Attend all meetings relating to DSMS and ensure that minutes

	are kept	*Monitor project implementation according to project plan
		*Compile monthly and requested progress reports
		*Liaise with all relevant internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms H Zeeman at tel (012) 312-0362 or Ms H Nieuwoudt at tel (012) 312-0378.
<u>CLOSING DATE</u>	:	30 June 2008 (Applications received after the closing date will not be considered).
<u>POST 24/13</u>	:	<u>CHIEF FORENSIC ANALYST (REF.NDOH.81/2008)</u> Cluster: Non-Communicable Diseases : Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory
<u>SALARY</u>	:	R196 815 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four-year BSc. Honours with Chemistry as a major subject (or equivalent four-year qualification) with PROVEN experience in working in a forensic chemistry laboratory OR A three-year BSc. (or suitable equivalent) with Chemistry as a major subject with proven extensive experience working in a forensic chemistry laboratory will be considered provided the candidate list proven supervisory experience and/or involvement with overseeing projects pertaining to the field of forensic chemistry. Extensive proven experience in Toxicology analyses and analytical instruments such as Gas Chromatography (GC), Mass Spectrometry (MS) and High Performance Liquid Chromatography (HPLC) and associated software packages e.g. MS Word, Excel, Chemstation, etc. Good computer skills, laboratory accreditation (ISO 17025) and laboratory safety (Occupational Health and Safety Act). Basic knowledge of the judicial system and court procedures and of the Criminal Procedures Act. Experience in rudimentary general management. Good interpersonal skills. Good communication skills (written and verbal) in English. Ability to work under pressure. A valid code 08 (Code B) driver's licence. Candidates will be subjected to a practical test to determine their Gas Chromatography and sampling preparation abilities and skills as well as computer skills.
<u>DUTIES</u>	:	*The successful candidate will act as Head of the Toxicology Section *Preparation of complicated samples for analysis, this includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave) and solid phase extraction *Analysis of complicated samples by means of certain processes and methods including: Gas Chromatography, High Performance Liquid Chromatography, Mass Spectrometry, Liquid Chromatography, wet chemistry, Spectrophotometry, Atomic Absorption Spectroscopy, Thin Layer Chromatography, etc. Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits *Statistical evaluation and interpretation of data, as well as interpretation of analytical data and calculation of results by means of mathematical formulae *Give evidence in courts of law *Management of the construction of standard operating procedures, creating of working instructions and maintaining of the quality system in the section *Management of the operation, maintenance and record keeping of all information and data associated with casework and instrumentation in the section *Management of casework (case allocation, setting of targets, ensure reaching of targets) *Reviewing of results before cases are signed off *Advanced method development and validation on instrumentation *Responsible for training and skills development in the Section *Administration duties e.g. writing tender specifications and submissions for procurement of equipment and inventory management of consumables and chemicals in the section *Managing adherence to Health and Safety requirements in the Section *Performance evaluation of members in the Toxicology section.
<u>ENQUIRIES</u>	:	Ms A Grove or Ms C Deyssel at tel. (012) 322 6600.
<u>CLOSING DATE</u>	:	1 July 2008 (Applications received after the closing date will not be considered).

<u>POST 24/14</u>	:	<u>INFORMATION SECURITY OFFICER (REF.NDOH.82/2008)</u> Cluster: Human Resource Development Management: Directorate Human Resources Management: Security Services <i>(This is a re-advertisement, candidates who previously applied for this post "Ref. PSC.45/10", must re-apply if they are still interested).</i>
<u>SALARY</u>	:	R132 054 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria..
<u>REQUIREMENTS</u>	:	An Information Technology Diploma/Degree. Knowledge of security principles. Successful completion of security officer's course. Knowledge of Public Service Act. The ability to work independently and under pressure. Experience in MS Word, MS Excel and PowerPoint. Presentation skills. Good communication skills (written and verbal). Goal orientated person, strong leadership and conflict management skills.
<u>DUTIES</u>	:	*Manage the Information Security function of the Department i.e. personnel documents, communication and information technology security *Manage the access control system i.e. issuing and programming of electronic access cards, liaise with service providers for maintenance of the security access control system and control room security system *Create access level for personnel of the department *Attend security complaints, meetings and reporting security breaches *Develop strategies to have corrective measures in place *Participate in the Occupational health and Safety programme of the Department *Conduct building inspection and patrols.
<u>ENQUIRIES</u>	:	Ms G Khulong at tel. (012)312 0005.
<u>CLOSING DATE</u>	:	1 July 2008 (Applications received after the closing date will not be considered).
<u>POST 24/15</u>	:	<u>SENIOR SECRETARY GRADE IV (REF.NDOH.83/2008)</u> Cluster: Legal Services <i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R106 335 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification plus three years experience as a secretary. Good communication skills (written and verbal). Good interpersonal skills. Computer skills. Good office administration skills. Procurement experience. The ability to plan and organise and basic financial skills. Good filing and organisational skills. Experience in the drafting of letters, memorandums, presentations and submissions and excellent writing skills. Experience in general administration tasks and basic financial skills relating to the compiling of travel and subsistence claims. Ability to draft presentations on PowerPoint independently of detailed instruction from the Cluster Manager.
<u>DUTIES</u>	:	*Arrangement of meetings, conferences and workshops *Establish availability of members *Diarise and confirm meetings, conferences, workshops, etc. *Booking of venue *Arrange and serve refreshments at meetings, etc. *Distribute the agenda/documents *Preparation of venue (water bottles, glasses, etc.) *Arrange the necessary audio-visual equipment for the meeting *Draft attendance list and give copy to Security *Receive members/attendants *Render a secretarial service during meetings if required *Clean up of venue *Travel and accommodation arrangements *Book flight ticket, complete the request form and submit to Transport section *Book accommodation and confirm by fax *Book Imperial vehicle for use at destination, complete the request form and submit to Transport section *Arrange for advances *Arrange for collection of flight tickets *Prepare itinerary *On return of Cluster Manager complete and submit approved subsistence and travel form to the relevant section at the Directorate: Financial Management *Drafting and typing of letters. Memorandums and submissions

		<p>*Confirmation letters and faxes of attendance at meetings, conferences, workshops, etc. *Drafting of acting memos and sending out copies to inform the Department of the Acting Cluster Manager *Drafting of Acknowledgement letters *Drafting of Memos and submissions *Filing system for Cluster Manager documents *Ensure an efficient filing system for the Cluster Manager *Management of Cluster Manager's diary *Arrange appointments and meetings with Departmental officials, Public Service and Private Sector *Daily compare Cluster Manager's and Secretary's diaries *Other administrative tasks as may be assigned by the Cluster Manager.</p>
<u>ENQUIRIES</u>	:	Ms C de Groot at tel. (012) 312 0460.
<u>CLOSING DATE</u>	:	1 July 2008 (Applications received after the closing date will not be considered).
<u>POST 24/16</u>	:	<p><u>SENIOR TRANSPORT CLERK GRADE III (2 POSTS) (REFERENCE NUMBER NDOH 85/2008)</u></p> <p>Cluster: Financial Management. Directorate: Supply Chain Management <i>(These posts are advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for these posts).</i></p>
<u>SALARY</u>	:	R85 362 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>*Senior Certificate (Grade 12) with Maths or Accounting as a fully passed subject or equivalent qualification *At least three (3) years experience on Accounts *At least two (2) years experience in Journalising Tax Invoices to their respective cost centers and Reconciliation of accounts *Sound knowledge of PPPFA, PFMA, BAS, Treasury Regulations and Supply Chain Management principles *Contract Management *Knowledge of and experience in Transport Management *Numeracy *Good interpersonal relations *Good communication skills (verbal and written) Good planning and organizational skills *Computer literacy (MS Word, Access, Excel) *Ability to work as part of a team, provide guidance to sub-ordinates and to work under pressure *A valid code 08 (Code B) driver's licence.</p>
<u>DUTIES</u>	:	<p>*Confirm bookings via In-house fleet service provider and give feedback to clients through reservation numbers *Enquiries regarding bookings, both In-house fleet service provider and In-house travel agent *Sort bookings in alphabetical order – Fleet Service Provider and Travel Agent *Sort requisitions to invoices as a preparation for journalising *Inspections of pool vehicles, license disks, fuel cards and regular checking in and out of pool vehicles *Arrange the cleaning of vehicles *Capture bookings online (issue and return of pool vehicles) *Scan fleet bookings for office reference *Assist with the preparation of journalising which goes through before payment, preparation and capturing of payment *Liaise with both line functionaries and stakeholders in Transport section.</p>
<u>ENQUIRIES</u>	:	Mr Jest Mahlangu at tel (012) 312-3086 (cell phone no 082 784 8597).
<u>CLOSING DATE</u>	:	7 July 2008 (Applications received after the closing date will not be considered).
<u>POST 24/17</u>	:	<p><u>SENIOR ADMINISTRATION CLERK GRADE III (REF.NDOH. 88/2008)</u></p> <p>Cluster: Occupational Health: Directorate: Medical Bureau for Occupational Diseases</p> <p><i>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i></p>
<u>SALARY</u>	:	R85 362 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Senior Certificate (grade 12) or equivalent qualification. Knowledge of Occupational Diseases in Mines and Works Act 78 of 1973. Minimum of three years experience in general office administration including filing and record keeping. Good organizational and planning skills. Ability to

work under pressure. Good understanding of the Performance Management and Development System. Supervisory skills will be regarded as an added advantage.

DUTIES : *Verifying applications received to ascertain whether there are previous records or not *Request the files of the re-submitted application and open files for the newly submitted applications *Handle bookings for the clients who request for examinations *Retrieve and return files requested by the different sections *Capture personal information of the clients in the Mineworkers Compensation System *Prepare files to be presented to the Certification committee *Capture findings of the Certification committee and generate the certificate thereof *Handle enquiries of the clients concerning the outcome of their applications *Handle deferred applications by the Certification committee and the Medical doctors *Supervise and assist the junior colleagues in doing their work.

ENQUIRIES : Mr SS Masilela at tel. (011) 403 6322.

CLOSING DATE : 14 July 2008 (Applications received after the closing date will not be considered).

POST 24/18 : **SENIOR ACCOUNTING CLERK GRADE II (REFERENCE NUMBER NDOH 84/2008)**

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

SALARY : R68 955 per annum (plus competitive benefits)

CENTRE : Pretoria.

REQUIREMENTS : *Senior Certificate (Grade 12) with accounting as a passed subject or equivalent qualification *At least two (2) years experience in a government salary office *Extensive working experience on the Persal system *Computer literacy *Good communication skills (written and verbal) *Valid code 08 (Code B) driver's licence will be an added advantage.

DUTIES : *Handling inter-departmental claims resulting from transfers to and from departments *Finalize all transactions relating to transfers to and from departments *Instate salary deductions *Compile BAS payments with regard to bond instalments *Distribute and monitor return of payroll certificates *Clear salary disallowance account, salary reversal control account, claims recoverable accounts, salary deduction disallowance account and salary tax debt account *Calculate leave gratuity, long service awards, leave without pay, salary differences and tax *Capture appointment and payment of casual workers and committee members *Finalise service terminations *Determine departmental debt resulting from transfers and resignations by issuing debt route forms.

ENQUIRIES : Mr E J Tshabangu at tel (012) 312-3270.

CLOSING DATE : 7 July 2008 (Applications received after the closing date will not be considered).

POST 24/19 : **SENIOR MEDICINES ADMINISTRATION SUPPORT CLERK GRADE II (REFERENCE NUMBER NDOH 87/2008)**

Cluster: Medicines Regulatory Affairs. Directorate: Operations and Administration

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

SALARY : R68 955 per annum (plus competitive benefits)

CENTRE : Pretoria

REQUIREMENTS : *Senior Certificate (Grade 12) or equivalent qualification *Basic knowledge and experience in office administration *Good communication skills (written and verbal) *Good interpersonal relations *Good planning and organizational skills *Computer literacy *Ability to work independently *Accuracy and correctness.

<u>DUTIES</u>	:	*Receive new applications for the registration of medicines *Unpack new application boxes *Process new applications *Capture information/data received on database *Send documents to MCO to allocate to specific evaluators for evaluation *Dispatch documents to specific evaluators with "Fast Track" clearly marked and check receipt by evaluators *Arrange with courier services for dispatching documents *Send MRF documents to registry for filing *Assist with other administrative duties as requested by supervisor.
<u>ENQUIRIES</u>	:	Ms Veronica Mbatsana (012) 312-0320.
<u>CLOSING DATE</u>	:	7 July 2008 (Applications received after the closing date will not be considered).
<u>POST 24/20</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I (REFERENCE NUMBER NDOH 86/2008)</u> Cluster: Medicines Regulatory Affairs. Directorate: Operations and Administration <i>This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</i>
<u>SALARY</u>	:	R58 290 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *Experience in general office administration *Experience in a financial environment *Ability to work independently and efficiently *Good interpersonal relations *Good communication skills (written and verbal) *Good planning and organisational skills *Computer literacy.
<u>DUTIES</u>	:	*Receive and process all incoming fees for the Cluster: Medicines Regulatory Affairs, namely: Screening, Application, Evaluation, Rescheduling, Package insert amendments, Licensing, Amendments, Inspection, Clinical Trials and Section 21 *Receive and process all Medicines Control Council and Committee members' claims *Control Medicines Control Council and Expert Committee members' claims *Capture data regarding incoming fees *Capture data regarding Medicines Control Council and Expert Committee members' claims *Issue claim report per evaluator and Council member *Perform any other applicable duties as requested by supervisor.
<u>ENQUIRIES</u>	:	Ms Ursula Botes at tel (012) 312-0282.
<u>CLOSING DATE</u>	:	7 July 2008 (Applications received after the closing date will not be considered).

DEPARTMENT OF HOUSING

APPLICATIONS : The Director-General, Department of Housing, Private Bag x644, Pretoria, 0001

FOR ATTENTION : Mr D Sekwane

CLOSING DATE : 30 June 2008

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful. No Faxed Or E-Mailed Applications Will Be Accepted. "It will be expected from the selected candidates to be available for interviews on a date, time and place as determined by the Department of Housing" Applicants must note that further checks will be conducted once they are shortlisted and that their appointments is subjected to positive outcomes on these checks, which include security clearance, qualification verification and criminal records"

OTHER POSTS

POST 24/21 : **DEPUTY DIRECTOR: GRANT FINANCIAL MONITORING**
REFERENCE: DOH/140/2008
 Directorate: Grant Management

SALARY : R311 358 (all inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma in Finance/ Cost and Management Accounting or an appropriate Bachelor's Degree. Previous experience in financial management and compliance environment will be an added advantage. The following will serve as strong recommendations: Advanced knowledge of government financial management frameworks such as the Division of Revenue Act, the Public Finance Management Act, Treasury Regulations and other relevant legislation • Strong leadership skills • Good communication skills (written and verbal) • Ability to interact at executive level • Computer literacy in MS Word, Excel and PowerPoint • Analytical and problem solving abilities • Strong attention to detail • Ability to work in a team and under pressure • Willingness to work beyond working hours.

DUTIES : The successful candidate will be responsible for • Managing the analysis of the provincial cash flow projections and business plans and their annual financial statements. • Monitor spending on the grant in relation to grant allocations and projections • Liaising regularly with external stakeholders, particularly provinces and extensive travelling. Administration of the Sub-Directorate including attention to audit queries.

ENQUIRIES : Ms LR Mapheto Tel: (012) 421-1609

POST 24/22 : **SENIOR SECRETARY GRADE IV REFERENCE: DOH/141/2008**
 Directorate: Grant Management

SALARY : R106 335 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Senior Certificate (or equivalent qualification) with typing as a fully passed subject or any Typing qualification/ training which will enable the relevant person to perform the duties attached to the post. Appropriate experience, computer literacy with an excellent working understanding of MS Word, MS Excel and MS Powerpoint, the ability to work under pressure, good

interpersonal, organisational and communication skills are additional requirements. Knowledge of government financial management frameworks such as DORA and PFMA will be an advantage.

DUTIES

: The successful candidate will be responsible for: • Managing correspondence with stakeholders telephonically and in writing • Processing transport and accommodation claims • Making arrangements for travel and accommodation • Report writing (minutes of meetings) and editing documents • Maintaining the filing system.

ENQUIRIES

: Ms LR Mapheto, Tel: (012) 421-1609

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA**

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.

OTHER POSTS

POST 24/23 : **ASSISTANT DIRECTOR: COMPETENCY DEVELOPMENT REF: 08/214/HR**

SALARY : R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Human Resources or equivalent qualification; Three to five years relevant experience; Knowledge of legislation impacting on skills development and regulations on Education and Training, bodies and structures that deal with training and development; Knowledge of the National Skills Development Strategy; Knowledge of Human resources issues and policies. Skills and competencies: Good communication (verbal and written)skills; Interpersonal skills; Research and analytical skills; Planning and organizing skills; Computer literacy; Negotiation skills; Valid driver's license.

DUTIES : Conduct skills audit to determine skills shortages and priorities; Collate and compile Workplace Skills Plan and the Annual Training Report; Facilitate the implementation of the Workplace Skills plan; Research Human Resources best practices; Monitor and Evaluate the effectiveness of training interventions; Regional visits; Develop training manuals; Develop and maintain systems related to Skills Development; Compile statistics for statutory reports.

ENQUIRIES : Ms K Ngomani ☎ (012) 357 8661

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 : 30 June 2008

NOTE : Preference will be given to African, Coloured, Indian Females

<u>POST 24/24</u>	:	<u>ASSISTANT DIRECTOR (COURT MANAGER) REF: 08/VA51/NW</u>
<u>SALARY</u>	:	R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mankwe Magistrate Court – North West.
<u>REQUIREMENTS</u>	:	A three year bachelor degree/ diploma in Administration or equivalent tertiary qualification; At least three years' managerial or supervisory experience; A valid drivers' licence; The following will serve as a strong recommendation: Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA; Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written);
<u>DUTIES</u>	:	Coordinate and manage the financial and human resources of the office; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms. W Jacobs at ☎ (018) 389 8348.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/25</u>	:	<u>SENIOR LAW RESEARCHER (1 POST) REF: NC/111/08</u>
<u>SALARY</u>	:	R196 815 – R228 482 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Kimberley
<u>REQUIREMENTS</u>	:	An appropriate four year legal degree or equivalent qualification; Three to five years experience in the legal environment; Valid driver's license; Computer literacy; Report writing skills; Research and analytical skills; Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail.
<u>DUTIES</u>	:	Conduct legal research as may be required from time to time by the courts; Perform <i>quasi</i> judicial functions; Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing any court related work requested to improve the efficiency of the courts; Conduct all research as required by the Judge President's Office; Supervise all Junior Law Researchers.
<u>POST 24/26</u>	:	<u>LAW RESEARCHER (1 POST) REF: NC/110/08</u>
<u>SALARY</u>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Kimberley
<u>REQUIREMENTS</u>	:	An appropriate four year legal degree or equivalent qualification; Three to five years experience in the legal environment; Valid driver's license; Computer literacy; Report writing skills; Research and analytical skills; Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail.
<u>DUTIES</u>	:	Conduct legal research as may be required from time to time by the courts; Perform <i>quasi</i> judicial functions; Monitor and bring to the attention of judiciary new developments in law and jurisprudence; Performing any court related work requested to improve the efficiency of the courts; Conduct all research as required by the Judge President's Office.

<u>ENQUIRIES</u>	:	Ms C Cader ☎ (053) 839 0031.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>NOTE</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 24/27</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION – RE-ADVERTISEMENT REF: NC/09/08</u>
<u>SALARY</u>	:	R157 686 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	Relevant three year qualification in Public/Business Administration; Knowledge and understanding of Project Management; National Archive Act, PFMA and Treasury Regulations and other legislation that regulates Transport Management and National Department of Transport policies and procedures; Knowledge of any experience in travel management, At least five years' experience at supervisory level and a valid and unendorsed driver's licence. Skills and Competencies : Problem-solving and decision-making skills; Excellent report-writing and presentation skills; Effective communication, analytical and programme/project management abilities; computer literacy and conflict management.
<u>DUTIES</u>	:	Provide strategic direction for the Unit, manage the development and monitor the implementation of the general support policies and procedures; Manage the development and maintenance of a Records Management System for the Regional Office; Manage the development and maintenance of a comprehensive training programme on Records Management,; Monitor the management of contracts entered between the Regional Office and service providers in relation to cleaning, catering and records management; Manage the provision of general support services including: cleaning, catering, bulk photocopying, library, typing services and registry; Manage and monitor the provision of strategic and administrative support to the Auxiliary Support Services Section in Regional office and the Region; Provide support and liaison with Courts and National office offices on general support related issues; Manage the development and implementation of policies to regulate transport services; Manage the development and implementation of the DoJ & CD Regional Fleet Management Strategy; Manage travel services; Manage the implementation of the Subsidised Motor Transport Scheme Policy; Manage the utilisation of the DoJ & CD pool vehicles; Monitor the use, maintenance, submission and processing of log sheets for both pool and subsidised vehicles.
<u>ENQUIRIES</u>	:	Ms C Cader @ (053) 839 0000 (31)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR Physical address: Application Box, Seventh Floor, or room 7.50, New Public Building, c/o Knight and stead Street Kimberley
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/28</u>	:	<u>ASSISTANT STATE ATTORNEY/SENIOR ASSISTANT STATE ATTORNEY: LITIGATION REF: 08/216/SA</u>
<u>SALARY</u>	:	Salary to be determined in accordance with experience.
<u>CENTRE</u>	:	State Attorney: Johannesburg
<u>REQUIREMENTS</u>	:	An LLB or four year legal qualification; Admission as an Attorney with Right of appearance in High Court of South Africa; 2 - 8 years appropriate Litigation experience; Valid drivers license Skills and Competencies: Computer literacy; Strategic and conceptual orientation;

		Strong communication skills with the ability to motivate and direct people; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail
<u>DUTIES</u>	:	Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other tribunals; Furnish legal advice and opinions; Give effect to the Strategic Plan; Avoid prescription and default judgments; Provide supervision and training to other professional staff; Maintain record of work performed
<u>ENQUIRIES</u>	:	Ms M Magane ☎ (012) 315 1165
<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>	:	30 June 2008
<u>NOTE</u>	:	Preference will be given to Coloured and Indian Males and Coloured, Indian and White Females
<u>POST 24/29</u>	:	<u>ASSISTANT STATE ATTORNEY/ SENIOR ASSISTANT STATE ATTORNEY: CONVEYANCING REF: 08/206 SA</u>
<u>SALARY</u>	:	Salary to be determined in accordance with experience
<u>CENTRE</u>	:	State Attorney, Johannesburg
<u>REQUIREMENTS</u>	:	An LLB or four year legal qualification; Admission as an Attorney with Right of appearance in High Court of South Africa; 2 – 8 years appropriate Conveyancing experience; Valid driver's license. Skills and Competencies: Computer literacy; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Drawing of Deeds (Conveyancing posts); Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other tribunals; Furnish legal advice and opinions; Give effect to the Strategic Plan. Avoid prescription and default judgments; Provide supervision and training to other professional staff; Maintain record of work performance.
<u>ENQUIRIES</u>	:	Ms M Magane ☎ 012 315 1164
<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>	:	30 June 2008
<u>NOTE</u>	:	Preference will be given to Coloured and Indian Males and Coloured, Indian and White Females
<u>POST 24/30</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: INTERNATIONAL RELATIONS REF: 08/ 215/DG</u>
<u>SALARY</u>	:	Salary to be determined in accordance with experience.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An LLB degree or four year legal qualification; At least 5 years relevant experience; Knowledge of the South African Legal System as well as the application of International Law; A valid driver's license. Skills and Competencies: Problem solving and analytical skills; Negotiation skills; Good interpersonal and communication skills (written and verbal); Computer literacy; Report writing and research skills; Strategic and tactful; Facilitation and presentation; Project management skills; Creative and innovative; Financial management.
<u>DUTIES</u>	:	Interact with international bodies, such as the United Nations, the African Union, Southern African Development Community and the International Criminal Court; Liaise with the Department of Foreign Affairs (and other government departments) as well as South African

Foreign Missions on international legal matters; Handle criminal and civil matters at bilateral and multilateral (international) levels, including the negotiation and conclusion of extradition and mutual legal assistance in criminal and civil matters treaties (also declarations and resolutions on criminal matters); Handle human rights matters at bilateral and multilateral (international) levels, including the negotiation of human rights treaties, declarations and resolutions as well as the writing of country reports on these instruments; Handle requests for extradition, mutual legal assistance in criminal and civil matters, service of process and rogatory commissions; Coordinate technical assistance to foreign states and international regional organizations; Prepare Cabinet memoranda, explanatory memoranda of Parliament and President Minutes for signing and ratification of treaties as well as the processing of other related legal matters.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Xundu ☎(012) 315 1781
	:	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>	:	30 June 2008
<u>POST 24/31</u>	:	<u>ADMINISTRATIVE OFFICER (REF: 08/27/KZN)</u> (Readvertisedment)
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Richmond
<u>REQUIREMENTS</u>	:	An Bachelor's degree or equivalent qualification plus three years relevant experience in office and District Administration; Knowledge of the PFMA, DFI,BAS, JYP and other applicable legislation; Knowledge of Human Resources, Asset and Facilities and Risk Management; Recommendations: A valid driver's licence code EB. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Good interpersonal relations; Able to work independently and accurately under pressure; Organizational and problem solving skills; Customer orientation; Proven Managerial and Leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability to interpret and apply policy; Attention to detail.
<u>DUTIES</u>	:	Exercise control over administrative duties rendered by court support staff; General supervision of clerical staff and formal disciplinary matters; Manage quarterly assessments according to the Performance System; Compile statistics to show performance and trends; Draft memoranda, submissions and reports; Handle correspondence; Render advice and assistance on various administrative matters; Check diverse documents and work performance by co-workers for completion and correctness; Assist with overseeing other administrative sections within the establishment and branch courts; Document management and maintaining of prescripts and records related to the functions of the Department / various sections in the court; Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office; Implement departmental policies; Compile and submit returns and collate cluster returns; Co-ordinate, manage and administer support services to the judiciary, prosecution and other court users.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs P.Z. Pienaar ☎ (031) 907 3955
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<u>CLOSING DATE</u>	:	07 July 2008
<u>POST 24/32</u>	:	<u>ADMINISTRATIVE OFFICER: (1 POST) REF 08/170/GP</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate, Alberton
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification; Sound knowledge of Human Resource Management, Financial Management., Budget control, Asset and facility Management, Supply Chain Management, Extensive knowledge and Risk Management, Extensive knowledge of the PFMA, DFI, BAS and JYP, A valid driver's license Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Public Management skills, Managerial and problem solving skills; Leadership and organizational skills; Good interpersonal skills; Customer orientation; Ability to interpret and apply policy; Ability to work under pressure as well as to work independently; Attention to detail.
<u>DUTIES</u>	:	Exercise control over duties related to Domestic Violence Act, Maintenance Act, Provisioning Administration, Cash Hall (Monies in Trust, Criminal and Civil sections, and General Services; Render efficient and effective support to the courts; General supervision of clerical staff, Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Check diverse documents for completion and correctness, document management and maintaining of prescripts and records related to the functions of the Department; Facilitate training and development of personnel; Formal disciplinary matters; Manage the performance Management in the office; Render advice\assistance on a wide spectrum of matters; Control and maintain the Assets and Accommodation of the Department; Any other duties that may be necessary to ensure the smooth-running of the office
<u>ENQUIRIES</u>	:	Mr. L Tshibalo ☎ (011) 907 8910
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	04 July 2008
<u>POST 24/33</u>	:	<u>CHIEF ACCOUNTING CLERK: REF: NC/106/08</u>
<u>SALARY</u>	:	R106 335 – R124 866 per annum. (The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	:	Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	A three year degree/diploma or equivalent qualification and two years experience in financial matters; Grade 12 and 10 years experience in financial matters; Knowledge of financial prescripts used in the Department; Basic Accounting; Driver's licence; Good communication (verbal and written); Computer literacy (MS Word, Windows and Excel); Ability to work under pressure; Good interpersonal relations.
<u>DUTIES</u>	:	Receive and register Trust Account reconciliation sheets; Handle telephonic and written queries in the Region; Assist offices telephonically regarding the balancing of Trust Accounts; Train officers in the Region i.r.o. Trust Accounts (telephonically or person to person); Keep Trust Account sub-files for each office; Ensure proper usage of resources and assets in the Region; Conduct office visits for verifying financial transactions of Vote and Trust Accounts; Conduct unscheduled office visits for investigation of losses, persistent financial problems, etc. and write reports; Check monthly Trust account bank reconciliation of sub-offices.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/34</u>	:	<u>ADMINISTRATIVE OFFICER - RE-ADVERT REF: NC/81/08</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Keimoes

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification and two years experience in Office and District Administration and the Departmental Financial Management systems. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/35</u>	:	<u>CHIEF ACCOUNTING CLERK REF: NC/106/08</u>
<u>SALARY</u>	:	R106 335 – R124 866 per annum. (The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	:	Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	A three year degree/diploma or equivalent qualification and two years experience in financial matters; or Grade 12 and 10 years experience in financial matters; Knowledge of financial prescripts used in the Department; Basic Accounting; Driver's licence; Good communication (verbal and written); Computer literacy (MS Word, Windows and Excel); Ability to work under pressure; Good interpersonal relations.
<u>DUTIES</u>	:	Receive and register Trust Account reconciliation sheets; Handle telephonic and written queries in the Region; Assist offices telephonically regarding the balancing of Trust Accounts; Train officers in the Region i.r.o. Trust Accounts (telephonically or person to person); Keep Trust Account sub-files for each office; Ensure proper usage of resources and assets in the Region; Conduct office visits for verifying financial transactions of Vote and Trust Accounts; Conduct unscheduled office visits for investigation of losses, persistent financial problems, etc. and write reports; Check monthly Trust account bank reconciliation of sub-offices.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>POST 24/36</u>	:	<u>ADMINISTRATIVE OFFICER - RE-ADVERT REF: NC/81/08</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Keimoes
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification and four years experience OR Grade 12 and ten years administrative experience in Office and District Administration and the Departmental Financial Management systems. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Control documents; Draft correspondence with members of the public, other organizations and other state departments ;Render advice/assistance on a wide spectrum of matters within occupational

		class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>NOTE</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 24/37</u>	:	<u>MAINTENANCE OFFICER REF: NC/104/08</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Upington
<u>REQUIREMENTS</u>	:	An appropriate legal qualification (B.Iuris, B.Proc or LLB) Proficiency in at least two official languages. Skills and Competencies: Computer literacy (Ms Office); Excellent communication skills (Written and verbal); Numeracy skills ;Ability to: work with the public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressured environment; facilitate communication between people with Maintenance disputes.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>POST 24/38</u>	:	<u>CHIEF ADMINISTRATION CLERK: (1 POST) REF 08/172/GP</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Boksburg
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification or Grade 12 certificate with ten years experience; Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; Sound knowledge of Human Resources, Financial, Asset and Risk Management; , A valid driver's license will serve as an advantage Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.
<u>DUTIES</u>	:	Render efficient and effective support to the courts, Maintain discipline and resolve complaints and Grievances; Manage the Performance Management System in the Office; Draft memoranda, submission and reports; Control utilization and maintain the assets and accommodation of the office.
<u>ENQUIRIES</u>	:	Ms. L Bezuidenhout ☎ (011) 917 9620/6
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	04 July 2008

<u>POST 24/39</u>	:	<u>MAINTENANCE OFFICER REF: NC/104/08</u>
<u>SALARY</u>	:	R81 201 – R198 402 per annum (Salary to be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Officer: Upington
<u>REQUIREMENTS</u>	:	LLB or four year legal qualification plus 0 – 8 year's appropriate post qualification legal experience; Proficiency in at least two official languages. Skills and Competencies: Computer literacy (Ms Office); Excellent communication skills (Written and verbal); Numeracy skills ;Ability to: work with the public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressured environment; facilitate communication between people with Maintenance disputes.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/40</u>	:	<u>COURT INTERPRETER: (4 POSTS) REF 08/173/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 Alberton
<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, Xhosa, Zulu, SeSotho, Tshivhenda, Shangaan, Sepedi, Setswana, IsiSwati and Isindebele. (Candidates who speak a combination of eleven official languages will be considered).. 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. L Tshibalo ☎ (011) 907 8910
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	04 July 2008
<u>POST 24/41</u>	:	<u>COURT INTERPRETER: (1 POST) REF 08/175/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>	:	High Court 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, Xhosa, Zulu, SeSotho, Tshivhenda, IsiTsonga,

		Sepedi, Setswana, IsiSwati and Isindebele. (Candidates who speak a combination of eleven official languages will be considered).. 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>	:	Ms. Janse Van Rensburg ☎ (012) 315 7711
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	04 July 2008
<u>POST 24/42</u>	:	<u>SENIOR ACCOUNTING CLERK: (3 POSTS) REF 08/176/GP</u> (2 Posts at JYP Section, 1 Post at System and Account Section)
<u>SALARY</u>	:	R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years experience. Skills and Competencies: Computer literacy; Communication skills (verbal and written); Good interpersonal relations; Ability to work under pressure and be self-motivated; Organizational skills; Previous JYP/BAS/Persal experience will be an added advantage
<u>DUTIES</u>	:	JYP Section: Capture supplier and new items on JYP; Link supplier and items; Evaluate Request for Quotations; Provide monthly statistics for work done; Perform ad hoc tasks from time to time. System and Account Section: Capture subsistence and transport claims on Persal; Capture sundry payment advices on BAS; Ensure that acknowledgement of receipt is received for subsistence and transport claims paid on Persal; Perform ad hoc tasks from time to time.
<u>ENQUIRIES</u>	:	Mr. A Moodley ☎ (011) 331 0440
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	04 July 2008
<u>POST 24/43</u>	:	<u>SENIOR ADMINISTRATION CLERKS: 16 POSTS - 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 08/177/gp (4 posts) Magistrate Atteridgeville, Ref 08/178/gp (2 posts) Magistrate Benoni, Ref 08/179/gp (2 posts) Magistrate Boksburg Ref, 08/180/gp (3 posts) Magistrate Pretoria, Ref 08/181/gp (2 posts) Magistrate Nigel, Ref 08/182/gp (2 posts) Magistrate Pretoria North, Ref 08/183/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 Atteridgeville: Mr TC Nhlapo ☎ (012) 373 0011 Benoni: Ms TE Mashalaba ☎ (011) 746 7600 Boksburg: Ms. L Bezuidenhout ☎ (011) 917 9620/6 Pretoria: Ms. M Ballakistan ☎ (012) 319 4035

		Nigel: Mr. NL Mphahlele ☎ (011) 814 8261 Pretoria North: Ms. J Ngobeni ☎ (012) 521 1000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	04 July 2008
<u>POST 24/44</u>	:	<u>ADMINISTRATION CLERK (DCRS)</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Barkly West (2) Ref: NC/45/08; Windsorton (1) Ref: NC/108/08; Britstown (1) Ref: NC/47/08; Calvinia (1) Ref: NC/48/08; Carnarvon (1) Ref: NC/49/08; Colesberg (2) Ref: NC/50/08; De Aar (4) Ref: NC/51/08; Douglas (2) Ref: NC/52/08; Fraserburg (1) Ref: NC/53/08; Garies (1) Ref: NC/54/08; Griekwastad (2) Ref: NC/55/08; Groblershoop (1) Ref: NC/56/08; Hanover (1) Ref: NC/57/08; Hartswater (2) Ref: NC/58/08; Hopetown (1) Ref: NC/59/08; Jan Kempdorp (1) Ref: NC/60/08; Kakamas (2) Ref: NC/61/08; Kathu (2) Ref: NC/62/08; Keimoes (1) Ref: NC/63/08; Kenhardt (1) Ref: NC/64/08; Kimberley (14) Ref: NC/65/08; Kuruman (2) Ref: NC/66/08; Noupoot (1) Ref: NC/67/08; Olifantshoek (1) Ref: NC/68/08; Philipstown (1) Ref: NC/69/08; Pofadder (1) Ref: NC/70/08; Port Nolloth (1) Ref: NC/71/08; Prieska (1) Ref: NC/72/08; Richmond (1) Ref: NC/73/08; Springbok (3) Ref: NC/74/08; Sutherland (1) Ref: NC/75/08; Sutherland (1) Ref: NC/75/08; Upington (11) Ref: NC/76/08; Victoria West (1) Ref: NC/77/08; Warrenton (1) Ref: NC/78/08; Williston (1) Ref: NC/79/08; Kimberley High Court (5) Ref: NC/80/08.
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification and at least one (1) year administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration. Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<u>DUTIES</u>	:	Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<u>ENQUIRIES</u>	:	Mr. J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>NOTE</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 24/45</u>	:	<u>DATA TYPIST: BUDGETS, ACCOUNTS AND SYSTEMS REF: NC/105/08</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with typing as a fully passed subject and 1 to 2 years relevant experience. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Good organizing skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Enter data into a computer from a source document; Communicate by means of a keyboard and the prescribed codes with the computer in order to capture data; Enter incoming source documents in a register; Ensure all work has been done and test-punched by comparing computer prints with entries in the register.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>POST 24/46</u>	:	<u>ADMINISTRATION CLERK (DCRS)</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Barkly West (2) Ref: NC/45/08; Windsorton (1) Ref: NC/108/08; Britstown (1) Ref: NC/47/08; Calvinia (1) Ref: NC/48/08; Carnarvon (1) Ref: NC/49/08; Colesberg (2) Ref: NC/50/08; De Aar (4) Ref: NC/51/08; Douglas (2) Ref: NC/52/08; Fraserburg (1) Ref: NC/53/08; Garies (1) Ref: NC/54/08; Griekwastad (2) Ref: NC/55/08; Groblershoop (1) Ref: NC/56/08; Hanover (1) Ref: NC/57/08; Hartswater (2) Ref: NC/58/08; Hopetown (1) Ref: NC/59/08; Jan Kempdorp (1) Ref: NC/60/08; Kakamas (2) Ref: NC/61/08; Kathu (2) Ref: NC/62/08; Keimoes (1) Ref: NC/63/08; Kenhardt (1) Ref: NC/64/08; Kimberley (14) Ref: NC/65/08; Kuruman (2) Ref: NC/66/08; Noupoot (1) Ref: NC/67/08; Olifantshoek (1) Ref: NC/68/08; Philipstown (1) Ref: NC/69/08; Pofadder (1) Ref: NC/70/08; Port Nolloth (1) Ref: NC/71/08; Prieska (1) Ref: NC/72/08; Richmond (1) Ref: NC/73/08; Springbok (3) Ref: NC/74/08; Sutherland (1) Ref: NC/75/08; Upington (11) Ref: NC/76/08; Victoria West (1) Ref: NC/77/08; Warrenton (1) Ref: NC/78/08; Williston (1) Ref: NC/79/08; Kimberley High Court (5) Ref: NC/80/08.
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification and at least one (1) year administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration. Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<u>DUTIES</u>	:	Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<u>ENQUIRIES</u>	:	Mr. J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	30 June 2008
<u>NOTE</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 24/47</u>	:	<u>SENIOR ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRES</u>	:	Carnarvon (1 POST) REF: NC/100/08 Kimberley (1 POST) REF: NC/101/08 Kuruman (1 POST) REF: NC/102/08 Upington (2 POSTS) REF: NC/103/08 Sutherland (1 POST) - RE-ADVERT REF: NC/107/08
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; One to Two years administrative experience. Skills and Competencies: Excellent Communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail. Computer literacy (MS Word; Problem solving
<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>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/48</u>	:	<u>DATA TYPIST: BUDGETS, ACCOUNTS AND SYSTEMS REF: NC/105/08</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with typing as a fully passed subject and 1 to 2 years relevant experience; Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Good organizing skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Enter data into a computer from a source document; Communicate by means of a keyboard and the prescribed codes with the computer in order to capture data; Enter incoming source documents in a register; Ensure all work has been done and test-punched by comparing computer prints with entries in the register.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/49</u>	:	<u>SENIOR TYPIST: (2 POSTS) REF 08/171/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>	:	Family Advocate Office, Johannesburg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Type reports; General correspondence; Answer telephone and take messages; other administrative duties.
<u>ENQUIRIES</u>	:	Ms. B Van Der Merwe ☎ (011) 333 3724
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	04 June 2008
<u>POST 24/50</u>	:	<u>SENIOR ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRES</u>	:	Carnarvon (1 Post) REF: NC/100/08 Kimberley (1 Post) REF: NC/101/08 Kuruman (1 Post) REF: NC/102/08 Upington (2 Posts) REF: NC/103/08 Sutherland (1 Post) - Re-Advert Ref: NC/107/08
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; One to Two years administrative experience. Skills and Competencies: Excellent Communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail. Computer literacy (MS Word; Problem solving

<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>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>NOTE</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 24/51</u>	:	<u>ADMINISTRATION CLERK (DCRS)</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Barkly West (2) Ref: NC/45/08; Windsorton (1) Ref: NC/108/08; Britstown (1) Ref: NC/47/08; Calvinia (1) Ref: NC/48/08; Carnarvon (1) Ref: NC/49/08; Colesberg (2) Ref: NC/50/08; De Aar (4) Ref: NC/51/08; Douglas (2) Ref: NC/52/08; Fraserburg (1) Ref: NC/53/08; Garies (1) Ref: NC/54/08; Griekwastad (2) Ref: NC/55/08; Groblershoop (1) Ref: NC/56/08; Hanover (1) Ref: NC/57/08; Hartswater (2) Ref: NC/58/08; Hopetown (1) Ref: NC/59/08; Jan Kempdorp (1) Ref: NC/60/08; Kakamas (2) Ref: NC/61/08; Kathu (2) Ref: NC/62/08; Keimoes (1) Ref: NC/63/08; Kenhardt (1) Ref: NC/64/08; Kimberley (14) Ref: NC/65/08; Kuruman (2) Ref: NC/66/08; Noupoot (1) Ref: NC/67/08; Olifantshoek (1) Ref: NC/68/08; Philipstown (1) Ref: NC/69/08; Pofadder (1) Ref: NC/70/08; Port Nolloth (1) Ref: NC/71/08; Prieska (1) Ref: NC/72/08; Richmond (1) Ref: NC/73/08; Springbok (3) Ref: NC/74/08; Sutherland (1) Ref: NC/75/08; Upington (11) Ref: NC/76/08; Victoria West (1) Ref: NC/77/08; Warrenton (1) Ref: NC/78/08; Williston (1) Ref: NC/79/08; Kimberley High Court (5) Ref: NC/80/08.
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification and at least one (1) year administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration. Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<u>DUTIES</u>	:	Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<u>ENQUIRIES</u>	:	Mr. J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	20 June 2008
<u>NOTE</u>	:	If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 24/52</u>	:	<u>ADMINISTRATION CLERK: JUDICIAL AND STATUTORY APPOINTMENT REF: 08/219/CS</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years relevant experience; Experience in working on the PERSAL system and/or attendance of PERSAL courses. Skills and Competencies: Computer literacy (MS

	Office and PERSAL); Communication (written and verbal) skills; Administrative skills; Financial skills.
<u>DUTIES</u>	: Appointment of permanent and acting judges: Memoranda and letters are prepared. Information is entered in a register and entered on the PERSAL system. A file is opened and specific information is requested. Certificates have to be prepared. Roll of advocates: Information is entered into an electronic register as well as a filing system. Certificates have to be prepared. Statistics and enquiries: Statistics of all work done must be kept. Enquiries regarding all work must be dealt with. Finance must be assisted with overpayments, late payments, etc. Appointment of Senior Council: Certificates and letters have to be prepared. Information is entered in a register. Handle all matters regarding benefits of judges.
<u>ENQUIRY APPLICATIONS</u>	: Ms Mosima Kganyago ☎ (012) 315 1844 : 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>	: 30 June 2008
<u>NOTE</u>	: Preference will be given to Coloured/Indian males.
<u>POST 24/53</u>	: <u>USHER MESSENGER: (2 POSTS) REF 08/169/GP</u>
<u>SALARY</u>	: R43 245 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: High Court, Johannesburg : Adult Basic Education and Training Course Level 4\Grade 9; Two years appropriate knowledge and experience; The ability to read and write; A driver's license Code 8 will be serve as an advantage.
<u>DUTIES</u>	: Escort Judges to court; Achieve the necessary silence and call people in court attention when the Judge enters or leave court room; Be present in court during the session; Hand exhibits to the Judge for examination; Make copies of court rolls and circulate according to distribution list; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of Judges' vehicles.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. D Mngomezulu ☎ (011) 332 8000 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	: 14 July 2008
<u>POST 24/54</u>	: <u>MESSENGER (1 POST) REF 08/174/GP</u>
<u>SALARY</u>	: R43 244 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Magistrate Johannesburg : 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.
<u>DUTIES</u>	: Collect and deliver post\parcels at the post office; Collect and deliver stationery\documents; photocopy official documents;
<u>ENQUIRIES APPLICATIONS</u>	: Mr. BA Gwabeni ☎ (011) 491 5000 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	: 04 July 2008

DEPARTMENT OF LAND AFFAIRS

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 22 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 24/55** : **ITC SPECIALIST (REFERENCE: S8/3/2008/713)**
Directorate: Security Management Service
- SALARY** : R369 000 per annum (all inclusive package to be structured in accordance with the rules for mms)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year Diploma/Degree in Information Technology (IT), Electronics or Communications security with atleast five (5) years experience in IT and/or Telecommunication security environment
*Understanding of relevant ICT security legislations, regulations and directives
*Sound knowledge of ISO-17799, CoBIT and ITIL standards
*A good understanding of security products, solutions and best practices
*Project management experience and problem solving skills are required to conduct risk management, threat and risk assessments, option analysis, investigations of breaches of ICT security and manage emergency situations
*Experience in computer and network intrusion detection, firewalls, viruses and masking techniques
*Knowledge of Communication Security (COMSEC), Cryptographic security (CRYPTOSEC), Emission security (EMSEC), Network Security (NETSEC) and Transmission Security (TRANSEC)
*Training and presentation skills
*The CISSP (Certified Information System Security Professional) will serve as an added advantage.
- DUTIES** : Establish and implement Information Communication and Technology (ICT) Security policy, procedures and standards, Conduct regular liaison with relevant components (e.g Information Technology etc) to ensure proper implementation of ICT security systems and processes, Develop and implement an Information Security Strategy and Roadmap, Assist with design and architecture of security solutions
*Provide risk and

technical guidance during ICT systems development (SDLC) and projects, Coordinate computer Forensic Investigations, Conduct ICT security investigations and maintain database of all breaches of security, Develop and conduct *ICT security training and awareness programmes, Conduct site inspections and audits (appraisals) to ensure compliance with ICT security policy, procedures and standards and monitor/evaluate implementation of recommendations, Conduct regular liaison with the relevant state security organs for advice, assistance and information on appropriate ICT security systems and measures *Conduct Threat Risk Assessment (TRA) on ICT security systems and ensure proper Certification and Accreditation (C&A) of procure software and hardware products and services, Conduct security related Research and Development, Business Continuity Planning and Informatics Disaster Recovery studies and advice accordingly

<u>NOTE</u>	:	White, Indian and Coloured males and females are encouraged to apply
<u>POST 24/56</u>	:	<u>DEPUTY DIRECTOR: PERSONAL ASSISTANT (REFERENCE: S8/3/2008/707)</u> Office Of The Chief Land Claims Commissioner
<u>SALARY</u>	:	R311 358 per annum (All inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/diploma or equivalent qualification from a recognised tertiary institution. * Extensive experience in management/executive support. * Strong verbal and written communication skills coupled with good interpersonal relations. * Above average computer knowledge specifically Ms Word, PowerPoint, Excel and etc. * Strong administrative, organisational and general office management skills, event/function management skills as well as any other functions deemed necessary at the time of employment. * Willingness to travel and work outside normal working hours. * A valid driver's licence will be a strong recommendation.
<u>DUTIES</u>	:	The successful candidate will be responsible for setting up systems to co-ordinate the flow of correspondence between offices in order to track and monitor tasks. * Managing the diary of the Deputy Chief Land Claims Commissioner, i.e. planning the diary and ensuring that meetings are confirmed and well co-ordinated. * Accepting and declining invitations. * Drafting responses to correspondence and follow-up issues on his/her behalf to ensure that matters are handled. * Handle transport arrangements, visa, accommodation, tickets and S&T, etc. * Co-ordinate special activities such as interviews, workshops, etc. * Ensure that the preparation of documentation, speeches and reports of meetings are done. * Ensure that administrative matters in the office of the Deputy Chief Land Claims Commissioner are handled. * Respond to telephonic and other enquiries and refer them to the relevant officials and make follow-up on actions taken. * Assist the Deputy Chief Land Claims Commissioner with personal matters so that he can concentrate on more pressing issues in the Commission. * Ensure the smooth functioning of the office and uphold a positive image of the Commission as a statutory body charged with the task of driving restitution.
<u>POST 24/57</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SERVICE (REFERENCE: S8/3/2008/708)</u> Office Of The Chief Land Claims Commissioner
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate completed Bachelor's degree from an accredited institution plus two years' relevant experience. * Thorough knowledge of land reform. * Sound knowledge and understanding of the Restitution of Land Rights Act and other land reform legislation. * Sound knowledge and understanding of the Promotion of Access to Information Act and the Promotion of Administrative Justice Act. * Problem solving and

		analytical skills. * Writing skills. * Administrative, organisational and management skills. * Assertive, highly innovative and the ability to work under pressure. * Willingness to travel. * A Code 08 driver's licence.
<u>DUTIES</u>	:	Maintain a link between Commission, the Ministry and Parliament, ensuring that all parliamentary obligations are adequately fulfilled by the Department. * Manage the flow of parliamentary and ministerial enquiries on behalf of the Commission. * Analyse all enquiries and route to relevant sources for information. * Compile and finalise enquiries correctly and adequately and within specified time frames; direct disposals as well as written and oral replies within specified time frames. * Manage all enquiries received by the Commission in terms of the Promotion of Access to Information Act in line with the requirements of that legislation and work closely with the Legal Directorate in terms of these processes. * Liaise with parliamentary officials of the Department on behalf of the Commission, to ensure adherence to all parliamentary requirements within the given timeframes, including liaison with all relevant officials to ensure correct and timely submission of information, reports, documentation and any other business. * Co-operate with and provide assistance.
<u>POST 24/58</u>	:	<u>SENIOR VETTING INVESTIGATOR (3 POSTS) (REFERENCE: S8/3/2008/705)</u> Directorate: Security Management Service
<u>SALARY</u>	:	R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of NQF6 or B degree (or equivalent) in Social Science related areas. * 3-5 year's investigation experience. * Knowledge to interpret policies, investigation risk analysis and ability to work independently. * Willingness to travel extensively. * Competencies Computer skills (Ms Word, Power point, Excel). * Communication skills, Analysis skills, Liaison skills, Investigation skills, Interviewing skills and Report writing skills.
<u>DUTIES</u>	:	Analyze, research and evaluate all vetting related information. * Assist in the development, implementation and maintenance of investigation operating procedures. * Provide advice and guidance on the interpretation and application of legislation, policies and procedures. * Liaise regularly with National Intelligence Agency, South African Police Services, National Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. * Compile and submit reports to management and National Intelligence Agency on all vetting files and reports completed on a regular basis. * Conduct Security Clearance guided by National Intelligence Agency and its statutory mandate as required. * Investigate non-compliance and make recommendations to the Director on an on-going basis. * Support investigations in various cases of corruption and submit recommendation on enforcement for prosecution. * Conduct personnel vetting awareness programmes to officials in the Department. * Interview referees for collection of information for vetting purposes. * Conduct pre-employment security screening of employment candidates and service providers according to policy. * Identify personnel security risks and advise management. * Ensure safe custody and protection of the vetting records through the Minimum Information Security Standards (MISS)
<u>NOTE</u>	:	White, Indian and Coloured males and females are encouraged to apply
<u>POST 24/59</u>	:	<u>SECURITY INVESTIGATION OFFICER (REFERENCE: S8/3/2008/714)</u> Directorate: Security Management Service
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant three year Diploma/Degree in Law Enforcement profession *At least five (10) years experience in investigation of corporate crimes

		i.e Theft, Fraud etc *Through knowledge of legislations relating to corporate crime investigation *Skills in gathering of evidence and presenting such evidence before the courts (where necessary) *Computer literacy and report writing skills *Willingness to travel extensively, even at short notice *Code eight (8) driver's licence.
<u>DUTIES</u>	:	Investigate all security breaches that occurred in the Department *Liaise with SAPS and other relevant stakeholders *Preserve and maintain evidence *Ensure completion and regular updating of investigative diary *Establish security breaches database *Open security breaches investigative files *Communicate all investigate findings to Loss Control Committee to recover the losses suffered by the Department *Notifies and work with the Legal Services to build case against offenders *Prepares, submits and maintains security breaches reports
<u>NOTE</u>	:	White, Indian and Coloured males and females are encouraged to apply
<u>POST 24/60</u>	:	<u>CHIEF SECURITY OFFICER (REFERENCE: S8/3/2008/703)</u> Directorate: Security Management Service <i>This is a re-advertisement, White, Indian and Coloured males and females are encouraged to apply.</i>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Certificate in Security Supervisory Management or equivalent. * Grade B PSIRA Registered. * Two years security supervisory experience. * Knowledge of disaster management plan. * Knowledge of Occupational Health and Safety Act. * Knowledge of control room procedure (CCTV surveillance systems). * Knowledge of criminal procedure Act. * Knowledge of Minimum Information Security Standards document. * Computer literate. * Interpersonal relations. * Communication skills. * Supervisory skills. * Investigation skills. * Report writing skills. * Valid code 08 driver's license. * Willingness to travel.
<u>DUTIES</u>	:	Assist in the implementation of contingency plan. * Assist in managing contract Security Service Providers contracted to the Department at Gauteng Offices. * Conduct preliminary investigations for Security Breaches at Gauteng Offices. * Ensure the implementation of security operational Procedures. * Manage security guarding services in Gauteng. Develop the workplans of the Subordinates. * Manage the performance appraisal of the Subordinates. * Identify and coordinate the training and development of the Subordinates. * Supervise the control room duties and activities on daily basis
<u>POST 24/61</u>	:	<u>SENIOR SECRETARY (REFERENCE: S8/3/2008/709)</u> Office Of The Chief Land Claims Commissioner
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with Secretarial Diploma, or equivalent qualification. *Extensive experience in secretarial or office administration. * Experience in using Microsoft packages such as Word, Excel, PowerPoint ant etc. * Ability to work independently and without direct and constant supervision. * Ability to work under pressure. * Good interpersonal/human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients. * Good verbal and written communication skills. * Creative, innovative, flexible and highly motivated.
<u>DUTIES</u>	:	Provide effective secretarial and administrative support. * Answer and screen incoming telephone calls, as well as making calls, including managing and updating of contact lists. * Maintain diary, travel arrangements and appointments, confirming venues, equipment requirements, documentation, parking, refreshments etc and coordinating arrangements pertaining to visitors. * Ensure the smooth running and management of the filing system. * Receive visitors and control office environment, including the provision of tea and refreshments. * Complete S & T claim forms, and make follow-up on

payments. * Provide professional document management and typing, including the faxing, photocopying and dispatching of documentation. * Perform all general secretarial duties that may be assigned to him/her.

<u>POST 24/62</u>	:	<u>SENIOR SECURITY OFFICER (REFERENCE: S8/3/2008/711)</u> Directorate: Security Management Service
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Matric and/or equivalent certificate. * Grade B SIRA certificate with two (2) years experience in the security field. * A valid driver's licence is essential. * Understanding of MISS document. * Criminal Procedure Acts. * Control of Access to Public Premises and Vehicle Act and other security disciplines. * Report writing skills. * Communication skills and problem solving skills.
<u>DUTIES</u>	:	Supervise all Security Officers as Shift leader. * Execute access control in terms of Act 53 of 1985. * Perform security surveillance and monitoring duties in the control room. * Ensure the implementation of security regulations, directives and policies. * Report security breaches and conduct preliminary investigations. * Check proper functioning of all security equipments and facilities. * Escort visitors on the premises where applicable. * Conduct inspections at all DLA buildings at Pretoria. * Maintain proper record keeping (all security registers). * Handling and controlling of fire arms and ammunition. * Assist Chief Security Officer to consolidate monthly reports.
<u>NOTE</u>	:	White, Indian and Coloured males and females are encouraged to apply
<u>POST 24/63</u>	:	<u>SENIOR REGISTRY CLERK (REFERENCE: S8/3/2008/710)</u> Office Of The Chief Land Claims Commissioner
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. * At least 3 years working experience in information management environment. * Database capturing experience. * Excellent written and verbal communication skills. * Ability to present statistics and related information. * Computer literacy; MS Excel, MS Word, MS PowerPoint, MS Access. Recommendation * Experience in working with the restitution of land rights processes.
<u>DUTIES</u>	:	Ongoing accessing, capturing and verification of information on Excel spreadsheet workbooks with regards to all claims approved for settlement. * Compilation of commitment spreadsheets in respect of awards. * Facilitation of logistical arrangements for sessions of Information Management Forum. * Updating and centralised custody of paper copy statistics files of the IMU
<u>NOTE</u>	:	Short-listed candidates will be expected to also do a pc competency test

ANNEXURE I

DEPARTMENT OF MINERALS AND ENERGY

APPLICATIONS : The Director-General, Department of Minerals and Energy, Private Bag X 59, Pretoria, 0001

FOR ATTENTION : Mr H Marakalala / Mr Isaiah Tshabalala

CLOSING DATE : 27 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. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 24/64 : **ADMINISTRATIVE OFFICER**

SALARY : R106 335 per annum,

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A National Diploma/Degree in Logistics/ Supply Chain or related field with relevant clerical administration experience. PLUS the following key competencies: **Knowledge of**: • Public finance management ACT • Treasury Regulations TR • SCM Framework Logis system controller **Skills**: • Computer literacy • Financial skills, problem solving • Reporting skills **Communication**: • Able to communicate at all levels • Good communication verbal and written **Creativity**: • Self driven, innovative and self confident. • Ability to work under pressure. • Ability to work in a team.

DUTIES : KRA's: • Oversee the processing of orders. Approve/authorise purchase requisition, orders and procurement advices. Create new suppliers on the system. Monitor and report on the purchasing of goods and services. Follow-up of outstanding purchases requisitions, orders and procurement advices (Signatures by responsibility manager, batch e.t.c.) Supervise and develop staff

ENQUIRIES : Mr BS Maluleka ☎012 3178034

POST 24/65 : **ADMINISTRATIVE OFFICER**

SALARY : R106 335 per annum,

CENTRE : Head Office

REQUIREMENTS : A National Diploma in Administration with relevant Administration experience PLUS the following key competencies: **Knowledge of**: • Knowledge of legislation, policies and work processes within area of responsibility • Licensing process and control measures **Skills**: • Computer skills • Organisational skills • Interpersonal skills • Communication Skills • Ability to interpret and apply legislation, policies, prescripts, etc. • Numeric skills • Writing skills (especially regarding report writing) • Supervisory skills **Creativity**: • Decision making. • Information evaluation • Analytical thinker • Creativity. **Personal Attributes**: Accuracy • Integrity. • Honesty • Good human relations. • Reliability

DUTIES : KRA's: • Follow-up on enquiries with regard to applications and documents from the regional offices and external clients • Ensure effective management in terms of outstanding documents within the component • Provide an efficient support service in association with relevant directorates • Render administration assistance with regard to Licence applications. Ensure effective management in terms of outstanding documents

ENQUIRIES : Mr Z Mavuso ☎012 317 8651

<u>POST 24/66</u>	:	<u>ADMINISTRATIVE OFFICER</u>
<u>SALARY</u>	:	R106 335 per annum,
<u>CENTRE</u>	:	All Regional Offices: • Gauteng (Braamfontein) • Kwazulu-Natala (Durban) Western Cape (Cape Town) • Mpumalanga (Witbank) • North-West (Klerksdorp) • Eastern Cape (Port Elizabeth) • Limpopo (Polokwane) • Free State (Welkom) • Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	ND/Degree in Office Administration with relevant experience in office administration or PA/Secretary. PLUS the following key competencies: <ul style="list-style-type: none"> ☑ Knowledge of: • Basic Knowledge of legislation (Energy, PFMA, Public Service) • Corporate Services (HR, Finance, IT) • Document management • Computer Skills ☑ Skills : • Computer skills (MS word, excel, etc). • Organisational skills • Interpersonal skills • Communication Skills • Management Skills • Numeric skills ☑ Creativity: • Friendly • Professional, proactive • Attention to detail • Ability to follow procedures • Information Evaluation • Decision Making • Creativity • Analytical thinker ☑ Personal Attributes: • Accuracy • Integrity • Well organized.
<u>DUTIES</u>	:	KRA's: • Record, distribute, keep track of and file documents and/or internal/external Communication • Arrange venues, workshops/seminars and take minutes where required • Administer all payments and claims of the Directorate. • Support the manager with the administration of the budget • Provide an efficient support service in association with relevant Directorates in terms of Human Resource Management, Financial Administration, Procurement and Asset Management • Provide secretarial/receptionist support to the manager • Render logistical support to the Regional Director with regard to the Petroleum • Products Amendment Act and administer the process of financial provision collection.
<u>ENQUIRIES</u>	:	Mr Z Mavuso ☎ 012 317 8651

NATIONAL TREASURY

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.igr@treasury.gov.za. Applications can also be faxed to (012) 315 5557

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 24/67 : **SENIOR FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS**
REFERENCE NUMBER: S098/2008
Division: Corporate Services

SALARY : R157 686 – R228 492 per annum
CENTRE : Pretoria
REQUIREMENTS :
• A diploma or equivalent qualification in Financial Management / Accounting • At least 3 years' experience in and sound knowledge of budgets and financial management • Sound knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations • Knowledge of and in-depth experience in utilising financial systems, such as BAS (Basic Accounting System) and PERSAL • Computer literacy with sound knowledge of the full MS Office • Well developed monitoring skills with the ability to develop and maintain information systems • Ability to work cooperatively and successfully in a team • Proven leadership skills with the ability to develop and mentor subordinates

DUTIES : It would be expected from the candidate to: • Monitor the department's annual budget • Assist in compiling the internal budget of the National Treasury • Develop, maintain and implement appropriate budgeting systems to ensure effective, efficient and economical management of financial resources for the National Treasury • Ensure compliance with the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations • Assist with strategic and operational financial matters in the budget section.

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5557.

CLOSING DATE : 25 June 2008 at 12:00

POST 24/68 : **SENIOR FINANCIAL ADMINISTRATION SPECIALIST: PERSONNEL**
REMUNERATION REFERENCE NUMBER: S099/2008
Division: Corporate Services

SALARY : R157 686 per annum
CENTRE : Pretoria
REQUIREMENTS :
• A diploma or equivalent qualification in Financial Management / Accounting • At least 3 years' experience in and sound knowledge of personnel remuneration and financial management • Sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and applicable Tax legislation • Knowledge of and in-depth experience in utilising financial systems, such as BAS (Basic Accounting System) and PERSAL • Computer literacy with sound knowledge of the full MS Office. • Well developed monitoring skills with the ability to develop and maintain information systems • Ability to work cooperatively and successfully in a team • Proven leadership skills with the ability to develop and mentor subordinates.

DUTIES : It would be expected from the candidate to: • Ensure efficient, effective and economic performance of the payroll; debtors management and

subsistence and travel functions • Assist with duties of salary controller on the PERSAL system • Supervise all staff in the Personnel Remuneration and Debtor Management section • Ensure compliance with the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations • Assist with strategic and operational financial matters in the Personnel Remuneration and Debtor Management section.

CLOSING DATE : 25 June 2008 at 12:00

POST 24/69 : **FINANCIAL ADMINISTRATION SPECIALIST: PERSONNEL REMUNERATION REFERENCE NUMBER: S100/2008**
Division: Corporate Services

SALARY : R132 054 per annum
CENTRE : Pretoria

REQUIREMENTS : • A diploma or equivalent qualification in Financial Management / Accounting • Experience in and sound knowledge of personnel remuneration, payroll and debtors management • Sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and applicable Tax legislation • Knowledge of and in-depth experience in utilising financial systems, such as BAS (Basic Accounting System) and PERSAL • Computer literacy with sound knowledge of the full MS Office. • Good oral and verbal communication skills • Ability to work cooperatively and successfully in a team • Willingness to take action and well developed monitoring skills with the ability to develop and maintain information systems

DUTIES : It would be expected from the candidate to: • Efficiently and effectively process accounting transactions relating to the Department's payroll (deductions and allowances) • Distribute payrolls and schedules • Account for and administer amounts owed to the Department (debtors management) • Process subsistence and travel advances and claims payable to staff • Administer service terminations (resignations and transfers) • Ensure that tax is deducted from service providers / consultants • Monitor and ensure that amounts allocated to control / suspense accounts are cleared and reconciled on a timely basis • Prepare monthly and annual reports pertaining to personnel remuneration as required may be required.

CLOSING DATE : 25 June 2008 at 12:00

POST 24/70 : **FINANCIAL ADMINISTRATION SPECIALIST: ASSET MANAGEMENT REFERENCE NUMBER: S094/2008**
Division: Corporate Services

SALARY : R132 054 per annum
CENTRE : Pretoria

REQUIREMENTS : • A diploma or equivalent qualification in Financial Management / Accounting • Extensive experience in asset management, policy development and internal controls • Sound knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations • Proven knowledge of general asset management policies, business processes and practices • Knowledge of and experience in utilising financial and logistic systems, such as LOGIS and BAS (Basic Accounting System) • Computer literacy with sound knowledge of the full MS Office suite • Valid Drivers' licence Code B or 08 • Well developed monitoring skills with the ability to develop and maintain information systems • Ability to work cooperatively and successfully in a team

DUTIES : It would be expected from the candidate to: • Properly account for departmental assets in the asset register • Dispose of redundant or obsolete assets • Verify the existence of all departmental assets • Assist with the development and implementation of asset related strategies, policies and procedures • Ensure compliance with the provisions of all related statutes, regulations and frameworks, ie PFMA, Treasury Regulations and Generally Recognised Accounting Practice

CLOSING DATE : 25 June 2008 at 12:00

<u>POST 24/71</u>	:	<u>SENIOR FINANCIAL ADMINISTRATION OFFICER: RDP AND NRF</u> <u>REFERENCE NUMBER: S104/2008</u> Division: Office of the Accountant-General
<u>SALARY</u>	:	R132 054 – R196 815 per annum
<u>CENTRE</u>	:	Pretoria
<u>CLOSING DATE</u>	:	20 June 2008
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> • A three year post-matric qualification with Accountancy • Experience in Account reconciliation and compilation • Planning and organising, quality orientation, oral and written communication, creativity and innovation, action orientation, interpersonal sensitivity, flexibility, resilience and personal motivation • Computer literacy in all Microsoft and Accounting packages • A good understanding of Government's accounting and requirements of donor community.
<u>DUTIES</u>	:	It would be expected from the candidate to: <ul style="list-style-type: none"> • Manage the RDP and NRF Funds • Record and reconcile all transactions on the Funds' accounting system for investments • Transfer donations and request for funds request for Funds • Account for investments (General ledger reports) • Maintain code structure • Liaise with various stakeholders • Compile Annual Financial Statements and publish monthly reports • Manage the auditors and audit process • Assist in order sections when required.
<u>CLOSING DATE</u>	:	25 June 2008 at 12:00
<u>POST 24/72</u>	:	<u>SENIOR ECONOMIST REFERENCE NUMBER: S115/2008</u> Division: Intergovernmental Relations
<u>SALARY</u>	:	R157 686 per annum (excluding benefit)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> • A degree / diploma in Accounting / Finance and /or Economics • Proven experience in analysing budgets and financial reports, report writing, and monitoring and evaluation • Computer literate with knowledge of the full MS Office Suite • In depth knowledge of and experience in legislative and regulatory framework, e.g. the Constitution, Public Service Act, Basic Conditions of Employment act, Labour Relations Act, Public Service Act and Regulations and all relevant local government legislation • Good communication and analytical skills are essential
<u>DUTIES</u>	:	It would be expected from the candidate to: <ul style="list-style-type: none"> • Assist non- delegated municipalities with the coordination of their budget preparation processes and ensure alignment with the Municipal Finance Management Act (MFMA) • Monitor financial and service delivery trends with regard to municipal budgets and expenditure, and assist in ensuring timely submission of National Treasury documents such as municipal budgets, Integrated Development Plans, service delivery and budget implementation plans, performance management plans and annual reports • Assist with intergovernmental coordination • Assist with the performance of cross-cutting responsibilities
<u>CLOSING DATE</u>	:	23 June 2008 at 12:00
<u>POST 24/73</u>	:	<u>EXECUTIVE SECRETARY: EXPENDITURE PLANNING REFERENCE</u> <u>NUMBER: S116/2008</u> Division: Budget Office
<u>SALARY</u>	:	R106 335 per annum (excluding benefit)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> • A Senior Certificate • 3-5 years' relevant experience • Computer literate with knowledge of the full MS Office Suite • Experience in formatting MS Word documents will be an advantage • Excellent organisational and planning skills • Good verbal and written communication skills, resilience and interpersonal sensitivity • Knowledge of the procurement and administrative processes within Government will be an added advantage

DUTIES

: It would be expected from the candidate to: • Assist with management and formatting processes relating to the production of the Estimates of National Expenditure and other publications, and the Medium Term Expenditure Committee and in-year budget processes • Provide a secretarial support service: answer and screen telephone calls, maintain the managers' diaries, manage travel arrangements, procure supplies, arrange meetings (venue, equipment, documentation, refreshments etc), coordinate arrangements pertaining to visitors, manage events and workshops • Ensure and coordinate fast and efficient handling of all correspondence: file and manage documents, manage the filing system, generate correspondence, do the general dispatch work, record all incoming and outgoing documents, manage the electronic document tracking system • Prepare documents, do all typing, faxing and photocopying, and take minutes in meetings

CLOSING DATE

: 27 June 2008 at 12:00

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X 121, Pretoria, 0001.
- FOR ATTENTION** : Ms MAY West
- CLOSING DATE** : 30 June 2008
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and *certified* copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to a competency assessment test and successful candidate will undergo security clearance.

OTHER POST

- POST 23/74** : **DEPUTY DIRECTOR: LABOUR RELATIONS, DISPUTES AND LITIGATION (REF: DD/LRDL/06/08)**
- SALARY** : R369 000 per annum (This remuneration package consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of applicable rules. The flexible portion can be structured for a 13th cheque, home owner allowance, medical aid, an optional car allowance and both vacation and sick leave, as well as study leave).
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal candidate profile: An appropriate recognised Bachelors degree, or equivalent qualification, in Law, Administration or Labour Law. Extensive experience in the field of Human Resources, and specifically Labour Relations in the Public Service with specific reference to the handling of grievances and disputes. Applied knowledge of the Public Service's regulatory framework pertaining to labour relations and human resource management, financial management and the competency to provide legal advice in these areas. Knowledge of litigation processes and the competency to provide legal advice in respect thereof. Experience in applied research on labour relations, including specifically proven skills in monitoring, evaluation and report-writing. Proven presentation skills. Computer literacy, with specific emphasis on MS Word, MS Excel, MS PowerPoint and MS Outlook. A valid code 08 driver's license.
- DUTIES** : Investigation of grievances and making recommendations to departments. Monitoring and evaluating the capacity and ability of departments to implement recommendations made by the Public Service Commission. Conduct research on and keep abreast of the latest developments in legislation, rules and trends in labour relations and human resources, in general and in respect of the Public Service in particular. Monitor and evaluate the application of labour relations principles in national and provincial departments, with special emphasis on grievance handling. Provide legal support to the Public Service Commission and its Office. Assist in implementing projects, making recommendations and drafting reports. Participate in cross-functional investigations of the PSC. Assist in managing the financial and human resources of the Directorate.

ENQUIRIES

: For administrative enquiries, please contact Mr. S Chibi on tel. (012) 352 1141.
For detailed post enquiries please contact Ms. A Pool at tel. (012) 352 1202

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : Submit applications to The Directorate: Human Resources, Private Bag X 15, Hatfield 0028, or 1090 Infotech Building, cnr Arcadia and Hilda Streets, Hatfield.
- CLOSING DATE** : 27 June 2008
- NOTE** : Applications should be submitted on form Z83 (available from any state department) and be accompanied by a concise CV. Applicants may be subjected to a competency assessment test. The person appointed to this position will be subjected to security clearance. People with all types of disabilities are encouraged to apply.

OTHER POST

- POST 24/75** : **DEPUTY DIRECTOR: INTERNAL AUDIT**
- SALARY** : R369 000 (all inclusive package) per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year B. Degree/equivalent qualification with Accounting and Auditing as majors, CIA will be an advantage, 1 year Management or Supervisory level and 3yrs experience in the Internal Audit field plus the following key competencies: *Knowledge of* Generally Accepted Auditing Standards and IIA Standards; Accounting and Auditing Standards, Public Service Regulations, Laws and Policies, Public Finance Management Act and Treasury Regulations, Value for money/performance audit, Be able to use Teammate Software. Leadership skills, Interviewing and investigation skill Computer literacy, Analytical skills, excellent verbal and written communication skill, Interact freely with management at all levels
- DUTIES** : The person appointed to this position will be responsible for: Execute the approved three year rolling plan and one year operational plan in line with the Internal Audit methodology. Ensure ongoing compliance with the Institute of Internal Audit Standards. Co-ordinate the Internal Audit Co-source. Coach Internal Auditors and Interns and monitor their performance through ongoing evaluations and attend to their training needs. Attend to the Departments Ad-hoc requests and offer advisory services to Management Ensure compliance to Internal Business processes Offer Secretariat services to the Audit Committee
- ENQUIRIES** : Ms Dorah Mawela, tel. 012 431 1183

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 delivered to 116 Proes Street, Batho Pele House, Pretoria between 07:00am and 17:00pm daily. Please note that no faxed or e-mailed applications will be accepted.

CLOSING DATE : Monday, 30 June 2008

NOTE : Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note 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. 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.

OTHER POST

POST 24/76 : **ASSISTANT DIRECTOR: JOB EVALUATION (Ref: DPSA/00016)**
(This is a re-advertisement, candidates who previously applied for this post Ref 19/74 need not re-apply as their applications will still be considered).

SALARY : R196 815 per annum. Annual Progression up to a maximum salary of R228 492 per annum is possible subject to satisfactory performance.

REQUIREMENTS : An appropriate 3-year degree or equivalent tertiary qualification in Human Resource Management or related fields. Extensive knowledge and experience of Job Evaluation in the Public Service, Equate system and Human Resource practices and policies. Strong verbal and written communication skills, with an ability to communicate at all levels. Policy analysis and development skills. Initiative and ability to think creatively. Good interpersonal skills. Ability to work in a team, plan and execute work of the team. Computer literate (PERSAL, MS Word, MS Excel, MS Outlook).

DUTIES : Development of Human Resource policies, processes and procedures for the department, including the maintenance of the Job Description and Job Evaluation policy for the department. Provide advice and support to management and staff on Human Resource-related matters (with specific emphasis on Job Evaluation). Develop and maintain an appropriate Job Evaluation information management system for the department. Co-ordinate Job Evaluation of all jobs in the department. Provide a secretarial support to the Job Evaluation panels and ensure that jobs are correctly graded on the organizational structure as well as on PERSAL. Facilitate recruitment within the department and participate in cross functional teams.

ENQUIRIES : Ms K Beckers, tel (012) 336 1437.

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: Kone Solutions Response Handling, PO Box 1132, Rivonia 2128, fax: 086 619 1207 or e-mail: response11@konesolutions.co.za (MS Word). Enquiries: Nubia Wymers, tel: (011) 257 8036
- CLOSING DATE** : 27 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

OTHER POSTS

- POST 24/77** : **MANAGER**
Directorate: Research
Branch: Governance, Policy and Research
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R 311 358 per annum
: Pretoria
: A post-graduate qualification in Political Science, Development Studies, Public Administration or Social Sciences, or equivalent four year qualification from a recognised educational institution. *Extensive experience* and knowledge of research methodology, methods to analyse issues and trends pertinent to the mandate of the dplg and the duties attached to the post. *Skills:* Advanced skills in the co-ordination and initiation of research assignments. Comprehensive research and analytical skills, knowledge and experience of the conduction of research and the compilation of research reports (writing skills). Planning and organising, problem-analysis and problem-solving as well as strategic and people management skills. Advance computer competencies. *Communication:* Ability to communicate effectively at all levels - Facilitation and presentation skills
- DUTIES** : The successful candidate will – co-ordinate and conduct research on governance, local government as well as intergovernmental relations, participate in departmental research assignments and render research advice. Liaise with internal as well as external researchers, academics, government agencies and state departments. Advise regarding researched developments in terms of local government and governance. Assume the managerial responsibilities and duties attached to the post.
- ENQUIRIES** : Mr Ando Donkers Tel (012 334 0887)
- POST 24/78** : **MANAGER**
Directorate: Local Government Performance Management System
Branch: Monitoring And Evaluation
This post is being re-advertised. Candidates who previously applied need not re-apply, as their applications will be taken into consideration.
- SALARY CENTRE** : An all-inclusive remuneration package of R311 358 per annum
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate three year degree or equivalent qualification in development planning, public administration or governance and development field with extensive experience in policy processes, government transformation and the new local government system. Exposure to various sector development issues and challenges is essential including public finance and budgeting. PLUS the following key competencies: Knowledge of: South African government system including inter-sphere and cross sector development issues. Integrated development planning and performance management system. Policy development processes and design of support interventions. Government policy on intergovernmental relations, socio-economic development issues and close understanding of various government programmes. Skills: Policy development, implementation, monitoring, evaluation and reporting skills. Managerial and Leadership, negotiating skills will be an advantage. Computer Literacy. Networking, writing and presentation skills. Ability to work in teams. ☐ Communication: Communicate with senior managers at national, provincial and local government level. Communicate with a wide range of experts on intergovernmental planning policy issues. Arrange seminars/workshops and make presentations. Write regular articles and commentaries. Write and submit reports ☐ Creativity: Ability to think laterally.
<u>DUTIES</u>	:	Support the development and implementation of policy and legislative frameworks on performance management for provincial and local government Implement instruments and mechanisms to support and ensure compliance to PMS policy and legislative frameworks by provincial and local government Set up structures and systems nationally to support the implementation of performance management Liaise with dplg partners and networks and nationally to support implementation of PMS Coordinate activities for local government PMS capacity building and hands on support. Develop and review municipal performance reporting systems for the local governments and provincial departments of local government. Monitor and report progress on implementation of LG PMS nationally. Assist with the integration of LG PMS into the overall monitoring, reporting and evaluation system currently being developed in the department.
<u>ENQUIRIES</u>	:	Ms M Mabidilala Tel (012 395 4623/4)
<u>POST 24/79</u>	:	<u>DEPUTY MANAGER: AUDIT COMMITTEE SECRETARIAT</u> Chief Directorate: Internal Audit And Risk Management
<u>SALARY</u>	:	R157 686 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Required for appointment to this position is the following: - An appropriate recognised three-year degree or equivalent qualification coupled with well-developed communication skills (verbal and written). Good knowledge of drafting of minutes, analysis and interpretation of budgets and management of logistics. Ability to work under pressure, meet tight deadlines and target driven. Must be computer literate.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: - Provide administrative support to the Chief Directorate. Administer internal Audit project related matters, keep and maintain proper records of all projects of the Chief Directorate and provide administrative support for ad hoc projects. Maintain updated databases of audit projects for the Chief Directorate. Compile and maintain the Chief Directorate budget and expenditure control. Prepare and distribute Audit Committee packs to members and other stakeholders timeously for Audit Committee meetings, as well as preparatory Audit Committee meetings with the D-G. Draft and distribute Audit Committee minutes to members and other stakeholders timeously. Maintain a register and follow-up the implementation of Audit Committee resolutions. Administer the contracts of Audit Committee members. Handle all logistical arrangements, i.e. venue, refreshments, audio recording, hotel bookings, flight bookings, publications and attendance list.
<u>ENQUIRIES</u>	:	Ms T Randall (012 334 0985)

<u>POST 24/80</u>	:	<u>LIBRARIAN ASSISTANT</u> Branch: Governance, Policy and Research
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum qualification of Matric (Grade 12) is required for the post as well as experience in the: Utilisation of technology in a library/research setting to support users of the Library; Maintenance of appropriate research materials for a government library; Ability to maintain a collection, both print and non-print in a logical and accessible fashion; and Ability to work successfully with library users.
<u>DUTIES</u>	:	The Assistant Librarian is responsible for providing library assistance to the dplg Library users in general and the Branch GPR in particular and maintenance of the Library (Information Centre) and its collections. The major responsibilities and target accomplishments expected of the position are: The administration of the periodicals, newspapers and the dplg publications; The reminding of users about late/loss books (telephonically, email and by formal letter); The controlling of general photocopying service of information; Scanning and faxing; The provisioning of an information service to users; The administration and handling of incoming and outgoing post; The assistance with electronic searches; The controlling of stationary material; and The liaison with other libraries. Assist with the implementation of library and information policies and procedures; Assist with the development and maintenance of library collections; and Perform original cataloguing and classification of print, audio-visual and electronic resources.
<u>ENQUIRIES</u>	:	Ms Tintswalo Shibambu (012) 334 0618

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** : 27 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"

MANAGEMENT ECHELON

- POST 24/81** : **DIRECTOR: COSTING, FINANCIAL FORECASTING AND MODELLING**
Chief Directorate: Financial Planning and Monitoring
- SALARY** : R540 420 – R581 880 p.a. (Commensurate with experience). This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : ☐ An appropriate recognised Bachelors Degree or equivalent qualification in Economics and/or Public Finance PLUS credible experience. ☐ Knowledge of financing and economics in the public sector. ☐ Knowledge of the Public Finance Management Act and related legislation. Competencies needed: ☐ Cost and management accounting skills. ☐ Forecasting and financial modelling skills. ☐ Financial and risk analysis skills. ☐ Capital budgeting skills. ☐ Economic and statistical analysis skills. ☐ Expenditure monitoring and evaluation skills. ☐ Ability to communicate (written and verbal) at different levels. ☐ External and internal networking skills. ☐ Stakeholder liaison skills. ☐ Programme and project management skills. ☐ Financial management skills. ☐ People management and empowerment skills. ☐ Client orientation and customer focus. ☐ Presentation skills. ☐ Strategic planning skills. ☐ Negotiation skills. ☐ Computer literacy.
- DUTIES** : Key Responsibilities: ☐ Ensure that new policies and legislation pertaining to the social development sector are analysed and that financial and fiscal implications are costed. ☐ Manage the development and implementation of a costing model for the services rendered by the Social Development Sector. ☐ Manage the development of service standards, best practices and bench marking mechanisms for financial services rendered by the Social Development Sector. ☐ Manage the design and maintenance of an integrated financial forecasting model to benchmark and monitor the MTEF inputs and allocations for social development, including social assistance grants. ☐ Manage, coordinate and integrate the financial inputs for the social development chapters in

		the Expenditure Review and Inter Government and Fiscal Review documents.
<u>ENQUIRIES</u>	:	Mr C Pakade Tel no: (012) 312-7690
<u>POST 24/82</u>	:	<u>DIRECTOR: CHILDREN AND FAMILIES</u> Chief Directorate: Social Assistance
<u>SALARY</u>	:	R540 429 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate Bachelors Degree or equivalent qualification plus credible experience in policy formulation. <input type="checkbox"/> Sound knowledge of economic research and statistical analysis. Competencies needed: <input type="checkbox"/> Project management skills and experience. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Strong policy development and analytical skills. <input type="checkbox"/> Ability to monitor and evaluate programmes. <input type="checkbox"/> Managerial and organisational skills. <input type="checkbox"/> Strategic planning skills. <input type="checkbox"/> Liaison, communication, negotiation and report writing skills. <input type="checkbox"/> Computer user knowledge and experience. <input type="checkbox"/> Skills in quality assurance. <input type="checkbox"/> Financial management skills. Attributes: <input type="checkbox"/> Good interpersonal relationship. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Innovative and creative. <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Adaptability. <input type="checkbox"/> Confident. <input type="checkbox"/> Compliant. <input type="checkbox"/> self-starter. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Achievement orientated and quality driven.
<u>DUTIES</u>	:	Key responsibilities: <input type="checkbox"/> Monitoring existing social assistance policies to ensure that their objectives are attained. <input type="checkbox"/> Undertaking research to determine the social security needs of children, youth and families, and the social impact of the policies on these beneficiaries. <input type="checkbox"/> Designing policies to respond to the social security needs of children and families. <input type="checkbox"/> Evaluating and reviewing policies and strategies to respond to changed needs or achieve the desired impact. <input type="checkbox"/> Reviewing international best practices with respect to social security provisions to children and families. <input type="checkbox"/> Consulting, collaborating and working jointly with other sections within the Department with respect to social security provision to children and families. <input type="checkbox"/> Liaising and collaborating with other government departments with respect to social security provisions to children and families. <input type="checkbox"/> Consulting and liaising with civil society, stakeholders and the general public with respect to social security provisions to children and families.
<u>ENQUIRIES</u>	:	Mr MT Rakoloti Tel no: (012) 312-7813

OTHER POSTS

<u>POST 24/83</u>	:	<u>PRINCIPAL SOCIAL WORKER: REGISTRAR OF ADOPTIONS</u> Directorate: Adoptions and International Social Services
<u>SALARY</u>	:	R157 686 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> A Bachelors Degree in Social Worker (or equivalent qualification) PLUS credible experience in child adoptions. <input type="checkbox"/> Registration with the SA Council for Social Services Professions. <input type="checkbox"/> Knowledge of the Child Care Act. <input type="checkbox"/> Willingness to travel. Competencies needed: <input type="checkbox"/> Counselling skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Facilitation skills. <input type="checkbox"/> Policy analysis and development skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Interpersonal and liaison skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Ability to work under pressure and to cope with a high work load.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Maintain the adoption register. <input type="checkbox"/> Maintain statistical information. <input type="checkbox"/> Ensure compliance to registration by investigating adoption proceedings and approve adoption orders to be

		registered. □Trace adoptive and biological parents and children given up for adoption as well as provide counselling to all the role-players in adoptions. □Respond to international social services enquiries on adoptions. □Assist with enquiries regarding adoptions from adoptive and biological parents and children given up for adoption and provide professional guidance to social workers and Commissioners of Child Welfare. □Supervise and develop staff within the Unit.
<u>ENQUIRIES</u>	:	Ms KK Rasebitse Tel no (012) 312-7396
<u>POST 24/84</u>	:	<u>LOGISTICS OFFICER</u> Directorate: Information Technology
<u>SALARY</u>	:	R106 335 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree/Diploma in Administration or Public Financial Management or Provisioning Administration, coupled with experience in the procurement of IT products and/or services. □Experience in asset management. □Knowledge of and experience in provisioning administration prescripts. Competencies needed: □Financial management (planning and budgeting) skills. □Project management skills. □Planning and organising skills. □Internal/external networking skills. □Communication and interpersonal skills. □Computer user knowledge and experience. Attributes: □Ability to work under pressure.
<u>DUTIES</u>	:	Key Responsibilities: □Render an IT asset management service to the Directorate: Information Technology to ensure maximum IT internal control. □Develop and implement an effective IT asset management system in terms of asset acquisition, effective utilisation and disposal of obsolete assets. □Develop and implement an effective IT asset management documentation system. □Develop and implement effective measures for IT asset movements. □Design and implement requisition forms. □Scrutinise Programmes' budgets and monitor the expenditure in relation to IT related goods and services with a view to advising all budget holders on their IT budget status and planning for the next financial year. □Plan and execute a physical verification process and facilitate the auditing process.
<u>ENQUIRIES</u>	:	Mr M Manokoana Tel (012) 312-7724
<u>POST 24/85</u>	:	<u>STATE ACCOUNTANT</u> Directorate: Financial Administration
<u>SALARY</u>	:	R106 335 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	□An appropriate Diploma or Bachelors Degree in Accounting or Finance PLUS sufficient experience in Government Financial Administration. □Knowledge and understanding of the PFMA and Treasury Regulations. □Knowledge and understanding of the LOGIS, PERSAL and BAS. Competencies needed: □Planning and organising skills. □Communication (verbal and written) skills. □Problem-solving skills. □Customer relations skills. □Computer literacy. □Analytical skills. □Financial Management Skills. Attributes: □Accurate. □Compliant. □Ability to work under pressure. □Assertiveness. □Disciplined. □Friendly and trustworthy. □Diplomacy. □Ability to work independently and in a team. □Confident. □Persuasive. □Self starter.
<u>DUTIES</u>	:	Key Responsibilities: □Ensure effective and efficient payroll administration. □Clear salary ledger accounts as well as PERSAL exceptions on BAS. □Do tax reconciliation for the Department. □Identify and recover debts owed to the Department. □Collect, reconcile and pay revenue to SARS. □Supervise subordinates and quality assure their work.
<u>ENQUIRIES</u>	:	Ms F Citwa Tel no (012) 312-7896

<u>POST 24/86</u>	:	<u>STATE ACCOUNTANT: BUDGET PLANNING AND MONITORING (NATIONAL)</u>
		Directorate: Budget Planning and Monitoring
<u>SALARY</u>	:	R106 335 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>□ Appropriate degree (or equivalent qualification) in Accounting Plus appropriate experience in budget planning and monitoring.</p> <p>□ Knowledge of the PFMA, Treasury Regulations and other relevant prescripts.</p> <p>□ Knowledge and understanding of expenditure maintenance, financial reporting and monitoring. Competencies needed: □ Communication (written and verbal) skills. □ Planning and organising skills. □ Problem-solving skills. □ Financial management skills. □ Analytical skills. □ Client relations skills. Computer literacy.</p> <p>Attributes: □ Ability to work independently and as part of a team.</p>
<u>DUTIES</u>	:	<p>Key Responsibilities: □ Follow-up, analyse, interpret and report on a monthly and quarterly basis on expenditure trends and supplementary information to be submitted in the prescribed format. □ Follow-up and analyse the monthly and quarterly progress reports to be submitted by National Programme Managers in line with the legislative requirements.</p> <p>□ Provide technical financial administration support and provide assistance to National Programme Managers to facilitate compliance with the reporting requirements set out by the PFMA, Treasury Regulations and related prescripts. □ Assist with logistical arrangements and secretarial functions for financial planning, monitoring and related discussions, workshops and meetings. □ Maintain the comprehensive Social Development Budget and expenditure database.</p> <p>□ Assist with any other related activities as the need may arise.</p>
<u>ENQUIRIES</u>	:	Mr F Esterhuizen Tel no (012)312-7778
<u>POST 24/87</u>	:	<u>SENIOR ACCOUNTING CLERK GRADE III</u>
		Directorate: Financial Administration
<u>SALARY</u>	:	R85 362 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>□ Senior Certificate with Accounting PLUS sufficient experience in Public Sector Finance. □ Knowledge of the PFMA and Treasury Regulations. □ Knowledge and understanding of the PERSAL system. Competencies needed: □ Ability to analyse and interpret financial statements. □ Planning and organising skills. □ Communication (verbal and written) skills. □ Problem-solving skills. □ Presentation skills. □ Customer care skills. □ Computer literacy. □ Analytical skills. □ Financial management Skills. Attributes: □ Accurate. □ Compliant. □ Ability to work under pressure and. □ Adaptable. □ Disciplined. □ Diversity Commitment. □ Friendly and trustworthy. □ Diplomacy. □ Ability to work independently and as part of a team. □ Self-starter. □ Assertive. □ Persuasive.</p>
<u>DUTIES</u>	:	<p>Key Responsibilities: □ Claim amounts from other Departments after transfer of officials and closing of salary file after resignation. □ Clear all debt ledger accounts. □ Manage departmental debt. □ Attend to queries from officials and other stakeholders. □ File the documents. □ Draft correspondence to all debtors.</p>
<u>ENQUIRIES</u>	:	Ms F Citwa Tel no (012)312-7896
<u>POST 24/88</u>	:	<u>SENIOR SECRETARY GRADE III</u>
		Office of the Chief Financial Officer
<u>SALARY</u>	:	R85 362 p.a
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>□ Grade 12 or equivalent Certificate PLUS credible experience in the administrative/secretarial field. □ Candidates on the short list will be required to undergo a computer literacy/typing test and a test to assess written communication skills. Competencies needed: □ Planning and organising skills. □ Ability to interpret directives. □ Interpersonal skills.</p>

☐ Problem solving skills. ☐ Typing skills. ☐ Communication (written and verbal) skills. ☐ Cost consciousness. ☐ Knowledge of document tracking, storage and retrieval. ☐ MS Office Suite. ☐ Knowledge of filing systems. ☐ Telephone etiquette. ☐ Knowledge of provisioning administration prescripts. Personal attributes: ☐ Friendly. ☐ Confident. ☐ Accurate. ☐ Adaptable. ☐ Independent. ☐ Ability to work under pressure and to cope with a high workload.

DUTIES

: Key Responsibilities: ☐ Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. ☐ Receive clients or visitors. ☐ Arrange meetings, workshops and appointments and provide administrative support. ☐ Manage the diary of the senior manager. ☐ Arrange journeys and accommodation and compile and submit subsistence and travel claims. ☐ Scan, manage and draft correspondence, documentation, supporting registers and filing. ☐ Facilitate inputs for parliamentary questions. ☐ Take notes, keep minutes and do typing. ☐ Co-ordinate financial inputs as well as human resource management and human resource development matters. ☐ Act as Chief User Clerk.

ENQUIRIES

: Ms M Robbertze Tel no (012) 312-7332

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. It is the intention to promote representativity in the Public Service through the filling of these positions and the candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference. An indication by candidates in this regard will expedite the processing of applications. If no suitable candidates from the underrepresented groups can be recruited, candidates from the represented groups will be considered.

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

MANAGEMENT ECHELON

POST 24/89 : **DIRECTOR: WATER SERVICES SECTOR DEVELOPMENT**
(5-year contract)

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

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised tertiary qualification. Appropriate working experience at middle management level. Knowledge and experience of water services policy, strategy and legislation and its role in creating an enabling environment for the water services sector to function properly. Proven track record in the South African water sector. A very acute understanding of the water sector and local government environment, including technical, legislative, institutional and financial issues as well as practical challenges faced by local government. Strong organisational and leadership skills. Proven ability to think conceptually and analytically and ability to translate these into legislative, policy and strategic instruments and tools. Proven ability to manage an interdisciplinary team. Enhance people skills. Financial and project management skills. Innovative, strategic and integrated thinking skills. Professionalism. Excellent written and verbal communication skills (including public speaking). Facilitation skills and ability to interact with key stakeholders in the water sectors, national departments, provincial and local governments. A valid driver's licence.

DUTIES : Key Performance Areas: The department is responsible for providing sector guidance, best practice and innovation around the development and management of sustainable water services institutions with focus on the business of Water Services Authorities (WSA) and Water Services Provider (WSP). The incumbent will be responsible for technical assistance and guidance on the institutional arrangements, organisational functioning and business viability of WSA' and WSPs. He/She will manage the following: Regional Water Service Implementation of an institutional reform strategy with a framework for cooperation and decision-making; provision of policy and strategic guidance to assess the technical, legal, financial and social performance of Water Services Institutions with the aim of developing support programmes. Coordinate and lead the development of adequate skills in the water sector; development of a clear framework for stakeholder participation and promoting effective working relations with sector partners; develop and promote models for Public Private Partnerships; research on water services institutions models. Give guidance and report on institutional sustainability and viability; the development of guidelines and tools that will support institutional

sustainability and viability, addressing issues such as financial management, formulae for grant funding and free basic services; investigate the feasibility of various investment models and make recommendations with regards to its application; the development and implementation of capacity building and training strategy, guidelines and tools; and support the Energy and Water Sector Education and Training Authority (EWSETA). The successful candidate will be in charge of a group of departmental professionals and consultant teams.

ENQUIRIES : Mr H Muller Tel (012) 336 6567
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, Zwamdaka 610
CLOSING DATE : 27 June 2008

OTHER POSTS

POST 24/90 : **CHIEF DEPUTY ENGINEER 011154/80123/2**
(Re-advertising)
 Community Water Supply & Sanitation

SALARY : R286 203 p.a
CENTRE : Bloemfontein
REQUIREMENTS : The applicant must be in possession of appropriate recognized degree in Civil Engineer and registered as an Engineer. Knowledge of Water Services Legislations, MIG guidelines and the integrated developed planning process. Experience in management of capital projects. Ability to evaluated feasibility studies and technical reports of capital projects, give recommendations and technical support to the PMU's. Ability to interface the PGDS, ASGISA and other provincial development initiatives. The incumbent should be well versed with the social and political dynamics of the Free State Province. The following will serve as strong recommendations: Project Management, good communication skills, presentation skills, financial management skills, report writing skills, computer literacy and a valid river's license.

DUTIES : Co-ordinate activities in the Technical Planning Support unit. Ensure robust variation control procedures in place on all capital projects. Ensure projects are managed according to Business processes and procedure manual. Evaluating and recommendation of technical reports and feasibility ensure long term sustainability of projects. Co-ordinate inputs of M&E and other data shared in ensuring that such is accurate and inputted in the regional reference framework. Obtain relevant input from team members on management of regional programme including programme scope schedule and cost. Liaise with other team members' e.g ISD, O&M to collectively give inputs and support individual projects to ensure sustainability of projects. Prepare monthly progress reports and attend RPM meetings. Given technical advice and support of municipalities. Attend PMU meetings. Represent the region at IDP reviews and hearing sessions and give inputs to municipalities with regard to water issues as pertaining to IDP process. Represent the regional office in the infrastructure planning and assist with project selection process.

ENQUIRIES : Mr. TP Ntuli, 051-4059000
APPLICATIONS : Chief Director: Free State, Private Bag 528, Bloemfontein, 9300
FOR ATTENTION : Me. M. van Rooyen
CLOSING DATE : 27 June 08

POST 24/91 : **ASSISTANT DIRECTOR: (FREE BASIC SERVICES AND WATER EDUCATION) 194200/80148/1 (E)**

SALARY : R196 815 p.a
CENTRE : Bloemfontein
REQUIREMENTS : Bachelor Degree or equivalent in Social Sciences. Knowledge and understanding of the relevant Acts, policies and guidelines governing the water sector. Networking, report writing, presentation, facilitation

and communication skills are necessary. A valid driver's licence. Computer literacy (MS Package). At least 3 year experience in Water Sector environment, Community Development and/or Local Government Support.

DUTIES : It will be expected of the successful candidate to perform the following duties: *Ensure effective implementation of policies and strategies of the department. *Ensure effective planning and support of sanitation and water programmes. *Ensure the effective implementation of the regulatory (water and sanitation) framework. *Ensure the monitoring and evaluation of all water and sanitation projects. *Guide and support the development and roll out of a functional MIG projects to meet sector targets, KPIs and millennium goals. *Liaise and network with internal and external stakeholders in the Water Sector. *Ensure and oversee the implementation of the water and Sanitation Education and Awareness programmes. *Ensure the provision/implementation of Free Basic Water by Water Services Authorities.

ENQUIRIES FOR ATTENTION APPLICATIONS : Ms. PM Mohapi, 051-6649400
: Me. M. van Rooyen
: Chief Director, Department of Water Affairs and Forestry, Private Bag 528, Bloemfontein, 9300

CLOSING DATE : 27 June 08

POST 24/92 : **CONTROL INDUSTRIAL TECHNICIAN (SURVEY)**

SALARY : R 196 815 per annum
CENTRE : Midmar Dam Office
REQUIREMENTS : An appropriate National Diploma (T or S stream) (Surveying) or equivalent qualification and registration of at least an Engineering Surveyor in terms of section 22 of the Land Surveyors and Technical Surveyors of South Africa Act, 1984 (PLATO). Knowledge, Skills, Training and Competencies Required: *Understanding of Departmental Policies and implementation processes and project management. * In-depth expert knowledge of Survey policies, procedures and practices. Knowledge of Public Service reporting procedures, Acts and Regulations and work environment. *Planning and organising skills. *A clear conceptual understanding of transformation Directorate. * Knowledge and experience within a technical and engineering survey environment. *Interpretation and application of policy i.e. technical, engineering, etc. *Problem solving and analytical thinking skills. *Well developed verbal and written communication skills including the ability to network. *Project management skills. *Motivation skills. *The ideal candidate should demonstrate an interest in technical, engineering and related fields, be a total quality controller and be receptive to ideas and suggestions.

DUTIES : The successful candidate will be responsible for the management of the Survey function in KwaZulu-Natal, which entails the following: Managing of all Survey related projects, Financial Management of the Survey Budget, Managing and organizing of appropriate provisioning and administrative functions and Training with regard to the appropriate survey functions and upgrading of existing human resources.

ENQUIRIES APPLICATIONS : Mr P. Madondo Tel.: 033-2391900
: Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, Midmar Dam, Private Bag X24, Howick, 3290

FOR ATTENTION CLOSING DATE : Mr L. Hlela
: 11 July 2008

POST 24/93 **PERSONAL ASSISTANT TO CHIEF DIRECTOR: FREE STATE (191000/ 801137/1) (JE)**
(Re-advertising)

SALARY : R157 686 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate degree/ diploma or equivalent qualification RVQ 13 coupled with relevant and practical experience and valid driver's licence.

		Knowledge of public service and the general core business of the Department of Water Affairs and Forestry will be an advantage. Excellent administration and organization skills, communication skills, interpersonal skills. Practical hands-on –skills and interpersonal relations. Good sense of client courtesy. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Provide strategic support to the Chief Director. Facilitate stakeholder and interdepartmental relations. Arrange and coordinate meetings and workshops for the Chief Director. Prepare files and documents for meetings. Implement information management system for the office. Manage and handle confidential documents. Implement tracking systems for documents. Liaise with internal and external clients. Prepare submission, presentations and reports.
<u>ENQUIRIES</u>	:	Mr T.P Ntuli (051 405 9000)
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Me. M. van Rooyen
<u>CLOSING DATE</u>	:	27 June 08
<u>POST 24/94</u>	:	<u>SENIOR STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	To be considered for this position, applicants must have an applicable Bachelor's degree preferably in a commercial field (or equivalent certificate / diploma in Financial Management) with a minimum of 2 years appropriate experience in State Finance is required. Candidates must be computer literate and have a sound knowledge of Microsoft Office. A valid driver's license is required. Recommendations: Knowledge of budgeting procedures, Financial Management Systems, Policies and instructions applicable to Financial and Administration Management.
<u>DUTIES</u>	:	The incumbent will: Assist in the Management of the financial procedures Concerning financial planning and budgets. Ensure that records of financial transactions are up to date and correctly allocated. Undertake internal inspections. Liaise with other sections concerning financial matters. Supervision of subordinates.
<u>ENQUIRIES</u>	:	Ms P.V. Mkhize (031) 336 2757
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 24/95</u>	:	<u>SENIOR DEVELOPMENT EXPERT</u>
		Directorate: Institutional Establishment
		Sub-Directorate: Catchment Management
		Kwazulu-Natal Region
<u>SALARY</u>	:	R132 054 per annum.
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year tertiary qualification in the field of Town and Regional Planning, Community Development, Development Studies, Economic, Human, Social or Natural Sciences coupled with two to five years of relevant experience. The appropriate candidate must have extensive knowledge of water related legislation, policies and practices. Must be computer literate. Have an understanding of roles and responsibilities of different spheres of government. An understanding of water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with Traditional Leadership and all other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation,

		policy and strategy. Have a sound understanding of integrated water resource management. A valid driver's licence is essential. Willingness to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.
<u>DUTIES</u>	:	We require a self-motivated and independent individual that must have the ability to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (both commercial and emerging), all spheres of government, Industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resources management. Facilitation, chairing, assist in the establishment, co- ordination and management of Catchment Management Agencies, Catchment Management Fora and Water User Associations within the respective Water Management Areas. Provide support to the Water Conservation and Water Demand Management and the Integrated Water Resource Management Programmes.
<u>ENQUIRIES</u>	:	Mr J.G. Reddy – Tel. (031) 336 2858
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 24/96</u>	:	<u>ARTISAN FOREMAN (ELECTRICAL)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Vanderkloof Dam
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an Electrical Trade Test Certificate in Terms of Section 13(2) of the Manpower Training Act, 1981 as amended * Extensive experience in the trade * A valid Code EB drivers license or higher * Experience in personnel – and workshop management. The following will serve as recommendations: Knowledge and experience on working on electrical switchgear and reticulating systems from 240V to 11 kV. Good communication, interpersonal and organizing skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the maintenance to all electrical equipment on the scheme, this include equipment on dams, related infrastructure, buildings and houses. Planning for all routine and emergency maintenance to equipment. Supervise personnel and do performance evaluations. Other duties include procurement administration and control of tools, equipment and spares required for the execution of duties. The person should be able to work under pressure and extended hours when needed Comply with the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr. A. Coetzee, (053) 664 9400
<u>APPLICATIONS</u>	:	Scheme Manager, Department of Water Affairs & Forestry, Private Bag X 01, Vanderkloof, 8771
<u>FOR ATTENTION</u>	:	Me. L. Radise
<u>CLOSING DATE</u>	:	27 June 08
<u>POST 24/97</u>	:	<u>INDUSTRIAL TECHNICIAN SENIOR (SURVEY)</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Midmar Dam Office
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (T or N stream - Surveying) or equivalent qualification PLUS appropriate experience for appointment to the senior position. The following will be a recommendation (although not essential) : Registration as a Technical Surveyor with the South African Council for Professional Land Surveyors and Technical Surveyors in terms of the Professional Land Surveyors and Technical Surveyors Act of 1984 , (Act 40 of 1984) *
<u>DUTIES</u>	:	Extensive practical experience(at least 3 years) in: Aerial Survey ground control and subsequent accuracy checks on provisional plans. Precise Deflection Surveys of large dams.Engineering Surveys for design and

		construction. Topographical and Cadastral Surveys for earth works. Hydrographic Surveys for capacity determination and processing of echo soundings, Computer literacy with proven computer skills in respect of operating systems, CAD and Survey calculation packages in particular Caddie ,Model Maker, Surpac and MS Office, Hypac and Ashtech solutions.Be fully conversant with G.P.S and other survey equipment. A valid BE drivers license as it will be expected from the successful candidate to travel extensively. A valid skipper's licence category E power driven vessel.
<u>ENQUIRIES</u>	:	Mr D van Rensburg 033-2391900
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, Midmar Dam, Private Bag X24, Howick, 3290
<u>FOR ATTENTION</u>	:	Mr L. Hlela
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 24/98</u>	:	<u>STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma qualification in Finance plus 3 years experience in the financial environment. Skills and Competencies: Extensive knowledge and basic application of PFMA, 1999, Treasury Regulations. Computer literacy (MS Office); Good Communication (written and verbal) skills; Ability to work under pressure to meet prescribed deadlines and acceptance of responsibility, multi-tasked, self driven, result oriented, motivated; Understanding and use of BAS/PERSAL/SAP would be an added advantage.
<u>DUTIES</u>	:	Monitor, analyse and review ledger accounts, Prepare monthly financial reports, Monitor expenditure and analyze expenditure trends. Check and control the reconciliation of suspense accounts and pay over salary deductions to relevant institutions; Clear and report on outstanding balances monthly; Check and authorize payment of salaries, allowances and claims analyze of PERSAL balances; Assist with audits; Act as supervisor of 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.
<u>ENQUIRIES</u>	:	Ms Sewbaran – Tel. (031) 336 2712
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 24/99</u>	:	<u>ARTISAN FOREMAN (MECHANICAL) 011248/80103/1 (T)</u>
<u>SALARY</u>	:	R106 335 p.a
<u>CENTRE</u>	:	Vanderkloof Dam
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Mechanical Trade Test Certificate in Terms of Section 13(2) of the Manpower Training Act, 1981 as amended. Extensive appropriate experience in the trade. A valid Code EB driver license or higher is essential. The following will serve as recommendations: Good knowledge of hydraulics systems, experience on corrosion protection, personnel management and good communication, interpersonal and organisational skills will be added advantage. The candidate must also show the ability to work under pressure and willingness to learn new skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the mechanical maintenance to construction machinery, equipment like pumps, valves, actuators and gearboxes. Corrosion protection of pipes and equipment fit and turn as well as dealing with welding work. Supervise maintenance teams and do personnel management. Comply with the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr. GA Coetzee 053-6649400
<u>FOR ATTENTION</u>	:	Me. L. Radise

<u>APPLICATIONS</u>	:	Scheme Manager, Department of Water Affairs & Forestry, Private Bag X 1, Vanderkloof dam, 8771
<u>CLOSING DATE</u>	:	27 June 08
<u>POST 24/100</u>	:	<u>SENIOR ADMINISTRATIVE CLERKS GRADE III (HR REGISTRY) (4 POSTS) 195500/80150/6-9 (T)</u>
<u>SALARY</u>	:	R85 362 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 with appropriate experience in the administration of HR registry. Candidates must be fully computer literate in all MS Office packages. The candidate must be able to display and possess skills in the filing systems. Proficiency in verbal and written communications, good interpersonal relations. A valid driver's license will serve as a recommendation.
<u>DUTIES</u>	:	To handle and register all incoming and outgoing mail. Open new files and file all HR documentations on the relevant files. Distribution of files to and from the HR registry. The clean up and organizing of HR Archives. Keeping of proper record and reporting on the above. Assist with the recording of Z83 forms received.
<u>ENQUIRIES</u>	:	Ms. ZV Ramatsebe, 051-4059000
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry, P/Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Me. M. van Rooyen
<u>CLOSING DATE</u>	:	27 June 08
<u>POST 24/101</u>	:	<u>GENERAL STORES ASSISTANT WORKING FOR WATER</u>
<u>SALARY</u>	:	R78 428 (all inclusive) per annum
<u>CENTRE</u>	:	Midmar Dam Office
<u>REQUIREMENTS</u>	:	The requirements for appointment to this position is Abet and a literacy level of reading and writing, experience in stores department. Administrative skills and computer literacy will be an added advantage. The competencies required are: knowledge of stocktaking procedures
<u>DUTIES</u>	:	The successful candidate will be responsible for: receiving of stores and controlling of stock, issuing of approved quantities of items and completion of issue vouchers, load and unload stock on and from trucks and trolleys, identifying defects of stock keep tally cards up to date and report losses.
<u>ENQUIRIES</u>	:	Mr S Dlamini Tel.: (033) 2391202
<u>APPLICATIONS</u>	:	Acting Regional Program Leader: Department of Water Affairs and Forestry, Private Bag X24, Howick, 3290
<u>FOR ATTENTION</u>	:	Ms P. P. Tibe
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 24/102</u>	:	<u>SENIOR WATER CONTROL OFFICER</u>
<u>SALARY</u>	:	R 68 955 per annum
<u>CENTRE</u>	:	Vanderkloof Dam
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 certificate with mathematics as subject * Computer literate * Appropriate experience in water distribution and irrigation crop farming * A valid Code EB drivers license. The following will serve as recommendations: Successful completion of water control courses * Be able to read maps and a GPS instrument * Experience in personnel management * Good report writing skills * Good communication, interpersonal – and organizing skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to monitor water releases from the dam and regulate the abstraction of water from the canals and river. Perform regular inspections on infrastructure and submit reports for the drafting of a maintenance program. Investigate illegal water abstraction and ensure good communication with water users. Supervise personnel and do performance evaluations. The person should be able to work under pressure, extended hours and standby will

		also be required when needed. Comply with the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr. N. Plaatjies, (053) 664 9400
<u>APPLICATIONS</u>	:	Scheme Manager, Department of Water Affairs & Forestry, Private Bag X1 Vanderkloof dam, 8771
<u>FOR ATTENTION</u>	:	Me. L. Radise
<u>CLOSING DATE</u>	:	27 June 08
<u>POST 24/103</u>	:	<u>SENIOR ADMINISTRATION CLERK I 011216/80148/2</u>
<u>SALARY</u>	:	R58 290 p.a
<u>CENTRE</u>	:	Vanderkloof Dam
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualifications. Computer literacy (Microsoft Office programmes). Good communication (verbal and written), interpersonal- and organising skills. Person must be multi lingual and at least be fluent in English and Afrikaans. As recommendations the following will serve: Knowledge of a telephone management system, customer service and appropriate experience and knowledge of general office administration, registry and filing.
<u>DUTIES</u>	:	The successful candidate will be responsible for the handling of switchboard, i.e. incoming and outgoing calls and taking messages. Handle incoming and outgoing faxes and mail. Mail registers must be completed before posting or forwarding to personnel. Implement control measures for photocopies, faxes and telephone calls. The Departmental filing system must be kept up to date and on standard. Print the telephone account on a monthly basis and compiling the report, it will also be expected to take minutes when requested. It would further be expected from this person to participate within his/her relevant section and it will be his/her responsibility to handle all administration forms.
<u>ENQUIRIES</u>	:	Ms. MM Pieters, 053-6649400
<u>APPLICATIONS</u>	:	Scheme Manager, Department of Water Affairs & Forestry, Private Bag X 1, Vanderkloof dam, 8771
<u>FOR ATTENTION</u>	:	Me. L. Radise
<u>CLOSING DATE</u>	:	27 June 08
<u>POST 24/104</u>	:	<u>ADMINISTRATIVE CLERK (RECEPTIONIST) (1 POST) 195500/80150/11 (T)</u>
<u>SALARY</u>	:	R58 290 p.a.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 qualification. Computer literacy (MS Word and Excel), must be bilingual in 2 or more of the official languages. Previous experience or exposure to switchboard operating.
<u>DUTIES</u>	:	Responsible for operates and maintains switchboard and intercom system at reception. Reports defects on switchboard and intercom system. Keep reception area clean and tidy. Make, answer and direct phone calls. Paging officials. Keeping and updating of internal telephone directory. Take and forwarding of messages. Receive welcome and direct visitors. Keeping visitors register/
<u>ENQUIRIES</u>	:	Mr. GJ Louw, 051-4059000
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry, P/Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms. M. van Rooyen
<u>CLOSING DATE</u>	:	27 June 08
<u>POST 24/105</u>	:	<u>SENIOR ADMINISTRATION CLERK I (WARMS)</u>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. At least one-year general office management and administrative experience. Must be computer literate and have a sound knowledge of Microsoft Office. Practical experience in customer service would also be preferred. Knowledge of the National

		Water Act, 1998 (Act No 36 of 1998), and other relevant legislation is an advantage but not a requirement. A half hour practical computer test related to the work will follow immediately after each interview.
<u>DUTIES</u>	:	Reporting to the Senior Admin Officer. Responsible for data capturing and general office administration for the registration of water use in terms of the National Water Act. Handling of enquiries and other communication with water users. Gathering and processing information from water users for the registration and licensing of water use applications. Filing and retrieval of various registration and licensing documents.
<u>ENQUIRIES</u>	:	Mr R. Alli – Tel. (031) 336 2710
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 24/106</u>	:	<u>SENIOR ADMINISTRATION CLERK I (RECEPTION)</u>
<u>SALARY</u>	:	R58 290 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, plus appropriate experience. Working experience in MS Word, Excel, PowerPoint and Outlook. Good verbal and interpersonal communication skills. A good sense of client courtesy.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Provide reception support which includes: receiving and assisting visitors, answering of switchboard, re-directing calls and taking of messages, general administration duties including photocopying and filing, collection and dispatching of mail, recording incoming and outgoing faxes, management of the boardroom and providing general administrative support.
<u>ENQUIRIES</u>	:	N. Pillay Tel.: (031) – 336 2700
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 24/107</u>	:	<u>TRADESMAN AID II (MECHANICAL) 011249/80098/1</u>
<u>SALARY</u>	:	R43 245 p.a
<u>CENTRE</u>	:	Vanderkloof Dam
<u>REQUIREMENTS</u>	:	Applicant must be in position of at least a ABET Grade 2 certificate or equivalent qualification. Person must also be in good physical condition to perform tasks assigned to him. The following will serve as recommendation: Appropriate job experience of mechanical maintenance, performing of welding tasks, handling of power tools and knowledge of the Occupational Health and Safety Act.
<u>DUTIES</u>	:	Successful candidate will be responsible to provide a support service to the handyman in performing maintenance to mechanical equipment in the dam wall. Duties will include maintenance to valves and sluices, sandblasting and performing smaller welding tasks. Working conditions will mostly be in elevated places and confined spaces inside the dam wall. The candidate will also assist in cleaning of the workshop, give support to other divisions and report and defaults. All Occupational Health & Safety regulations should be adhered to and protective equipment used appropriately.
<u>ENQUIRIES</u>	:	Mr. GA Coetzee, 053-6649400
<u>FOR ATTENTION</u>	:	Me. L. Radise
<u>APPLICATIONS</u>	:	Scheme Manager, Department of Water Affairs & Forestry, Private Bag X 1, Vanderkloof dam, 8771
<u>CLOSING DATE</u>	:	27/06/08

<u>POST 24/108</u>	:	<u>GENERAL WORKER II (2 POSTS) 011237/80098/1</u>
<u>SALARY</u>	:	R43 245 p.a
<u>CENTRE</u>	:	Vanderkloof Dam
<u>REQUIREMENTS</u>	:	The successful candidate must be in position of at least a ABET Grade 2 certificate or equivalent qualification. Person must also be in good physical condition to perform tasks assigned to him. The following will serve as recommendations: Appropriate job experience of construction work, Handling of power tools and knowledge of the Occupational Health and Safety Act.
<u>DUTIES</u>	:	The suitable candidate will be responsible to assist with civil maintenance tasks to the canals, houses and other structures. Construction works include the building of water related structures. Do regular inspections to tools, reporting defaults, assist with cleaning duties and loading of material?
<u>ENQUIRIES</u>	:	Mr. CJ Ras, 053-6649400
<u>FOR ATTENTION</u>	:	Me. L. Radise
<u>APPLICATIONS</u>	:	Scheme Manager, Department of Water Affairs & Forestry, Private Bag X 1, Vanderkloof dam, 8771
<u>CLOSING DATE</u>	:	27 June 08

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE**

The Free State Department of Agriculture is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : Department of Agriculture, Private Bag X02, Bloemfontein, 9300 or Room 517, ABSA Building

FOR ATTENTION : Mrs T van der Berg

CLOSING DATE : 27 June 2008

NOTE : 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, driver's licence and your ID/Passport. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competence assessment.

MANAGEMENT ECHELON

POST 24/109 : **SENIOR MANAGER: HUMAN RESOURCES MANAGEMENT (1 POST) REF: DIRHR/2008/01**

SALARY : An all-inclusive remuneration package of R 540 429 per annum consisting of a basic salary (60% of package), State's contribution to the pension fund (15% of basic salary) and a flexible portion that may be structured according to the individual's personal needs but within the terms of the applicable rules. The appointment is subject to the signing of a performance agreement.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate B-degree or equivalent qualification in the field of human resources management / human sciences / commerce / management / public administration Recommendation: An excellent strategist and implementor. A visionary & inspirational leader. A team builder and player. An excellent communicator at all levels. Proven record of at least 5 years practical managerial experience at senior management level in Human Resource Management

DUTIES : Key Performance Areas: To build the strategic capability of the Department to implement its strategic plans. To lead and manage organisational development and change management in the Department To develop and implement strategies for optimizing corporate performance through inter alia, talent management, skills development, knowledge management, employee wellness and administration. Oversee the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in delivering a service to the communities / clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e Auditor General, DPSA, etc.) Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel falling under this component. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

ENQUIRIES : Mr. ME Matshela (051) 506 1605

DEPARTMENT OF EDUCATION

The Free State Provincial Government and Free State Department of Education are equal opportunity, affirmative action employers. Please note the following: the FSDoE will give preference to candidatures in the following order: It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference.

NOTE : Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy. Secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/higher levels than that of the advertised vacancy. Lastly, to the candidature of non-public servants. All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.fsdoe.fs.gov.za). Applications must be accompanied by original certified, copies of formal and informal qualifications, driver's licence (where specified), identity document and a detailed C.V. Separate applications must be submitted for every vacancy. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement. N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed applications will not be accepted; Salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions; and applicants educational qualifications will be verified and references will be checked; and it is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It will be expected from the successful candidates on level 13 to sign a performance agreement with the Department. Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. Please note that applicants may be subjected to practical testing. This advertisement will also appear on the website of the Department at www.fsdoe.fs.gov.za.

CLOSING DATE : 26 June 2008 @ 16h00

OTHER POSTS

POST 24/110 : **SOCIAL WORKER: ROSENHOF YOUTH CARE and EDUCATIONAL CENTRE: REFERENCE NUMBER: (2 POSTS) PS4/2008/1**

SALARY : R132 054 – R153 312 pa
CENTRE : Bloemfontein
REQUIREMENTS : Registration with the South African Council for Social Service Professions (SACSSP). A relevant 4-year degree in Social Work or an equal Qualification. Valid Driver's license. Recommendation: Experience in institutional care will be a recommendation.

DUTIES : Interviewing learners with challenging behaviour; Do developmental assessments; Design and implement Individual Developmental Plans; Render therapeutic services; Parental guidance; Connecting with sources and services in the community; Multi professional teamwork; Writing of reports; Practice a sound administrative system; Organize social meetings and assist management.

ENQUIRIES : Mr Albert Mocke ☎ (051) 522 6771
APPLICATIONS : The Principal, Rosenhof Youth Care and Educational Centre, Gustav Crescent, Fichardtpark, Bloemfontein

<u>POST 24/111</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HRM DIRECTORATE: ADVISORY, ESTABLISHMENT & SUPPORT SERVICES SUB DIRECTORATE: REFERENCE NUMBER: PS4/2008/2</u> Section: Budget & Procurement
<u>SALARY</u>	:	R132 054 – R153 312 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate three year degree/diploma or equivalent qualification obtained after matric. Recommendations: Applicable experience of which 2 years must be on a supervisory level. Competent in the use of logistical systems (LOGIS). The post requires the person who can function under pressure, with high precision at all times and work within tight deadlines. Applicable experience; good verbal and written communication skills. Good administrative, organizational and general office management skills; Proficiency in MS word and Excel (Computer Literacy); good interpersonal relations and a valid driver's license.
<u>DUTIES</u>	:	Management of the procurement and support section by overseeing; the payment of invoices, filling, store administration, deliveries from suppliers/warehouse, maintain a register as required by LOGIS, keep track of payment to service providers; Approval of log 1's and other administrative duties as may be required. Dealing with any other function incidental to the core and traditional functions of the section.
<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>ENQUIRIES</u>	:	Ms N Mahatanya ☎ (051) 404 4373
<u>POST 24/112</u>	:	<u>CHIEF HUMAN RESOURCE OFFICER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: EDUCATORS: PERSONNEL PROVISIONING SUB DIRECTORATE: RECRUITMENT AND SELECTION DIVISION: (1 Post) REFERENCE NUMBER:PS4/2008/3</u>
<u>SALARY</u>	:	R132 054 – R153 312 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification. As travelling is required, a valid driver's licence is essential. (Attach copy of valid licence). Recommendations: Appropriate experience of which 2 years must be on supervisory level. Computer skills. Knowledge of the Employment of Educators Act, South African Schools Act, Personnel Administration Measures, ELRC and PSCBC Resolutions. Managerial experience. Good communication and interpersonal skills. Good analytical and writing skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Administer HR policies regarding the selection and recruitment processes of educators to ensure effective and efficient service delivery. Conduct training on above policy issues, HR Acts, ELRC/PSCBC Resolutions, procedures and regulations. Investigate complaints regarding selection and recruitment processes. Develop, execute, monitor and co-ordinate HR related projects and policies for the selection and recruitment processes. Handle the selection and recruitment processes of educators and provide progress reports. Co-ordinate, monitor, train and advise clients with regard to the selection, recruitment and appointment processes of educators. Application of the PDMS policy. Exercise control over the functions and personnel under his / her supervision in order to achieve the strategic objectives of the Department.
<u>ENQUIRIES</u>	:	Ms. H. Venter ☎ (051) 404 4217
<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/113</u>	:	<u>CHIEF HUMAN RESOURCE OFFICER: SECTION: PERSONNEL PROVISIONING: SUBDIRECTORATE: HRM: PUBLIC SERVANTS DIRECTORATE: REFERENCE: REF PS4/2008/4</u>
<u>SALARY</u>	:	R132 054 – R153 312 pa
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. A valid driver's license Recommendations: Applicable experience of which 2 years must be on supervisory level. Thorough knowledge of Recruitment Guidelines, Public Service Act, Public Service Regulations. Experience in Human Resources practices. Knowledge of the PERSAL system. Computer Literacy of MS-Word, MS-Excel, Power Point & E-mail. Knowledge of report and submission writing. Knowledge of PMDS.
<u>DUTIES</u>	:	Managing of the recruitment and selection process. Compiling of reports, submissions and HRM vacancy circulars. Investigation of dispute cases. Travelling (visits to districts). Supervision of officials in the section. Evaluation of officials in the section
<u>ENQUIRIES</u>	:	Ms R Vorster, ☎ (051) 404 4233
<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/114</u>	:	<u>CHIEF HR OFFICER: MOTHEO DISTRICT OFFICE: PERSONNEL PROVISIONING SUB DIRECTORATE: REFERENCE NUMBER: PS4/2008/5</u>
<u>SALARY</u>	:	R132 054 – R153 312 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. Driver's License Recommendation: Applicable experience of which 2 years must be on a supervisory level. Computer Literacy, Sound working knowledge of the Employment of Educators Act, Public Service Act and Regulations and PFMA. Knowledge regarding appointments, terminations, recognition of qualifications, translation in ranks . Sound communication skills (verbal & written). Ability to manage and develop subordinates. Ability to work under pressure, with minimum supervision. Good in problem solving, analytical and planning skills. Thorough knowledge of PERSAL and PDMS.
<u>DUTIES</u>	:	Exercise control and supervision over subordinates and their work in Management Personnel Provision at the District Office.
<u>ENQUIRIES</u>	:	Mr F Kraalshoek ☎ (051) 404 4319
<u>APPLICATIONS</u>	:	The District Director: Motheo District Office, Private Bag X 20512, Bloemfontein, 9300
<u>POST 24/115</u>	:	<u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND, ACQUISITION AND LOGISTIC MANAGEMENT DIRECTORATE: ACQUISITION MANAGEMENT : SUB-DIRECTORATE: REFERENCE NUMBER: PS4/2008/6</u>
<u>SALARY</u>	:	R132 054 – R153 312 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate three-year degree/diploma or equivalent qualification obtained after grade 12. Recommendations: Applicable experience of which 2 years must be on a supervisory level. Appropriate knowledge and experience of SCM, PPPFA, PPPF Regulations, PFMA, SCM Regulations as well as appropriate experience in Acquisition Management/Bid Administration. The post requires an official who can function under pressure, with high precision at all times and work within tight deadlines; with good verbal and written communication skills; effective administrative and organisational skills and proficiency in MS Word and Excel (Computer Literacy). Also sound interpersonal relations.
<u>DUTIES</u>	:	Effective and efficient management of Departmental bids, ensuring the correctness of bid invitation documents. Must be able to pre-evaluate bids according to standard evaluation criteria. Manage and verify bid evaluations and recommendations to the Departmental Bid Adjudication Committee (DBAC) for accuracy in calculation of prices, qualification of bids and bidders, all conditions, prescripts and regulations, etc. Ensure compliance with delegations, policies and procedures. Assist secretariat of DBAC with the Agenda. Implement DBAC resolutions. Prepare formal contracts for signing by all parties and inform the successful company.

Monitor and control sub-ordinates' work performance to ensure that duties are performed within set due dates. Check completeness of bid/deviation files. Provide support and apply disciplinary measures where necessary. Provide informal training to sub-ordinates. Seek innovative ways to solve problems and enhance effectiveness and efficiency within the context of the law.

APPLICATIONS : Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
ENQUIRIES : Ms BE Qwelane ☎ (051) 404 4080.

POST 24/116 **STATISTICIAN: INFORMATION AND KNOWLEDGE MANAGEMENT DIRECTORATE: EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) SUB-DIRECTORATE REFERENCE NUMBER: PS4/2008/7**

SALARY : R132 054 – R153 312 pa
CENTRE : Head Office: Bloemfontein
REQUIREMENTS : A Senior Certificate or equivalent qualification as well as an appropriate 3-year tertiary qualification with sound statistical background and appropriate experience in this field Understanding of databases and the ability to interrogate large numeric data sets, Computer literate with knowledge of the full MS Office suite and advanced use of MS Excel, SQL Server 2000/5, Knowledge of at least one statistical software package like SPSS/Statistica or equivalent; Valid light motor vehicle driver's license. Recommendations: Sound communication and managerial skills and above excellent skills in writing and reporting; Knowledge and Experience in data analysis and quality assurance as well as Business Intelligent (BI) systems and working with large data inputs will be to the candidate's advantage

DUTIES : The successful candidate will responsible for data analysis and quality control on information in the Education Management and Information System (EMIS) section i.e. Analyse, compare, forecast and flag any situation, interpretation of data as well as generating statistical reports and forecasts; Preparation and publishing of reports in the different sectors in education e.g. Schools (GET and FET), ABET and ECD as well as other departmental and ad hoc reports e.g. Orphans, Learner Pregnancies, Pass Rate and 10th Day; Ensuring that the EMIS data conforms to the set data standards and policies NOTE: Ability to work under pressure, a high degree of accuracy and a willingness to learn will be advantageous. Good interpersonal skills and strong service orientation.

ENQUIRIES : Mr FH Kok, ☎ (051) 404 8089
APPLICATIONS : Director: HRM, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave, Katleho Building)

NOTE : Shortlisted candidates will be required to pass a practical evaluation before being considered for employment. Certified copies of all relevant documents (ID, driver's licence and qualifications) must be submitted.

POST 24/117 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: EDUCATORS: PERSONNEL PROVISIONING SUB DIRECTORATE: REFERENCE NUMBER: PS4/2008/8**
 Section: Recruitment and Selection

SALARY : R106 335 – R123 456 pa
CENTRE : Bloemfontein
REQUIREMENTS : A recognized three year Degree / National Diploma in Human Resource Management / Public Administration or equivalent qualification. A valid driver's license since travelling is required. Recommendations: Applicable relevant experience. Strong interpersonal, communication, analytical and writing skills. Knowledge of the Employment of Educators Act, South African Schools Act, Personnel Administration Measures, ELRC/PSCBC Resolutions. Computer skills

<u>DUTIES</u>	:	The successful candidate will be responsible to: Administer HR policies regarding the selection and recruitment processes of educators to ensure effective and efficient service delivery. Conduct training on above policy issues, HR Acts, ELRC/PSCBC Resolutions, procedures and regulations. Investigate complaints regarding selection and recruitment processes. Develop, execute, monitor and co-ordinate HR related projects and policies for the selection and recruitment processes. Handle the selection and recruitment processes of educators. Co-ordinate, monitor, train and advice clients with regard to the selection, recruitment and appointment processes of educators.
<u>ENQUIRIES</u>	:	Ms HB Venter ☎ (051) 404 4217
<u>APPLICATIONS</u>	:	Director HRM; Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/118</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: EDUCATORS: CONDITIONS OF SERVICE SUB DIRECTORATE: LEAVE & PENSION DIVISION: REFERENCE PS4/2008/9</u>
<u>SALARY</u>	:	R106 335 – R123 456 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A recognized three year Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification. A valid driver's license Recommendations: Applicable relevant experience. Strong interpersonal, analytical and writing skills. Knowledge of the Employment of Educators Act, South African Schools Act, Public Finance Management Act, Basic Conditions of Employment Act., Government Employee Pension Law 1996, Leave Policy, Directive on Leave of Absence in the Public Service, Policy and Procedure on Incapacity Leave and Ill-health Retirement, ELRC/PSCBC Resolutions.
<u>DUTIES</u>	:	Conduct investigations regarding incapacity leave and ill-health Retirements. Handle appeals regarding declined applications for incapacity leave and ill-health retirements.
<u>ENQUIRIES</u>	:	Ms A Lourens ☎ (051) 404 4246
<u>APPLICATIONS</u>	:	Director HRM, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/119</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: EDUCATORS: CONDITIONS OF SERVICE SUB DIRECTORATE: GENERAL CONDITIONS OF SERVICE DIVISION: REFERENCE: PS4/2008/10</u>
<u>SALARY</u>	:	R106 335 – R123 456 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A recognized three year Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification. A valid driver's license Recommendations: Applicable relevant experience. Strong interpersonal, analytical and writing skills. Knowledge of the Employment of Educators Act, South African Schools Act, Public Finance Management Act, Basic Conditions of Employment Act. Compensation for Occupational Injuries and Diseases Act 1993, Policy on Resettlement Costs, Determination on Housing, ELRC/PSCBC Resolutions
<u>DUTIES</u>	:	Monitor compliance in the implementation of Human Resource Management practices, policies and regulations. Conduct research regarding policies, regulations and making proposals for changes regarding these. Report writing and recommendations on findings of such monitoring. Training of line functionaries regarding new HR Acts, policies and regulations.
<u>ENQUIRIES</u>	:	Mr J Lekgetho ☎ (051) 404 4236
<u>APPLICATIONS</u>	:	Director HRM, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)

<u>POST 24/120</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: PUBLIC SERVANTS: CONDITIONS OF SERVICE SUB DIRECTORATE: GENERAL CONDITIONS OF SERVICE DIVISION: REFERENCE: PS4/2008/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 – R123 456 pa Bloemfontein
	:	A recognized three year Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification. A valid driver's license. Recommendations: Applicable relevant experience. Strong interpersonal, analytical and writing skills. Knowledge of the Public Service Act, Public Service Regulations,, South African Schools Act, Public Finance Management Act, Basic Conditions of Employment Act. Compensation for Occupational Injuries and Diseases Act 1993, Policy on Resettlement Costs, Determination on Housing, ELRC/PSCBC Resolutions
<u>DUTIES</u>	:	Monitor compliance in the implementation of Human Resource Management practices, policies and regulations. Conduct research regarding policies, regulations and making proposals for changes regarding these. Report writing and recommendations on findings of such monitoring. Training of line functionaries regarding new HR Acts, policies and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LB Khoase ☎ (051) 404 4418
	:	Director HRM, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/121</u>	:	<u>PROVISIONING ADMIN OFFICER: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT DIRECTORATE: LOGISTICS MANAGEMENT SUB-DIRECTORATE: REFERENCE NUMBER: PS4/2008/12</u> Section: Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 – R123 456 Bloemfontein
	:	An appropriate three-year degree/diploma or equivalent qualification obtained after grade 12. Recommendations: Applicable relevant experience. LOGIS Accounting experience. LOGIS 1 and 2 course.
<u>DUTIES</u>	:	Verify correctness of input LOGIS documents as well as captured transaction data on LOGIS. Authorize requisitions on LOGIS. Monitor outstanding requests from Chief Users. Verify and maintain item records/ ledgers. Keep records of all irregular expenditure Supervising the section
<u>ENQUIRIES APPLICATIONS</u>	:	Ms AS le Grange ☎ (051)404 4009
	:	Director: HRM: Public Servants, Department of Education, Private Bag X 20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/122</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER: ASSET & FLEET MANAGEMENT & SUPPORT SERVICES DIRECTORATE: ASSET & FLEET MANAGEMENT SUB DIRECTORATE REFERENCE NUMBER: PS4/2008/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 – R123 456 pa Bloemfontein: Section: Disposals
	:	An appropriate three-year degree/diploma or equivalent qualification obtained after grade 12. A valid EB driver's license. Recommendations: Applicable relevant experience in asset management. Knowledge and experience regarding sound asset management. Knowledge of Public Finance Management Act and Treasury Regulations. Sound communication and report writing skills. Knowledge of PDMS assessments. Computer literacy [MS Word, Excel, Power Point]. Knowledge and experience of LOGIS. Strong interpersonal skills and human relations
<u>DUTIES</u>	:	Checking of physical stocktaking report consolidations to correspond with information on departmental asset register. Manage balance

adjustments with regard to damaged assets as well as rectifying of incorrect item control numbers. Manage movement of assets, stolen assets as well as donations received. Queries with regard to discrepancies identified. Compile weekly and quarterly reports. Monitoring of sound asset management at all education institutions, Training of officials regarding sound asset management. Recommendations to improve sound asset management. PMDS assessments.

ENQUIRIES : Ms G de Wet ☎ (051)448 6825
APPLICATIONS : Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)

POST 24/123 : **ADMINISTRATION OFFICER: XHARIEP DISTRICT OFFICE:**
REFERENCE NUMBER: PS4/2008/14
 Section: Transport and LTSM Provisioning

SALARY : R 106 335 – R 123 456 pa
CENTRE : Long term Trompsburg, Short term Bloemfontein
REQUIREMENTS : An appropriate three-year degree/diploma or equivalent qualification obtained after grade 12. Valid Driver's licence (Code 8). Recommendations: Applicable relevant experience. Experience in the administration of government-owned vehicles, subsidized vehicles and LTSM. Computer literary

DUTIES : Maintain vehicle inventories and full vehicle records on a daily basis. Plan maintenance timetable. Pre- and post trip inspections. Log sheet administration. Accident administration. Co-ordinate replacement of old vehicles. Allocation of vehicles to sections. Liaise with Government Garage on vehicles needs/roadworthiness. Manage Subsidised vehicles in terms of Applications, Log Sheets and car Inspections. Manage LTSM function of the District in terms of Requisitions, book deliveries, stationery and enquiries.

ENQUIRIES : Ms P Raubenheimer, ☎ (051) 404 4718
APPLICATIONS : Director: Xhariep District, Private bag x 20513, Bloemfontein 9300

POST 24/124 : **SENIOR HUMAN RESOURCE OFFICER: MOTHEO DISTRICT**
OFFICE: CONDITIONS OF SERVICE SUB DIRECTORATE:
REFERENCE NUMBER: PS4/2008/15
 Section: Housing

SALARY : R 106 335 – R 123 456 pa
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendations: Applicable relevant experience. Sound communication skills (Verbal & Written). Ability to manage and develop down line staff. Proven problem solving, analytical and planning skills. Thorough knowledge of PERSAL and Computer Literacy in MS-Word MS-Excel, PowerPoint & E-mail. Knowledge in PMDS. Compilation of weekly, monthly and quarterly reports. Working knowledge of educators Act, Public Service Act and Regulations, Strong Leadership skills. Valid Driver's License.

DUTIES : Exercise control and supervision over down line staff and their work in Conditions of Service Housing Section. District Office - Responsible for the following: Management of housing, handling annual bond statements, state guarantees and housing allowance. Development and evaluation of down line functionaries. Render an advisory service to the managers and other Stakeholders with regard to General Conditions of Service related matters. Identify and organize trainings within the District. Do approvals on Persal. Compilations of submission. Dealing with all enquiries from schools and the public regarding General Conditions of Service related matters

ENQUIRIES : Mr SS Mapiitse, ☎ (051) 404 4861
APPLICATIONS : The District Director: Motheo District Office, Private Bag X 20512, Bloemfontein, 9300

<u>POST 24/125</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: PUBLIC SERVANTS: PERFORMANCE MANAGEMENT SUB DIRECTORATE: REFERENCE: PS4/2008/16</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 – R123 456 pa Bloemfontein A recognized three year Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification. A valid driver's license. Extensive experience in training. Knowledge of the PMDS system for Senior Managers, Public Service Act employees level 1-12, Office Based educators and IQMS. Recommendations: Computer literacy: MS Excell, Ms Word, PERSAL. Knowledge and understanding of assessment outcomes and trends.
<u>DUTIES</u>	:	The management and implementation of PMDS for Office Based Educators and Public Service Act employees level 1-12. The implementation of IQMS. Training of officials on performance management. Dealing with policy related enquiries pertaining to PDMS, PMDS and IQMS.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Rudman ☎ (051) 404 4223 Director HRM, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/126</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER: HUMAN RESOURCE MANAGEMENT DIRECTORATE: PUBLIC SERVANTS: PERFORMANCE MANAGEMENT SUB DIRECTORATE: REFERENCE: PS4/2008/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 106 335 – R 123 456 pa Grade 12 or equivalent qualification, Extensive knowledge of the PMDS system for Senior Managers, Public Service Act employees level 1-12 and Office Based educators, and IQMS. Recommendations: Computer literacy: MS Excell, Ms Word, PERSAL. Knowledge and understanding of assessment outcomes and trends.
<u>DUTIES</u>	:	The management and implementation of PMDS for Office Based Educators and Public Service Act employees level 1-12 and for Senior Management System Members 13-16. The implementation of IQMS. Policy matters pertaining to PDMS, PMDS and IQMS.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Rudman , ☎ (051) 404 4223 Director HRM, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/127</u>	:	<u>HUMAN RESOURCE DEVELOPMENT OFFICER: HRD SUBDIRECTORATE – OHRD DIRECTORATE REFERENCE: PS4/2008/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 106 335 – R 123 456 pa Bloemfontein An appropriate tertiary degree or diploma with experience in the Public Service. Valid driver's licence. Recommendations: Experience/knowledge of Human Resource Development will be an added advantage. Competencies: Excellent communication skills (verbal and written). Problem-solving and analysis. Action and Results oriented. Planning skills. People Management and empowerment. Numerical skills. Computer skills
<u>DUTIES</u>	:	The successful candidate will be required to: render an administrative support service to the HRD Subdirectorate (this includes drafting of memos, submissions and letters applicable to the Subdirectorate). Assist to monitor the effectiveness of training provided and maintain databases applicable to the section (this includes monitoring the quotations/reports submitted, monitor attendance of training, submission of Portfolios of Evidence and issuing of certificates)
<u>ENQUIRIES</u>	:	Ms M Snyders ☎ (051) 404-9580.

<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Private Bag X 20565, Bloemfontein (Katleho Building, 106 Selborne Ave)
<u>POST 24/128</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER: MOTHEO DISTRICT OFFICE: PERSONNEL PROVISIONING: REFERENCE NUMBER: PS4/2008/19</u> Section: Personnel Provisioning
<u>SALARY REQUIREMENTS</u>	:	R 106 335 – R 123 456 pa Grade 12 or equivalent qualification, Computer Literacy. Recommendations: Sound working knowledge of the Employment of Educators Act, Public Service Act and Regulation and PFMA. Knowledge regarding appointments, Termination, Recognition of qualification, Translation in Ranks. Sound communication skills (verbal & written). Strong Leadership skills. Knowledge of PERSAL, PDMS, Selection and Recruitment.
<u>DUTIES</u>	:	Management, Development and Evaluation of Staff in Personnel Provisioning Section. Development of Staff at schools concerning Personnel Provisioning. Report and submission writing. Administer all aspects of personnel provisioning for all Schools in the Motheo District Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Kraalshoek, ☎ (051) 404 4417 The District Director: Motheo District Office, Private Bag X 20512, Bloemfontein, 9300
<u>POST 24/129</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER: THABO MOFUTSANYANA DISTRICT OFFICE: PERSONNEL PROVISIONING: REFERENCE NUMBER: PS4/2008/20</u> Section: Personnel Provisioning
<u>SALARY REQUIREMENTS</u>	:	R 106 335 – R 123 456 pa Grade 12 or equivalent qualification, Computer Literacy. Recommendations: Sound working knowledge of the Employment of Educators Act, Public Service Act and Regulation and PFMA. Knowledge regarding appointments, Termination, Recognition of qualification, Translation in Ranks. Sound communication skills (verbal & written). Strong Leadership skills. Knowledge of PERSAL, PDMS, Selection and Recruitment.
<u>DUTIES</u>	:	Management, Development and Evaluation of Staff in Personnel Provisioning Section. Development of Staff at schools concerning Personnel Provisioning. Report and submission writing. Administer all aspects of personnel provisioning for all Schools in the Motheo District Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Mngomezulu , ☎ (058) 718s 4319 The District Director: Thabo Mofutsanyana District , Private Bag X 817, Witsieshoek, 9870
<u>POST 24/130</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER: LEJWELEPUTSWA DISTRICT OFFICE: PERSONNEL PROVISIONING: REFERENCE NUMBER: PS4/2008/21</u> Section: Personnel Provisioning
<u>SALARY REQUIREMENTS</u>	:	R 106 335 – R 123 456 pa Grade 12 or equivalent qualification, Computer Literacy. Recommendations: Sound working knowledge of the Employment of Educators Act, Public Service Act and Regulation and PFMA. Knowledge regarding appointments, Termination, Recognition of qualification, Translation in Ranks. Sound communication skills (verbal & written). Strong Leadership skills. Knowledge of PERSAL, PDMS, Selection and Recruitment.
<u>DUTIES</u>	:	Management, Development and Evaluation of Staff in Personnel Provisioning Section. Development of Staff at schools concerning Personnel Provisioning. Report and submission writing. Administer all

		aspects of personnel provisioning for all Schools in the Motheo District Office.
<u>ENQUIRIES</u>	:	Mr MD Mokgobo , ☎ (057) 353 2901
<u>APPLICATIONS</u>	:	The District Director: Lejweleputswa District Office, Private Bag X 817, Welkom, 9460
<u>POST 24/131</u>	:	<u>WORKS INSPECTOR (BUILDING): INFRASTRUCTURE, LEARNER SUPPORT & PRP DIRECTORATE REFERENCE NUMBER PS4/2008/22</u>
		Section: Physical Resource Planning
<u>SALARY</u>	:	R85 362 - 99 108 pa
<u>CENTRE</u>	:	Kroonstad
<u>REQUIREMENTS</u>	:	Candidates should be in possession of an appropriate recognized 3-year degree of National Diploma or Technical Qualification Certificate (Minimum N2) including Trade Test / Apprenticeship in the building environment disciplines (Building Science, Architecture, Quantity Surveyor, Engineering or Project Management). Recommendation: Professional registration in one of the other building environment disciplines will be an added advantage. A valid drivers' license. Computer literacy. Knowledge and understanding of Public Finance Management Act. Knowledge and understanding of the Government Procurement System. Good financial and budget skills. Sound analytical and good written and verbal communication skills.
<u>DUTIES</u>	:	Planning and managing of projects in the building environment. Inspect and exercise quality control on new and existing works in order to ensure progress according to set plans / specifications / prescribed standard. Manage projects, cost estimates, monitor and control the processes of controlling changes in line with allocated budget. Organize and support project meetings and workshops during the project lifecycle. Ensure implementation of procurement activities and supervise procurement administration in terms of Government policies. Manage and assist with the compilation of project documentation to support project processes. Identify, suggest and implement corrective actions to improve quality. Manage and engage in multidisciplinary construction teams regarding the construction or maintenance of facilities.
<u>ENQUIRIES</u>	:	Mr JWW Nortman ☎ (056) 2121981
<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/132</u>	:	<u>SECRETARY TO DEPUTY DIRECTOR GENERAL (DDG): CORPORATE MANAGEMENT, DEVELOPMENT & SUPPORT: REFERENCE NUMBER: PS4/2008/23</u>
<u>SALARY</u>	:	R68 955 – 80 058 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Recommendation: Applicable relevant experience. Working knowledge and experience in MS Word, Outlook Excel and Power Point as well as ability to work under pressure. Verbal Communication and Writing skills as well as working knowledge on developing and maintaining records (filing) system.
<u>DUTIES</u>	:	Manage diary of the DDG to ensure that engagements are properly co-ordinated as well as providing the necessary documentation. Provide receptionist service to regulate visits. Handle all incoming and outgoing mail and keep proper record thereof to ensure that correspondence can be traced. Provide general secretariat services such as answering the telephone, making calls, taking messages, receiving and sending faxes and e-mails to ensure that matters are dealt with. Ensure that all documents are filed and kept safely to ensure easy access to information; type letters, speeches and reports and ensure that correspondence and documentation are presented professionally. Arrange travel and accommodation for the DDG. Arrange refreshments during meetings. Communicate with internal and external stakeholders

to schedule appointments and visits, make enquiries etc. Manage personnel files for the Directorate. Send leave forms to HR. Handle confidential Information as well as any other tasks linked to the office of the DDG.

ENQUIRIES : Mr TNT Lioma ☎ (051) 404 84350
APPLICATIONS : Director: HRM: Public Servants, Private Bag X 20565, Bloemfontein (Kattleho Building, 106 Selborne Ave)
NOTE : Please note that applicants may be subjected to practical testing.

POST 24/133 : **SECRETARY TO DIRECTOR: SECURITY MANAGEMENT**
DIRECTORATE: REFERENCE NUMBER: PS4/2008/24

SALARY : R68 955 – 80 058 pa
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendation: Applicable relevant experience. Working knowledge and experience in MS Word, Outlook Excel and Power Point as well as ability to work under pressure. Verbal Communication and Writing skills as well as working knowledge on developing and maintaining records (filing) system.

DUTIES : Manage diary of the Director to ensure that engagements are properly co-ordinated as well as providing the necessary documentation. Provide receptionist service to regulate visits. Handle all incoming and outgoing mail and keep proper record thereof to ensure that correspondence can be traced. Provide general secretariat services such as answering the telephone, making calls, taking messages, receiving and sending faxes and e-mails to ensure that matters are dealt with. Ensure that all documents are filed and kept safely to ensure easy access to information; type letters, speeches and reports and ensure that correspondence and documentation are presented professionally. Arrange travel and accommodation for the Director. Arrange refreshments during meetings. Communicate with internal and external stakeholders to schedule appointments and visits, make enquiries etc. Manage personnel files for the Directorate. Send leave forms to HR. Handle confidential Information as well as any other tasks linked to the office of the Director.

ENQUIRIES : Mr A Leeuw ☎ (051) 404 8131
APPLICATIONS : Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Kattleho Building)

NOTE : Please note: Applicants may be subjected to practical testing. The successful candidate will undergo security clearance.

POST 24/134 : **SECRETARY TO DIRECTOR: ORGANISATIONAL AND HUMAN**
RESOURCE DEVELOPMENT DIRECTORATE: REFERENCE
NUMBER: PS4/2008/25

SALARY : R68 955 – 80 058 pa
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendation: Applicable relevant experience. Working knowledge and experience in MS Word, Outlook Excel and Power Point as well as ability to work under pressure. Verbal Communication and Writing skills as well as working knowledge on developing and maintaining records (filing) system.

DUTIES : Manage diary of the Director to ensure that engagements are properly co-ordinated as well as providing the necessary documentation. Provide receptionist service to regulate visits. Handle all incoming and outgoing mail and keep proper record thereof to ensure that correspondence can be traced. Provide general secretariat services such as answering the telephone, making calls, taking messages, receiving and sending faxes and e-mails to ensure that matters are dealt with. Ensure that all documents are filed and kept safely to ensure easy access to information; type letters, speeches and reports and ensure that correspondence and documentation are presented professionally. Arrange travel and accommodation for the Director. Arrange refreshments during meetings. Communicate with internal and

		external stakeholders to schedule appointments and visits, make enquiries etc. Manage personnel files for the Directorate. Send leave forms to HR. Handle confidential Information as well as any other tasks linked to the office of the Director.
<u>ENQUIRIES</u>	:	Dr V Abhilak ☎ (051) 404 9568
<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>NOTE</u>	:	Please note: Applicants may be subjected to practical testing. The successful candidate will undergo security clearance.
<u>POST 24/135</u>	:	<u>SECRETARY TO CHIEF DIRECTOR: HR DEVELOPMENT & SUPPORT: REFERENCE NUMBER: PS4/2008/26</u>
<u>SALARY</u>	:	R68 955 – 80 058 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Recommendation: Applicable relevant experience. Working knowledge and experience in MS Word, Outlook Excel and Power Point as well as ability to work under pressure. Verbal Communication and Writing skills as well as working knowledge on developing and maintaining records (filing) system.
<u>DUTIES</u>	:	Manage diary of the Chief Director to ensure that engagements are properly co-ordinated as well as providing the necessary documentation. Provide receptionist service to regulate visits. Handle all incoming and outgoing mail and keep proper record thereof to ensure that correspondence can be traced. Provide general secretariat services such as answering the telephone, making calls, taking messages, receiving and sending faxes and e-mails to ensure that matters are dealt with. Ensure that all documents are filed and kept safely to ensure easy access to information; type letters, speeches and reports and ensure that correspondence and documentation are presented professionally. Arrange travel and accommodation for the Chief Director. Arrange refreshments during meetings. Communicate with internal and external stakeholders to schedule appointments and visits, make enquiries etc. Manage personnel files for the Chief Directorate. Send leave forms to HR. Handle confidential Information as well as any other tasks linked to the office of the Chief Director.
<u>ENQUIRIES</u>	:	Mr JS Tladi ☎ (051) 404 8435
<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>NOTE</u>	:	Please note that applicants may be subjected to practical testing.
<u>POST 24/136</u>	:	<u>HOUSEKEEPING SUPERVISOR: PAUL ERASMUS PS4/2008/27</u>
<u>SALARY</u>	:	R49 665 – 57 663 pa
<u>CENTRE</u>	:	Senekal
<u>REQUIREMENTS</u>	:	ABET. Recommendation: Appropriate experience and potential will be a recommendation.
<u>DUTIES</u>	:	Preparation of meals; supervision and control of subordinates; responsible for the organization and efficient functioning of all divisions; control of rations; requesting receipts; storing and judicious issuing of stock; keeping and control of records and registers; organize social meetings and catering; assist management.
<u>ENQUIRIES</u>	:	Mr JP Lessing ☎ (058) 481 2730
<u>APPLICATIONS</u>	:	The District Director, Thabo Mofutsanyana District Office, Private Bag X 817, Witsieshoek
<u>POST 24/137</u>	:	<u>HOUSEKEEPING SUPERVISOR: SENTRAAL PRIMARY SCHOOL: PS4/2008/28</u> Section: Kitchen
<u>SALARY</u>	:	R49 665 – 57 663 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	ABET. Recommendation: Appropriate experience and potential will be a recommendation.

<u>DUTIES</u>	:	Preparation of meals; supervision and control of subordinates; responsible for the organization and efficient functioning of all divisions; control of rations; requesting receipts; storing and judicious issuing of stock; keeping and control of records and registers; organize social meetings and catering; assist management.
<u>APPLICATIONS</u>	:	The District Director, Motheo District Office, Private Bag x20512, Bloemfontein
<u>ENQUIRIES</u>	:	The Principal ☎ (051) 522 6771/2/3
<u>POST 24/138</u>	:	<u>HOUSEKEEPING SUPERVISOR: MARTIE DU PLESSIS SPECIAL SCHOOL: MOTHEO DISTRICT: REFERENCE: PS4/2008/29</u> Section: Hostel
<u>SALARY</u>	:	R49 665 – 57 663 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	ABET Qualification with appropriate experience
<u>DUTIES</u>	:	Supervise and control of subordinates; responsible for the organizing and efficient function of all divisions in the hostel; responsible for the proper use and caring of equipment in the hostel; request, receipt, storing and judicious issuing of stock; keeping and control of records and registers; organize social functions and meetings.
<u>ENQUIRIES</u>	:	Mr PF Viljoen ☎ (051) 522 6801
<u>APPLICATIONS</u>	:	The Principal, P O Box 31895 Fichardt Park 9317 (du Plooy Singel 91 Fichardt Park)
<u>NOTE</u>	:	Must be prepared to work shifts
<u>POST 24/139</u>	:	<u>HOUSEKEEPING SUPERVISOR: ROSENHOF YOUTH CARE AND EDUCATIONAL CENTRE: PS4/2008/30</u> Section: Kitchen
<u>SALARY</u>	:	R49 665 – 57 663 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	ABET
<u>DUTIES</u>	:	Appropriate experience and potential will be a recommendation. Preparation of meals; supervision and control of subordinates; responsible for the organization and efficient functioning of all divisions; control of rations; requesting receipts; storing and judicious issuing of stock; keeping and control of records and registers; organize social meetings and catering; assist management.
<u>ENQUIRIES</u>	:	Mr A Mocke ☎ (051) 522 6771/2/3
<u>APPLICATIONS</u>	:	The Principal, Rosenhof Youth Care and Educational Centre, Gustav Crescent, Fichardtpark, Bloemfontein
<u>POST 24/140</u>	:	<u>HOUSEKEEPING SUPERVISOR: MAMPOI S/S THABO MOFUTSANYANA DISTRICT: REFERENCE: PS4/2008/31</u>
<u>SALARY</u>	:	R49 665 – 57 663 pa
<u>CENTRE</u>	:	Mampoi Secondary School
<u>REQUIREMENTS</u>	:	ABET Qualification
<u>DUTIES</u>	:	Appropriate experience and potential will be a recommendation. Preparation of meals; supervision and control of subordinates; responsible for the organization and efficient functioning of all divisions; control of rations; requesting receipts; storing and judicious issuing of stock; keeping and control of records and registers; organize social meetings and catering; assist management.
<u>ENQUIRIES</u>	:	Mr Twala, ☎ (058) 718 4788
<u>APPLICATIONS</u>	:	The District Director: Thabo Mofutsanyana District Office, Private Bag X 817, Witsieshoek, 9870
<u>NOTE</u>	:	Must be prepared to work night shifts

<u>POST 24/141</u>	:	<u>PROVISIONING ADMIN CLERK: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT DIRECTORATE: LOGISTICS MANAGEMENT SUB-DIRECTORATE: PS4/2008/32</u> Section: Transit
<u>SALARY CENTRE REQUIREMENTS DUTIES</u>	:	R49 665 – 57 663pa Bloemfontein Grade 12 or equivalent qualification, valid driver's license Keep and check diary on daily basis for expected deliveries to the warehouse. Compile warning letters to suppliers not adhering to delivery dates. Verify delivered stock. Verify invoices and delivery notes. Forward received items and documentation to the warehouseperson. Verify quality, quantity and correctness of items issued. Issue items and process documentation related to issuing of items. Dispatch items and arrange packaging of stock for transportation to chief users.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Lichaba ☎ (051) 404 4001 Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/142</u>	:	<u>PROVISIONING ADMIN CLERK: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT DIRECTORATE: LOGISTICS MANAGEMENT SUB-DIRECTORATE: REFERENCE NUMBER: PS4/2008/33</u> Section: Accounting
<u>SALARY CENTRE REQUIREMENTS DUTIES</u>	:	R49 665 – 57 663pa Bloemfontein Grade 12 or equivalent qualification Filing of requisitions, orders and payments. Keeping register of files issued and returned. Receive and distribute mail and faxes. Keep files in orderly manner. Assist with moving of files after closing of every financial year.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms AS de Bruin ☎ (051) 404 4009 Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/143</u>	:	<u>PROVISIONING ADMINISTRATIVE CLERK: MOTHEO DISTRICT OFFICE: DALM SUB DIRECTORATE: REFERENCE NUMBER: PS4/2008/34: (2 POSTS)</u> Section: Procurement
<u>SALARY CENTRE REQUIREMENTS DUTIES</u>	:	R49 665 – 57 663 pa Bloemfontein Grade 12 or equivalent qualifications and Computer Literacy. Recommendations: Knowledge of LOGIS and Basic Accounting System (BAS) and General knowledge in administration within the Public Service.. Capturing clerk for school and District Section. To check the correctness and completeness of Log 1 forms. To check the correctness and completeness of prescribed. Documentation, in line with the financial codes. Obtain quotations from Service Providers. Communicate on a daily basis with service Providers, office based personnel and school Principals
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. Jane Selaledi ☎. (051) 404 4566/4751. Director: Motheo District, Free State Department of Education, Private Bag X20512, Bloemfontein, 9300
<u>POST 24/144</u>	:	<u>ADMIN CLERK: MOTHEO DISTRICT: LEARNER SUPPORT SUB DIRECTORATE: REFERENCE NUMBER: PS4/2008/35</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R49 665 – 57 663 pa Bloemfontein Grade 12 or equivalent qualifications. Recommendations: Advanced proven Computer Skills AND LOGIS experience

<u>DUTIES</u>	:	Monitor expenditure on a monthly basis. Assist with cash flow projections, Compile and write reports, Facilitate Payments and Verification of Invoices, Compile Requisitions for Goods and Services, Create Memos/ obtain Quotations
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MW Mgogodo, ☎ (051) 404 9036 Director: Motheo District, Free State Department of Education, Private Bag X20512, Bloemfontein, 9300
<u>POST 24/145</u>	:	<u>ADMIN CLERK: HUMAN RESOURCE MANAGEMENT DIRECTORATE: PERFORMANCE MANAGEMENT SUB DIRECTORATE: REFERENCE NUMBER: PS4/2008/36</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R49 665 – 57 663pa Bloemfontein Grade 12 or equivalent qualification. Recommendation: Working knowledge and experience in MS Word, Outlook (Experience in office management), Excel, PERSAL and PowerPoint.
<u>DUTIES</u>	:	Implement administrative measures to ensure efficient running of the Office of the Deputy Director, ensure efficient flow of information, compile and distribute confidential correspondence, deal with enquiries received, keep record of documents, faxes etc. prepare agenda and take minutes of meetings, do certain research for Deputy Director, record decisions, ensure security of office, render office support, travel and associated arrangements for Deputy Director, room inventory control, stock control, compile claims of Deputy Director, keep diary of Deputy Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Rudman, ☎ (051) 404 4223 Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/146</u>	:	<u>ADMIN CLERK: FET COLLEGES AND ABET CHIEF DIRECTORATE: REFERENCE NUMBER: PS4/2008/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R49 665 – 57 663pa Bloemfontein Grade 12 or equivalent qualification with computer skills at N6 or equivalent qualification. Working knowledge and experience in MS Word, Outlook, Excel and PowerPoint. Knowledge of procurement procedures. Knowledge of LOGIS (Logistical Information System) PAS (Provisioning Administration System). A valid Drivers License.
<u>DUTIES</u>	:	Execution of LOGIS functions on LOGIS – Online. Capturing of requisitions, make enquiries and follow – up on captured memo requisitions. Receiving of stock and proper record keeping thereof. Responsible for stock – taking and quarterly reports on the Asset register of the Chief Directorate. Responsible for general contract administration (rentals) and record keeping. Render administration support to the Chief Directorate, i.e. typing General office duties (photocopy, fax, telephone, request for quotations/tender, preparation of documents, taking of minutes etc). Compilation of reports with respect to telephone accounts, quotation register, LOGIS etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z. Alexander, ☎ (051) 404 8805 Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>POST 24/147</u>	:	<u>ADMINISTRATION CLERK: CURRICULUM SERVICES: LEJWELEPUTSWA: REFERENCE NUMBER PS4/2008/38</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R49 665 – 57 663 pa Welkom Grade 12 Certificate or equivalent qualification, Recommendations: Computer Literate in MS Word, PowerPoint and Excel. Good communication skills and report writing.

<u>DUTIES</u>	:	Consolidate reports of sections. Procurement of Sections. Monitor development programs of Sections. Keep commitment register and arrange workshops.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs CE Radise ☎ (057) 916 9100 The Director: Lejweleputswa District Office, Private Bag X30 WELKOM 9460
<u>POST 24/148</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: ORDER SECTION: LEJWELEPUTSWA DISTRICT (2 POSTS): REFERENCE NUMBER PS4/2008/39</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R49 665 – 57 663 pa Welkom Grade12 or equivalent qualification Recommendation: Logis Induction Course. Knowledge of PPPA, SCM and PFMA. Computer Literacy and good communication skills.
<u>DUTIES</u>	:	Verify the requisitions before completion of Log 1 forms. Capture requisitions for section 20 schools and office on the Logis System. Updating the Commitment Register
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs L. Motitimi . (057) 3532901 Director: Lejweleputswa District Office, P Bag X 30, Welkom, 9460
<u>POST 24/149</u>	:	<u>ACCOUNTING CLERK: PAYMENT SECTION MOTHEO DISTRICT REFERENCE NUMBER PS4/2008/40</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R49 665 – 57 663 pa Bloemfontein Grade12 or equivalent qualification. Computer literacy. Recommendation: Code 8 Drivers licence
<u>DUTIES</u>	:	Payments of water and electricity accounts of all schools in the Motheo District Office. Responsible for payments of all schools' telephone accounts in the District Office. To check the correctness of advances and substance and travelling (S&T) claims of officials in the District Office and public. Professionally attend to all clients, visitors and staff's queries / enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N.P. Cloete ☎ (051) 404 4775 The District Director: Motheo District Office, Private Bag x20512, Bloemfontein, 9300
<u>POST 24/150</u>	:	<u>ADMINISTRATION CLERK: THABO MOFUTSANYANA DISTRICT REFERENCE NUMBER PS4/2008/41</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R49 665 – R57 663 pa Thabo Mofutsanyana District Grade12 or equivalent qualification plus valid EB (Code 8) drivers license. Recommendation: Knowledge and experience regarding sound asset management. Knowledge of Public Finance Management Act and Treasury Regulations.Sound communication and report writing skills. Computer literacy(Ms Word, Excel) knowledge of LOGIS .Code 8 Drivers licence.
<u>DUTIES</u>	:	Monitoring of sound asset management at all education institutions. Complete weekly and quarterly reports. Training of officials regarding sound asset management. Investigation of discrepancies. Correct marking and numbering of departmental asset. Compile register on Excel.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C.B. Mphuthi. ☎ (058) 713 1218 The District Director: Thabo Mofutsanyana Education District Office, Private Bag x 817, Witsieshoek, 9870
<u>POST 24/151</u>	:	<u>HOUSEHOLD AID: KOFFIEFONTEIN SCHOOL: XHARIEP DISTRICT REFERENCE NUMBER PS4/2008/42</u>
<u>SALARY CENTRE</u>	:	R38 610 – R43 062 pa Koffiefontein

<u>REQUIREMENTS</u>	:	ABET Qualification
<u>DUTIES</u>	:	Tending children. Cleaning of residence, boarding houses, institutions, by washing, polishing, vacuum cleaning, sweeping and the removing of refuse. Wash dry and iron linen and clothes; prepare food, serve food and wash dishes; perform small maintenance tasks.
<u>ENQUIRIES</u>	:	Mr CH DU TOIT ☎ (053) 205 0004
<u>APPLICATIONS</u>	:	The District Director: Xhariep District Office, Private Bag x20512, Bloemfontein, 9300
<u>NOTE</u>	:	Must be prepared to work shifts
<u>POST 24/152</u>	:	<u>GENERAL ASSISTANT: ASSET& FLEET MANAGEMENT AND SUPPORT SERVICES DIRECTORATE: ASSET & FLEET MANAGEMENT SUB DIRECTORARE: REFERENCE NUMBER: PS4/2008/43</u> Section: Stocktaking
<u>SALARY</u>	:	R38 610 – R43 062 pa
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	ABET 4 or equivalent qualification Recommendation: A self motivated person with good handyman skills
<u>DUTIES</u>	:	Provide cleaning services within the Transport Section. Cleaning of government-owned vehicles. Assist with pre and post inspections of vehicles. Identity pool vehicles that are due for service. Report vehicles with missing accessories to the Supervisor
<u>APPLICATIONS</u>	:	Director: HRM: Public Servants, Department of Education, Private Bag X20565, Bloemfontein, 9300 (106 Selbourne Ave. Katleho Building)
<u>ENQUIRIES</u>	:	Mr TJ Mokoena ☎ (051) 448 6216
<u>POST 24/153</u>	:	<u>CLEANER: XHARIEP DISTRICT OFFICE: PS4/2008/44</u>
<u>SALARY</u>	:	R38 610 – R43 062 pa
<u>CENTRE</u>	:	Bloemfontein: Short term: Bloemfontein; Long term: Trompsburg
<u>REQUIREMENTS</u>	:	ABET 4 or equivalent qualification
<u>DUTIES</u>	:	Provide cleaning services outside and inside the District building; responsible for the cleaning of windows and floors; operate cleaning machines; responsible for the cleaning of toilets each day; placement of toiletries in toilets; wash and polish corridors and conference hall; request cleaning material in advance, clean the water cooler and make sure that there is sufficient water at all times.
<u>APPLICATIONS</u>	:	The District Director: Xhariep District Office, Private Bag X20513, Bloemfontein, 9300
<u>ENQUIRIES</u>	:	Ms S Erens, ☎ (051) 404 4886
<u>POST 24/154</u>	:	<u>HOUSEHOLD AIDS</u>
<u>SALARY</u>	:	R38 610 – R43 062 pa
<u>CENTRE</u>	:	Brebner High School Reference PS4/2008/45(2 Posts) Louis Botha Reference PS4/2008/46 (2 Posts) Sentraal P/S Reference PS4/2008/47(1 Post)
<u>REQUIREMENTS</u>	:	ABET Qualification.
<u>DUTIES</u>	:	Tending children. Cleaning of residence, boarding houses, institutions, by washing, polishing, vacuum cleaning, sweeping and the removing of refuse. Wash dry and iron linen and clothes; prepare food, serve food and wash dishes; perform small maintenance tasks.
<u>ENQUIRIES</u>	:	Mr F Kraalshoek ☎ (051) 404 4319
<u>APPLICATIONS</u>	:	The District Director: Motheo District Office, Private Bag x20512, Bloemfontein, 9300
<u>NOTE</u>	:	Must be prepared to work shifts

POST 24/155 : **FARM AID: (2 POSTS): DISTRICTS**
Xhariep District: Reference Number: PS4/2008/115
Motheo District: Reference Number: PS4/2008/116

SALARY : R38 610 – R43 062 pa
CENTRE : Hendrik Potgieter Agriculture School
Jimmie Roos School

REQUIREMENTS : ABET 3 or equivalent qualification
DUTIES : General farm work. Assist with off loading of goods.
ENQUIRIES : Ms S Erens, ☎ (051) 404 4886
Mr F Kraalshoek ☎ (051) 404 4319

APPLICATIONS : 1. The District Director: Xhariep District, Private Bag x 20513, Bloemfontein 9300
2. The District Director: Motheo District Office, Private Bag x20512, Bloemfontein, 9300

DEPARTMENT OF SPORT, ARTS & CULTURE

The Free State Provincial Government is an equal opportunity, affirmative action employer and it is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS : Mr AJ Venter, Head: Corporate Administration, Department of the Premier, Room 403, Lebohang Bldg., St Andrew Street, PO Box 517, Bloemfontein, 9300

FOR ATTENTION : Ms J Kleynhans
CLOSING DATE : 30 June 2008
NOTE : Directions To Applicants: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications will not be considered. Applications must be submitted to the address mentioned in the advertisement.

MANAGEMENT ECHELON

POST 24/156 : **HEAD OF DEPARTMENT REFERENCE: HOD 1/2008**

SALARY : R770 823 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein
REQUIREMENTS : This appointment is subject to the signing of an employment contract, not exceeding five years, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

REQUIREMENTS : *The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level. *The candidate must have: -knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership, as well as strategic, financial and people management skills; ability to initiate and support organizational trans-formation and change, explore and implement new ways of delivering services that contribute to the promotion of sport, arts and culture in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to sport, arts and culture within the Free State Province and South Africa. Recommendation: A post graduate qualification in any

of the areas of responsibility and/or management will be a recommendation.

DUTIES

: Key Responsibilities: *To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which *inter alia* include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. *To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. This candidate will also be responsible to: Assist with the development of appropriate Sport, Arts & Culture policies and advise the MEC in this regard. Ensure the effective implementation of Government Policies in the areas of Sport, Arts and Culture and the Public Service as well as Provincial and National legislation relevant to the Portfolio. Provide the MEC with sufficient information and advice to enable him to make sound and informed decisions in terms of his portfolio. Although the candidate is based in Bloemfontein, the post requires extensive traveling, both domestically and internationally. Such other responsibilities as may be directed.

ENQUIRIES

: Mr AJ Venter, Head: Corporate Administration Tel. No. 051 – 405 4926/7

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- 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** : 30 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 24/157** : **ADMINISTRATION CLERK, CHIEF (2 POST) REF NO: 70050733**
Directorate: School Nutrition, Scholar Transport & Poverty Alleviation
Sub-Directorate: School Nutrition
(This is a re-advertisement, post Post 18/110" Candidates who applied previously must not re-apply)

- SALARY** : R106 335 – R123 456 per annum
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Communication skills (verbal & written).Excellent computer (MS Word, Excel, Power point) and typing skills, Office management skills, ability to think fast and creative and planning skills, Ability to work under pressure. Good interpersonal relations.

- DUTIES** : Monitor expenditure and reconcile monthly claims against projections, investigate deviations if necessary. Do regular monitoring at District and schools, write reports. Investigate and handle complaints, queries from Districts, schools and service providers. Monitor compliance of contract between Department and service providers. Inter-action with all officials and be able to conduct meetings with all relevant stakeholders. Must be in possession of a valid drivers license.

- ENQUIRIES** : J. Jordaan Tel No: (011) 355-0556

- POST 24/158** : **ADMINISTRATION CLERK, SENIOR (2 POSTS) REF NO: 70050732**
Directorate: School Nutrition, Scholar Transport & Poverty Alleviation
Sub-Directorate: School Nutrition
(This is a re-advertisement, Post 18/111" Candidates who applied previously must not re-apply)

- SALARY** : R68 954 – R80 057 per annum
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of SAP,BAS,PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.

- DUTIES** : Ensure that service providers are paid regularly and timeously. Receiving and processing of service providers claims. Keep record of payments. Verification of delivery notes and claims. Ensure procurement are done (RLS1 & GRV'S). Receiving and capturing of school application forms. Assist district coordinators with monthly

ENQUIRIES : monitoring and reporting.. Must be computer literate (Microsoft Word and Microsoft Excel). Must be in position of a valid drivers license.
J. Jordaan, Tel No: (011) 355-0556

GAUTENG SHARED SERVICE 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 : 01 July 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 24/159 : **ERP MANAGER: BASIS REF NO 80000006**
Directorate: Technology Support Services
This is a 5 Year Fixed Term Performance Based Contract

SALARY : R369 000 - R427 836 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : B. degree in IT/Commerce highly desirable. Relevant ERP qualification. 9+ Years ERP knowledge required. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and IT program management/project management. ERP implementation experience on at least 7 projects. Business acumen, results orientation, innovation, action planning, control/follow up, people management, Problem Solving, Analytical, negotiation skills, decision making, integrity/ honesty, Oral communication, written communication, interpersonal skill, serving clients, Accountability, Motivation, Leadership, Business planning, Exercising authority, Conceptual thinking, Change management control.

DUTIES : The ERP Basis Manager will provide operational management and support to customers within the Gauteng Provincial Government. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Ensure that whole SAP environment is monitored by extracting reports. Ensure that the functional structure optimizes the utilization of available resources. Ensure proper utilisation of external resources. Ensure Change Control procedures are adhered to. Manage escalations with business and sort out any disputes. Ensure that Audit policies are adhered to and ensuring authorizations are followed as per Audit requirements Implement strategies to optimise the utilisation of existing technology resources, i.e. CPU, data disks, etc. Managing the application of support packs to keep the system updated, i.e. support packs, support notes from software providers Manage and implement SAP upgrades to keep the systems up to date. Ensure backup strategy in place and ensure it is followed as per policy. Manage and Implement back up plans. Implement access control policies and procedures with regards to SAP system. Performance Management of all SAP Technology staff. Coaching and mentoring of staff. Institute corrective actions to ensure excellent customer service. Investigate and research SAP best practices and make recommendations. Research and maximize SAP technology to give state of the art customer service system. Implement the approved projects as allocated.

ENQUIRIES : Mr. John Kudzingana, Tel No: (011) 355 – 9677

<u>POST 24/160</u>	:	<u>ERP CONSULTANT: HRM REF NO 80000005</u> Directorate: Technology Support Services
<u>SALARY</u>	:	R196 815 – R228 492 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B. degree in IT/Commerce highly desirable. Relevant ERP qualification. 5+ Years comprehensive ERP knowledge required. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and IT program management/project management. ERP implementation experience on at least 5 projects. Business acumen, results orientation, innovation, action planning, control/follow up, people management, problem solving, analytical, negotiation, decision making, Integrity Honesty, oral communication, written communication, interpersonal skills, serving clients, teaching others.
<u>DUTIES</u>	:	The ERP Consultant will provide systems (e.g. SAP) functional and technical expertise to customers within the Gauteng Provincial Government. The incumbent will have knowledge of the various modules of the ERP system as well as the attributes thereof in order to be able to implement a solution to a client by ensuring that all key project aspects are delivered in a timely and professional manner. Responsibilities will include development of functional specifications, designing solutions, troubleshooting problems, ERP configuration, testing and system development. As a member of an ERP Applications Team, the Consultant is responsible for configuration of ERP Business systems in support of meeting the requirements from the business partners. This includes ERP system solutions. Responsible for timely delivery of systems solutions, configuration and business process results within a project or enhancement request. Analyze and correct production problems as they occur in the ERP system. Configure, validate and promote requested enhancements to existing ERP solutions. Provide high level of customer service to end users, business units and groups. Anticipate and resolve project and support services risks and obstacles; recommend solutions.
<u>ENQUIRIES</u>	:	Mr. Erick Jacobs, Tel No: (011) 355 9612
<u>CLOSING DATE</u>	:	01 July 2008
<u>POST 24/161</u>	:	<u>ERP MANAGER: HRM REF NO 80000004</u> Directorate : Technology Support Services <i>This is a 5 Year Fixed Term Performance Based Contract</i>
<u>SALARY</u>	:	R369 000 - R427 836 per annum (all inclusive)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B. degree in IT/Commerce highly desirable. Relevant ERP qualification. 9+ Years ERP knowledge required. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and IT program management/project management. ERP implementation experience on at least 7 projects. Business acumen, results orientation, innovation, action planning, control/follow up, people management, Problem Solving, Analytical, negotiation skills, decision making, integrity/ honesty, Oral communication, written communication, interpersonal skill, serving clients, Accountability, Motivation, Leadership, Business planning, Exercising authority, Conceptual thinking, Change management control.
<u>DUTIES</u>	:	The ERP HRM Manager will provide systems (e.g. SAP) operational management and support to customers within the GPG. The incumbent will have knowledge of the various modules of the ERP HCM system and their specific functional attributes. This is to able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP HCM system configuration, testing and assisting in system development and managing human resource within the

functional area. Analyze and correct operational and functional problems as they occur in the implemented ERP HCM system. Configure, validate and implement requested enhancements to existing ERP solution. Ensure a high level of customer service to end users, business units and groups. Anticipate and resolve operational and support services problems and obstacle, recommended and implement solutions. Provides regular communication to customer departments and higher-level managers / executives regarding functional status of implemented ERP system. Manage response to user enquiries, providing guidance and interpretation regarding application of the organization's ERP policies, procedures, standards and functional / technical matters. Perform necessary administrative and performance management for the functional team. Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentation to client audiences and professional peers if and when required. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problem, system status and issues. Assist in the planning of new hardware and new platform components.

ENQUIRIES : Mr. John Kudzingana, Tel No: (011) 355 – 9677
CLOSING DATE : 01 July 2008

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 24/162 : **PRINCIPAL MEDICAL OFFICER REF.NO:70052057**
 Directorate: Medical

SALARY : R311 358-360 909 per annum (all inclusive package)
CENTRE : Mamelodi Hospital
REQUIREMENTS : MBCHB Degree, registration with HOCSA as a general practitioner. At least 3-5 years experience after registration with the council as Medical Practitioner. Experience in emergency department/obstetrics will be an added advantage.

DUTIES : Provide quality patient care. Do clinical auditing, participate in CPD activities and in commuted overtime. Supervise the juniors and work in a team.

ENQUIRIES : Dr. Vijayan, Tel No: (012) 841-8300
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 03 July 2008

POST 24/163 : **PRINCIPAL MEDICAL OFFICER REF.NO:70052057**
 Directorate: Medical

SALARY : R311 358-360 909 per annum (all inclusive package)
CENTRE : Mamelodi Hospital
REQUIREMENTS : MBCHB Degree, registration with HOCSA as a general practitioner. At least 3-5 years experience after registration with the council as Medical

	Practitioner. Experience in emergency department/obstetrics will be an added advantage.
<u>DUTIES</u>	: Provide quality patient care. Do clinical auditing, participate in CPD activities and in commuted overtime. Supervise the juniors and work in a team.
<u>ENQUIRIES</u>	: Dr. Vijayan, Tel No: (012) 841-8300
<u>FOR ATTENTION</u>	: Ms. Victoria Skosana
<u>CLOSING DATE</u>	: 03 July 2008
<u>POST 24/164</u>	: <u>TB DISTRICT CO-ORDINATOR REF.NO:70051950</u> Directorate: District Health Services
<u>SALARY</u>	: R 235 659 per annum (plus benefits)
<u>CENTRE</u>	: Tshwane/Metsweding District
<u>REQUIREMENTS</u>	: An appropriate bachelors degree or equivalent in health. Registration at SANC, experience and practical knowledge in TB control program. Valid driver's licence and proven competency to drive a government vehicle. Computer literate, appropriate knowledge about ETR.net. and ability to utilize the program. Project management, training in TB control management, ETR.net, TB/HIV collaboration.
<u>DUTIES</u>	: Manage TB control program in Tshwane District. Responsible for monitoring, evaluation and supervision of TB services in all facilities and all institutions rendering TB in Tshwane Metro. Link between the district office, central office, national offices and all other role players responsible for TB services. Liaison with Local Government, NGO's, Private Sector and all stake holders involved in TB and close cooperation with HAST. Responsible to monitor, evaluate and supervision of TB/HIV collaboration in Tshwane. Compiling reports, making recommendations and prepare and present presentations to different levels of staff and organizations. Responsible for training program for TB in the Metro including the actual training of all health care workers in TB. Statistical analysis of TB data and compiling health care plans. Preparing and management of budget for TB control according to the PFM regulations. Management including personal evaluation of sub district TB Coordinators, DOT supporters and tracer projects in the Metro. NOTE: Candidates who previously applied should re-apply because the salary was erroneous.
<u>ENQUIRIES</u>	: Christie Brink, Tel. No: (012) 303-9051
<u>FOR ATTENTION</u>	: Ms. Victoria Skosana
<u>CLOSING DATE</u>	: 03 July 2008
<u>POST 13/165</u>	: <u>TB DISTRICT CO-ORDINATOR REF.NO:70051950</u> Directorate: District Health Services
<u>SALARY</u>	: R235 659 per annum (plus benefits)
<u>CENTRE</u>	: Tshwane/Metsweding District
<u>REQUIREMENTS</u>	: An appropriate bachelors degree or equivalent in health. Registration at SANC, experience and practical knowledge in TB control program. Valid driver's licence and proven competency to drive a government vehicle. Computer literate, appropriate knowledge about ETR.net. and ability to utilize the program. Project management, training in TB control management, ETR.net, TB/HIV collaboration.
<u>DUTIES</u>	: Manage TB control program in Tshwane District. Responsible for monitoring, evaluation and supervision of TB services in all facilities and all institutions rendering TB in Tshwane Metro. Link between the district office, central office, national offices and all other role players responsible for TB services. Liaison with Local Government, NGO's, Private Sector and all stake holders involved in TB and close cooperation with HAST. Responsible to monitor, evaluate and supervision of TB/HIV collaboration in Tshwane. Compiling reports, making recommendations and prepare and present presentations to different levels of staff and organizations. Responsible for training program for TB in the Metro including the actual training of all health care workers in TB. Statistical analysis of TB data and compiling health

care plans. Preparing and management of budget for TB control according to the PFM regulations. Management including personal evaluation of sub district TB Coordinators, DOT supporters and tracer projects in the Metro. NOTE: Candidates who previously applied should re-apply because the salary was erroneous.

ENQUIRIES : Christie Brink, Tel. No: (012) 303-9051
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 03 July 2008

POST 24/166 : **SENIOR MEDICAL OFFICER (6 POSTS) REF.NO:70052056**
 Directorate: Medical

SALARY : R 196 815 -228 492 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Registration with HPCSA as Medical Practitioner and post community experience.

DUTIES : Full participation in the care (wards, outpatient clinics, emergency department), participation in CPD program. Full participation in after hour work as required (commuted overtime). Ability to work in a team.

ENQUIRIES : Dr. Vijayan, Tel No: (012) 841-8300
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 03 July 2008

POST 24/167 : **SENIOR MEDICAL OFFICER (6 POSTS) REF.NO: 70052056**
 Directorate: Medical

SALARY : R 196 815 -228 492 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Registration with HPCSA as Medical Practitioner and post community experience.

DUTIES : Full participation in the care (wards, outpatient clinics, emergency department), participation in CPD program. Full participation in after hour work as required (commuted overtime). Ability to work in a team.

ENQUIRIES : Dr. Vijayan, Tel No: (012) 841-8300
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 03 July 2008

POST 24/168 : **PROFESSIONAL NURSE (PHC) (9 POSTS)**
 Directorate: Nursing

SALARY : R 160 470 – R186 030 per annum (plus benefits)
CENTRE : Soshanguve CHC (3 posts): REF.NO:70052051
 K.T. Motubatse CHC (4 posts): REF.NO:70052053
 Block X-X : REF.NO:70052052
 Block TT: REF.NO:70052054

REQUIREMENTS : Registration as a General Nurse and Midwife and Diploma in PHC. Proof of registration at SANC, 4 years experience in Nursing and valid driver's licence will be a recommendation.

DUTIES : To render a comprehensive Primary Health Care in the clinic and the community. To be responsible for total patient care to all patients in the clinic and community. To be responsible for outreach services from the clinic as needed. To access, diagnose, prescribe, educate and advise patients and refer if necessary. Should be willing to render a 24-hour service, supervise, support and evaluate subordinates. Also responsible for own development and that of the sub-ordinates. Ensure efficient and effective management of resources. Collect, and compile data and to implement clinic objectives. To facilitate community and rotate through all service points as required. NOTE: This is a re-advertisement, candidates who applied before should reapply.

ENQUIRIES : Ms L.Keyter, Tel No: (012) 303-9004
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 03 July 2008

<u>POST 24/169</u>	:	<u>PROFESSIONAL NURSE (PHC) (9 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R 160 470 – R186 030 per annum (plus benefits)
<u>CENTRE</u>	:	Soshanguve CHC (3 posts): Ref.No:70052051 K.T. Motubatse CHC (4 posts): Ref.No:70052053 Block X-X : Ref.No:70052052 Block TT: Ref.No:70052054
<u>REQUIREMENTS</u>	:	Registration as a General Nurse and Midwife and Diploma in PHC. Proof of registration at SANC, 4 years experience in Nursing and valid driver's licence will be a recommendation.
<u>DUTIES</u>	:	To render a comprehensive Primary Health Care in the clinic and the community. To be responsible for total patient care to all patients in the clinic and community. To be responsible for outreach services from the clinic as needed. To access, diagnose, prescribe, educate and advise patients and refer if necessary. Should be willing to render a 24-hour service, supervise, support and evaluate subordinates. Also responsible for own development and that of the sub-ordinates. Ensure efficient and effective management of resources. Collect, and compile data and to implement clinic objectives. To facilitate community and rotate through all service points as required. NOTE: This is a re-advertisement, candidates who applied before should reapply.
<u>ENQUIRIES</u>	:	Ms L.Keyter, Tel No: (012) 303-9004
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	03 July 2008
<u>POST 24/170</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 11 PN B1 AREA OF SPECIALITY (PRIMARY HEALTH CARE) REF NO: 70052029</u> Directorate: P.H.C.
<u>SALARY</u>	:	R160 470 –R186 030 per annum (plus benefits)
<u>CENTRE</u>	:	Nokuthela Ngwenya C.H.C
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as Professional Nurse. Minimum of 10 years appropriate recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing.
<u>DUTIES</u>	:	Rendering a caring Primary Health Care Service both within and outside the Clinic including General Nursing, Midwifery, all aspects of reproductive health, children health, with main focus on care being health assessment treatment, TB Mental Health, PEP and HIV/AIDS, compile DHIS. Assist with TOP and sterilization services where it is applicable. Implement protocols and policy guidelines as prescribed by the department. Evaluation and mentoring of staff. Assist to control utilization of resources. Be an active member to assist with developing the District Health System. Be able to work shifts and night duty.
<u>ENQUIRIES</u>	:	MrsJ.F. Joubert, Tel No: (011) 734 – 2111x 242
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/171</u>	:	<u>CHIEF PHYSIOTHERAPIST (3 POSTS)(70052035) CHIEF OCCUPATIONAL THERAPIST (3 POSTS)(70052036) CHIEF SPEECH THERAPY AND AUDIOLOGIST (3 POSTS) (70052037)</u> Directorate: Specialised Support Services
<u>SALARY</u>	:	R134 388 –R160 470 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Current registration with HPCSA as Physiotherapist, Occupational Therapist, Speech Therapist and Audiologist. Knowledge and Implementation of all relevant legislation. Undertaking of comprehensive rehabilitation services. Minimum of three years experience, currently on a senior post. Good leadership skills, supervisory skills and organizational skills. A valid driver's license.
<u>DUTIES</u>	:	Render and management a community based rehabilitation service which includes promotion, prevention, curative and rehabilitation service as well as community development aspects of stakeholders. Supervise

subordinates; evaluate job performance of the subordinates both formal and informal. Compile monthly reports and hold sub-district meetings. Implement all aspects of allocated financial management tasks including managing, replacement of new equipment, consumable items and issuing assistive device. Participate in continuous professional development and facilitate that of the subordinates according to HPCSA regulation. Provide in service training. Implement quality assurance measure. Participate in research projects and survey.

ENQUIRIES : Ms T Mukheli, Tel No: (011) 876 – 1700/1776
CLOSING DATE : 2 July 2008

POST 24/172 : **PROFESSIONAL NURSE GRADE 2 (4 POSTS) REF NO: 70052031**
 Directorate: P.H.C

SALARY : R134 388 – R160 470 per annum (plus benefits)
CENTRE : Daveyton Main Clinic, Kwa-Thema C.H.C and Nokuthela Ngwenya C.H.C.

REQUIREMENTS : Registration with the South African Nursing Council as Professional Nurse. Minimum of 10years appropriate recognised experience in Nursing after registration as professional Nurse with South African Nursing Council in General Nursing.

DUTIES : Rendering a caring Primary Health Care Service both within and outside the Clinic including General Nursing, Midwifery, all aspects of reproductive health, children health, with main focus on care being health assessment treatment, TB Mental Health, PEP and HIV/AIDS, compile DHIS. Assist with TOP and sterilization services where it is applicable. Implement protocols and policy guidelines as prescribed by the department. Evaluation and mentoring of staff. Assist to control utilization of resources. Be an active member to assist with developing the District Health System. Be able to work shifts and night duty.

ENQUIRIES : Mrs E. Mashigo, Tel No: (011) 734 – 2111x242
CLOSING DATE : 2 July 2008

POST 24/173 : **SENIOR RADIOGRAPHER REF NO: 70052030**
 Directorate: P.H.C

SALARY : R132 054 – R153 312 per annum (plus benefits)
CENTRE : Ekurhuleni District Services

REQUIREMENTS : Degree in Medical Radiography (Diagnostic) with at least three years experience in Radiography. Registration with HPCSA. Sound interpersonal and communication skills.

DUTIES : Undertake radiography procedures efficiently. Produce diagnostic images in accordance with prescribed protocols. Radiation control measures and medico –legal requirements to be followed. Ensure optimal patient care and radiation safety. Be responsible for safekeeping of Institutional Assets.

ENQUIRIES : Ms J.F. Joubert, Tel No: (011) 734 – 2111
CLOSING DATE : 2 July 2008

POST 24/174 : **SENIOR STATE ACCOUNTANT REF NO: 70052032**
 Directorate: Finance

SALARY : R132 054 – R153 312 per annum (plus benefits)
CENTRE : Ekurhuleni District Office

REQUIREMENTS : An appropriate three year degree/diploma with relevant experience in Government Accounting. Knowledge of stand alone system. Sound knowledge of the Public Finance Management Act, Treasury Regulations. Generally recognised accounting practice (GRAP) and other financial related Acts. Good written and verbal communication skills. Problem solving skills.

DUTIES : Effective management of accounts payable, clearing of suspense accounts, ensure budgets is in line with expenditure. Clearing of misallocations, effective management of NGO's management and

		monitoring of transfer payments to local Authority. Management of revenue. Supervision to subordinates.
<u>ENQUIRIES</u>	:	Ms P. Khumalo, Tel No: (011) 876 – 1700/1760
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/175</u>	:	<u>DENTAL THERAPIST (4 POSTS) REF NO: 70052042</u>
		Directorate: Oral Health
<u>SALARY</u>	:	R132 054 – R153 312 per annum (plus benefits)
<u>CENTRE</u>	:	Daveyton Main Clinic
<u>REQUIREMENTS</u>	:	A degree /diploma in Dental Therapy. Registration with the HPCSA as a Dental Therapist. Six years experience in the relevant field.
<u>DUTIES</u>	:	Provide Oral Health services to the community. Perform administrative duties for clinical services. Examine diagnose and treat Oral ailments within the scope of a Dental Therapist. Promote Oral Health and carry preventative measures. Ensure proper inventory and safe keeping of Instrument and equipment. Rotate through service points.
<u>ENQUIRIES</u>	:	Dr A. Govendor, Tel No: (011) 876 – 1700/1802.
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/176</u>	:	<u>RADIOGRAPHER REF NO: 70051930</u>
		Directorate: Central Wits –Region A
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Wits Dental Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as a Radiographer. Five years experience. The successful incumbent will hold a joint appointment as a Radiographer with the Department of Health, Gauteng Province and Junior Lecturer with the University of the Witwatersrand, Johannesburg. Recommendations: Previous teaching experience would be an advantage.
<u>DUTIES</u>	:	To receive documents and examine patients radio graphically. To critically assess the quality of the image and decide whatever further views are necessary. To take responsibility for the protection of the patient. Personnel and public with regard to radiation and infection control. To be responsible for the maintenance of the radiographic and processing equipment. To be involved in the theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students and the examination thereof.
<u>ENQUIRIES</u>	:	Ms B Walsh, Tel No: (011) 488 - 4037
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/177</u>	:	<u>RADIOGRAPHER REF NO: 70051931</u>
		Directorate: Central Wits (Region A)
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Wits Dental Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as a Radiographer. Two years recognizable experience. Recommendations: Previous teaching experience would be an advantage.
<u>DUTIES</u>	:	To receive documents and examine patients radio graphically. To critically assess the quality of the image and decide whatever further views are necessary. To take responsibility for the protection of the patient, personnel and public with regard to radiation and infection control. To be responsible for the maintenance of the radiographic and processing equipment. To be involved in the practical supervision of dental and oral hygiene students.
<u>ENQUIRIES</u>	:	Ms B. Walsh, Tel No: (011) 488 - 4037
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/178</u>	:	<u>LABOUR RELATIONS OFFICER REF.NO:70052060</u>
		Directorate: Labour
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)

<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Labour Relations or appropriate qualifications with at least 2 years experience or grade 12 with 5 years experience. Computer literacy, good communication skills, driver's licence, interpersonal relation and strong leadership qualities.
<u>DUTIES</u>	:	Manage strikes, lock –outs, picketings and protests. Assist in establishing and maintaining structure for ongoing consultation. Interact with unions and employees to participate in decision making process. Give advice to management in resolving grievance, investigate misconduct cases and submit reports to management. Represent management in dispute resolution bodies i.e. CCMA and Labour Court. Conduct workshops, in-service trainings to staff on grievances disputes.
<u>ENQUIRIES</u>	:	Mr M.M. Ledwaba, Tel No: (012) 702 2275/8
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	03July 2008
<u>POST 24/179</u>	:	<u>CHIEF ADMINISTRATION CLERK REF.NO:70052061</u> Directorate: Records Management
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, Diploma in record management, knowledge of archive and at least two years experience. Good communication, planning and organising skills. Knowledge of admission records and revenue.
<u>DUTIES</u>	:	Formulation and maintenance of Departmental Records Management Policy. Implementation and maintenance of the Departmental integrated Documents Management System. Managing of procedures and processes of the Departmental Registries. Provide training to staff at institutional level.
<u>ENQUIRIES</u>	:	Mr M.M. Ledwaba, Tel No: (012) 702 2274/8
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	03 July 2008
<u>POST 24/180</u>	:	<u>LABOUR RELATION OFFICER REF.NO:70052059</u> Directorate: Labour
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Relevant degree or grade 12 certificate with extensive experience. Extensive knowledge of labour relations and other legislation. Well acquainted with labour relations processes, procedures and systems. Code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Initiate and promote training in labour relations for managers, employees and also provide training and advice on progressive discipline. Participate in policy development and formulation of guideline in labour management. Implement, monitor and evaluate compliance with collective agreement, policies and all relevant legislation. Render an advisory service to all institutional managers and employees with to labour relations. Implementation of disciplinary and grievance procedures. Monitor and evaluate disciplinary cases done at GSSC and institution. Analyse and ensure quality of disciplinary cases, report on all other labour relations reports. Establish and maintain the existence of communication structures in the hospital. Provide information/ advice to top management
<u>ENQUIRIES</u>	:	Ms Ledwaba, Tel No: (012) 702 2274/8
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	03 July 2008
<u>POST 24/181</u>	:	<u>STATE ACCOUNTANT REF.NO:70052058</u> Directorate: Accounts/Finance
<u>SALARY</u>	:	R 106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane/Metsweding Region

<u>REQUIREMENTS</u>	:	Grade 12 certificate with 3-5 years experience. National Diploma in Finance or equivalent qualifications with 1-2 years experience in Finance. Knowledge of PFMA and Treasury Regulations, as well as appropriate knowledge of BAS/SAP. Sound accounting, computer literacy, written/verbal communication skills and a driver's licence will be an advantage.
<u>DUTIES</u>	:	Manage and control suspense account. Check and authorize/verify payments on different systems BAS/SAP. Prepare monthly reconciliations with regards to (BAS/PERSAL.BAS/BAUD and BAS/MEDSAS). Responsible for submission of monthly reports. Compile responses to Audit queries and draft submissions and correspondence relating to his /her spheres of work. Perform any other Finance related functions as required by the supervisor.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	:	Ms S. Msimango, Tel No: (012) 303-9122 Ms. Victoria Skosana 03 July 2008
<u>POST 24/182</u>	:	<u>STATE ACCOUNTANT REF.NO:70052058</u> Directorate: Accounts/Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 106 335 per annum (plus benefits) Tshwane/Metsweding Region Grade 12 certificate with 3-5 years experience. National Diploma in Finance or equivalent qualifications with 1-2 years experience in Finance. Knowledge of PFMA and Treasury Regulations, as well as appropriate knowledge of BAS/SAP. Sound accounting, computer literacy, written/verbal communication skills and a driver's licence will be an advantage.
<u>DUTIES</u>	:	Manage and control suspense account. Check and authorize/verify payments on different systems BAS/SAP. Prepare monthly reconciliations with regards to (BAS/PERSAL.BAS/BAUD and BAS/MEDSAS). Responsible for submission of monthly reports. Compile responses to Audit queries and draft submissions and correspondence relating to his /her spheres of work. Perform any other Finance related functions as required by the supervisor.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	:	Ms S. Msimango, Tel No: (012) 303-9122 Ms. Victoria Skosana 03 July 2008
<u>POST 24/183</u>	:	<u>ALLIED CONTROL THERAPIST ASSISTANT REF NO: 70052033</u> Directorate: Specialised Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R106 335 – R123 456 per annum (plus benefits) Ekurhuleni Health District Qualified as Physiotherapy Assistant, Occupational Therapy Assistant, and Speech Therapist Assistant. Registration with HPCSA. Minimum of 10 years experience. Good communication skills and interaction. Good training skills and supervisory skills. A valid driver's license will be an advantage.
<u>DUTIES</u>	:	Provision of community based rehabilitation with the focus on planning and initiating the needs for rehabilitation program/ projects within allocated areas. Promote and protects people with disability through awareness campaigns, workshop and advocacy program. Facilitate people with disabilities into mainstream activities. Implement quality assurance measure. Co-ordinate supervision of subordinates in the district as indicated in the policies. Participate in continuous professional development and that of the subordinates according to the HPCSA. Assist, participate and co-ordinate training for therapy assistants and CRF. Co-ordinate management tasks of subordinates and execute allocated management tasks.
<u>ENQUIRIES CLOSING DATE</u>	:	Ms T. Mukheli, Tel No: (011) 876 – 1700/1776 2 July 2008

<u>POST 24/184</u>	:	<u>SENIOR PHYSIOTHERAPIST (70052038) SENIOR OCCUPATIONAL THERAPIST (70052039) SENIOR SPEECH THERAPY AND AUDIOLOGIST (70052040)</u> Directorate: Specialised Support Services
<u>SALARY</u>	:	R106 335 –R123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni District Office
<u>REQUIREMENTS</u>	:	BSC, physiotherapy, occupational Therapy, Speech Therapy and Audiology with 1-2 years experience. Currently on a junior post. Current registration with HPCSA. Communication skills, supervisory skills/ presentation skills. A valid driver's license.
<u>DUTIES</u>	:	Assess and implement the need for community based rehabilitation health services. Render a community based therapy service that includes prevention, promotion, curative and rehabilitation service as well as community development aspects for stakeholders. Participate in continuous professional development and facilitate that of the subordinated according to the regulations of HPCSA, provide in-service training. Implement quality assurance measure. Undertake management and administration tasks as required. Assist and participate in the research project and surveys. Be able to execute duties of the Chief Therapist.
<u>ENQUIRIES</u>	:	Ms T. Mukheli, Tel No: (011) 876 – 1700/1776
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/185</u>	:	<u>ASSET MANAGER REF NO: 70051978</u>
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. Knowledge of PFMA and Treasury Regulations. Planning and organisational skills. Ability to work under pressure.
<u>DUTIES</u>	:	Monitor the maintenance schedule. Monitor asset performance. Perform physical verification to assess asset condition. Update of maintenance register. Update asset register with refurbishment. Report any theft/losses to insurance brokers. Record damages or write-offs. Ensure that all serviceable equipment are serviced regularly. Keep separate record of assets that are frequently repaired. Keep record of all assets declared unserviceable by technicians and dispose them. Handle disposable procedures of all assets including office furniture and computer equipments. To keep track and do follow ups on assets that have been sent out for repair (External and Internal). Schedule meetings with equipment users to effectively monitor the performance of their equipment and enable him to understand their needs in relation to equipments. Give support to the asset unit where necessary e.g. to assist in the reconciliation of BAUD to BAS.
<u>ENQUIRIES</u>	:	Mr. S.P. Shabangu, Tel No: (016) 930-3281
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/186</u>	:	<u>ADMINISTRATIVE OFFICER (PATIENTS ADMINISTRATION) REF NO: 70051906</u> Directorate: Administration
<u>SALARY</u>	:	R 106 335 – R123 456 per annum (plus benefits)
<u>CENTRE</u>	:	Charles Hurwitz TB Hospital
<u>REQUIREMENTS</u>	:	Degree / Diploma or Grade 10 or 12 with 4 years extensive experience in patient affairs. Good management and communication (written and verbal) skills. Supervisory experience. Good interpersonal relations. Must be able to work in team under pressure. Knowledge of Medicom or computer literacy. Extensive knowledge of rules and regulations, and Acts of the Department of Health. Knowledge of PMFA and DORA.
<u>DUTIES</u>	:	Supervise subordinates. Maintain discipline and resolve complaints and grievances. Evaluate job performance of team members and review job descriptions. Compile monthly reports and monthly sectional meetings. Provide in-service training to team members. Patients files management

		systems. Patients' registration. Demand management (ordering). Unit stock administration.
<u>ENQUIRIES</u>	:	Mr. M. Mbatha, Tel No: (011) 983-7142
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/187</u>	:	<u>COMMUNITY BASED REHABILITATION JUNIOR THERAPIST REF NO: 70052041</u>
		Directorate: Specialised Support Services
<u>SALARY</u>	:	R85 362 – R99 108 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	BSc, Physiotherapy, Occupational Therapy, completed community service, current registration with HPCSA, communication skills.
<u>DUTIES</u>	:	Render community therapy service in allocated area of work that complies with the standards and norms as indicated by health policies. Render a community based therapy service that includes prevention, promotion, curative and rehabilitation service as well as community development aspects for stakeholders. Participate in continuous professional development according to the regulation of HPCSA. Implement quality assurance measure. Undertake management and administration tasks as required.
<u>ENQUIRIES</u>	:	Ms T. Mukheli, Tel No: (011) 876 – 1700/1776
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/188</u>	:	<u>ENROLLED NURSE REF NO: 70052027</u>
		Directorate: P.H.C
<u>SALARY</u>	:	R70 140 –R122 982 per annum (plus benefits)
<u>CENTRE</u>	:	Nokuthela Ngwenya C.H.C.
<u>REQUIREMENTS</u>	:	Proof of registration with South African Nursing Council as an Enrolled Nurse. Proof of professional indemnity. The incumbent should be highly motivated and willing to work in transformation environment. The incumbent should be highly motivated and willing to work in transformation environment. Be prepared to do shift work & night duty and to relief duty when necessary in the Institution. Should be part of multidisciplinary team and display good communication skills.
<u>DUTIES</u>	:	Provision of quality patient care under the supervision of registered nurse. Execute nursing procedures according to his/her scope of practice in the units. Teach and supervise the subordinates. Implement nursing care plans according to set standards and norms. Ensure that Batho-Pele principles and patients Right Charter are observed and implemented. Assist with VCT and PMTCT programmes. Accurate record keeping.
<u>ENQUIRIES</u>	:	Ms J.F. Joubert, Tel No: (011) 734 – 2111
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/189</u>	:	<u>WARD CLERKS (4 POSTS) REF NO: 70051907</u>
		Directorate: Administration
<u>SALARY</u>	:	R58 290 – R67 668 per annum (plus benefits)
<u>CENTRE</u>	:	Charles Hurwitz TB Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or 12 with 2 years extensive experience in patient affairs. Good management and communication (written and verbal) skills. Good interpersonal relations. Must be able to work in a team under pressure. Must be computer literacy. Extensive knowledge of rules and regulations, and Acts of the Department of Health. Knowledge of Medicom will be an advantage.
<u>DUTIES</u>	:	Registration of patients. Capturing of data on Medicom. Complete TPH 25 in case of computer failure. Update the registration of patients. Record patients attendants in TPH 31 in case of computer failure. Daily administration of patients duties with tasks of serving the public. Work in the records Departments and ensure confidentiality of records. Compile

<u>ENQUIRIES</u>	:	weekly and monthly reports. Patients files management systems.
<u>FOR ATTENTION</u>	:	Demand management (ordering). Unit stock administration.
<u>CLOSING DATE</u>	:	Mrs. J. Barends, Tel No: (011) 938-8070
	:	Ms. Victoria Skosana
	:	30 June 2008
<u>POST 24/190</u>	:	<u>COMMUNITY REHABILITATION FACILITATOR (4 POSTS) REF NO: 70052034</u>
	:	Directorate: Specialised Support Services
<u>SALARY</u>	:	R58 290 – R67 668 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Certificate in Occupational Therapy or Physiotherapy. Registration with HPCSA as an Occupational Therapist or Physiotherapist Assistant. Good communication skills.
<u>DUTIES</u>	:	Prevention of disability through campaigns, workshop and early detection programme. Promotion of equal opportunities for people with disabilities. Provide community based rehabilitation service to all people in need. Facilitate community development through inter-sectoral collaboration within the sub-district by communicating/developing working relations with other stakeholders.
<u>ENQUIRIES</u>	:	Ms T Mukheli, Tel No: (011) 876 – 1700/1776
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/191</u>	:	<u>NURSING ASSISTANT GRADE 1/2/3 (3 POSTS) REF NO: 70052028</u>
	:	Directorate: P.H.C
<u>SALARY</u>	:	R53 757 – R94 254 per annum (plus benefits)
<u>CENTRE</u>	:	Nokuthela Ngwenya C.H.C.
<u>REQUIREMENTS</u>	:	Proof of registration with South African Nursing Council as a Nursing Assistant. Good written and verbal communication skills. The candidates should be willing to work shifts and night duty and rotate in Institution.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice. Promote quality of basic nursing care as directed by the Health Facility. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practice. Be willing to render 24 hour service and rotate to different units. Proper record keeping. Packing instruments and delivery packs. Implement Batho-Pele principles and patient Rights Charter.
<u>ENQUIRIES</u>	:	Ms J.F. Joubert, Tel No: (011) 734 – 2111
<u>CLOSING DATE</u>	:	2 July 2008
<u>POST 24/192</u>	:	<u>SENIOR DARKROOM OPERATOR REF NO: 70051979</u>
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Minimum of Standard 6 (Grade8) plus two years experience in darkroom operation management. Be able to read and write English. Good physical condition and be prepared to work weekends, public holidays and shifts.
<u>DUTIES</u>	:	Process and sort x-ray Films. Take mobile x-ray machine to different wards for portable x-rays.
<u>ENQUIRIES</u>	:	Mrs. Alice Arie, Tel No: (016) 930-3262
<u>CLOSING DATE</u>	:	30 June 2008
<u>POST 24/193</u>	:	<u>PORTER (2 POSTS) REF NO: 70052045</u>
<u>SALARY</u>	:	R 43 245 – R48 249 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital/ Surgical Division
<u>REQUIREMENTS</u>	:	Standard 6 (Grade 8) certificate or ABET level 3. Ability to work with people and must have good interpersonal relations. Must be prepared to work extra hours if there is a need. Experience will be an advantage.

DUTIES

: Accompany patients both mobile and immobile per wheelchair or stretcher to X-ray, wards, ICU and other servicing sections. Responsible for cleanliness of all equipment used such as wheelchairs and stretchers. Assist with the loading of patients in and out of ambulances.

ENQUIRIES

: Mr. M.K. Mbewu, Tel: (011) 933 - 8676

CLOSING DATE

: 30 June 2008

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

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

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

OTHER POSTS

- POST 24/194** : **DEPUTY MANAGER : NEW CONSTRUCTION PROJECTS (REF. NO. P152/2008)**
- SALARY** : R369 000 per annum
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : *An appropriate recognized Bachelor's Degree / National Diploma in Civil Engineering or equivalent qualification; plus * A minimum of 3 years' management experience in Civil Engineering, plus * A valid Code B driver's licence, plus. * Proficiency in isiZulu and English. Knowledge, Skills, Training and Competencies Required: *Understanding of Public Service and Departmental policies, research, analysis, objective and implementation processes, project management and financial management. * Broad and in-depth knowledge of technical policies, procedures and practices including administrative, budgeting and managerial functions. * Knowledge of Public Service reporting procedures and work environment. * Planning and organizing. * Computer literacy. * Clear conceptual understanding of transformation within the Implementation Chief Directorate. * Knowledge and experience within a technical and engineering environment.. * Skills in the interpretation and application of policy, i.e. technical, financial, administrative etc. * Research, policy formulation and managerial skills. * Problem solving and analytical thinking skills. * Strategic planning and co-ordination skills. * Team building skills. * Excellent communication (verbal and written) and networking skills. * Project management skills. * Presentation and facilitation skills. * Motivation and negotiation skills. * The ideal candidate should be a creative and innovative thinker with a demonstrated interest in technical, financial, administrative and related fields. * He / she must also be a team leader and should be a total quality controller. *He / she must also have the ability to work with

		accuracy, be reliable, have honesty and integrity, believe in openness and transparency and be receptive to ideas and suggestions.
<u>DUTIES</u>	:	*Rendering of specialist and expert advice / guidance / assistance with regard to technical matters within and external to the Directorate / Chief Directorate and Department thereby ensuring the achievement of goals and objectives specifically related to service delivery within the Province of KwaZulu-Natal. * Research, develop and formulate policies, procedures and programmes directly related to technical matters and the subsequent dissemination thereof to all relevant parties. * Determine the most effective work procedures and methods to achieve Departmental goals and objectives. * Exercise control over all functions and the development of personnel under his / her supervision in order to determine if organizational goals are being attained and take corrective action if necessary. * Compile and control the budget of the Directorate: Technical Support and manage technical, personnel and other activities he / she is responsible for within the budgetary constraints and in terms of prescribed policies and regulations. * Management and provision of strategic direction for the directorate: Technical Support.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr S Mbhele Tel. No. 033 – 342 4082
<u>CLOSING DATE</u>	:	Mr R Marillier
<u>NOTE</u>	:	27 June 2008
	:	It is the intension of this Department to fill this post with a person from the Disabled Community, an African or Indian Female.
<u>POST 24/195</u>	:	<u>COMMUNICATIONS OFFICER (3 POSTS) (REF. NO. P 130/2008)</u>
<u>SALARY</u>	:	R106 355 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*An appropriate recognized Degree/ National Diploma with Communication/ Journalism as major subjects plus a minimum of 3 years experience plus, possession of a valid driver's licence (minimum code B).Knowledge, Skills, Training And Competencies Required: *Knowledge of the KZN Department of Transport's programme. *Proficiency in at least two official languages of which Zulu will be an added advantage. *Ability to use print and electronic media equipment including the camera, video camera and other relevant equipment. The ideal candidate should have good interpersonal skills. Ability to work under pressure. imaginative and creative.
<u>DUTIES</u>	:	Develop and maintain relationships with all resource centre's in regions *Assist in identifying communication needs of all regions. *Communicate recent and latest information from within the Resource Centre to all staff members. *Liaise with relevant sections of the Department on matters concerning their resource needs. *Identify information materials within the resource centre that are important for promotional purposes. *Render general communication and resource centre work as and when assigned by the supervisor. *Render general communication and support to the HOD, MANCO and other staff members in respect of the resources centre as and when assigned by the relevant supervisors.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr M Jubasi Tel. No: 033-355 8624
<u>CLOSING DATE</u>	:	Ms P B Gumede
<u>NOTE</u>	:	20 June 2008
	:	It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female
<u>POST 24/196</u>	:	<u>AUDIO – VISUAL TECHNICIAN (3 POSTS) (REF. NO. P 132/2008)</u>
<u>SALARY</u>	:	R106 355 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*An appropriate recognized Degree/ National Diploma plus a minimum of 3 years technical experience plus, possession of a valid driver's licence (minimum code B)..Knowledge, Skills, Training And Competencies Required: *Good communication and interpersonal skills. *Knowledge of the Department of Transport. *Understanding of latest audiovisual and digital technology. *Excellent skills and ability to use the

	camera, video camera and all audiovisual technology. *Good interpersonal skills. *The ideal candidate should be highly organized and imaginative and be capable of imparting orderliness.
<u>DUTIES</u>	: Establish, develop and maintain the audiovisual centre within the Department. *Videotape all Departmental events, take photographs during all Departmental functions as well as transcribe speeches as and when assigned by the supervisor. *Assist in updating of the internet and intranet. *Manage the audiovisual centre and ensure that it is constantly updated. *Assist in providing external customers with audiovisual material and provide this material during exhibitions in order to promote the good image of the Department. *Provide general administrative and communications services as and when assigned by the supervisor.
<u>ENQUIRIES</u>	: Mr M Jubasi Tel. No: 033-355 8624
<u>FOR ATTENTION</u>	: Ms P B Gumede
<u>CLOSING DATE</u>	: 20 June 2008
<u>NOTE</u>	: It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female
<u>POST 24/197</u>	: <u>DESKTOP PUBLISHER (REF. NO. P 131/2008)</u>
<u>SALARY</u>	: R68 955 per annum
<u>CENTRE</u>	: Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	: *A Senior certificate plus, a minimum of 3 years experience in the field of desktop publishing or graphic designing plus, possession of a valid driver's licence (minimum code B) and be willing to travel, work after hours and weekends. Knowledge, Skills, Training And Competencies Required: *Extensive computer knowledge. *Knowledge in drawing DTP programmes . *Knowledge of scanning of documents. *Knowledge of DTP equipment.. *Knowledge of organization structure, department's strategic plan and department's standards. *Knowledge of specialized desktop publishing equipment. *Knowledge of Public Service Regulations, Labour Relations Act and Public Finance Management Act. *Customer relations skills. * Organizational skills. *Ability to work under pressure and stress as well as with speed and accuracy. *Liaison and service delivery skills. *Computer skills. *Creative skills. * The ideal candidate should be neat, polite, reliable, meticulous and believe in teamwork
<u>DUTIES</u>	: Design and produce business cards, flyers, calendars, invitation cards, complimentary slips, year planners certificates and other publications as and when assigned by the Supervisor. *Preparation of publications design, layout, formatting and dissemination of all Departmental material. *Co-ordinating of the publication of information packages. *Provide adhoc activities within the Department e.g scanning of documents, sourcing of information within the Department and make information available to the resource centre for storage and retrieval. *Interact with various role-players within the Department and monitor and ensure compliance to desktops publishing services standards.
<u>ENQUIRIES</u>	: Mr M Jubasi Tel. No: 033-355 8624
<u>FOR ATTENTION</u>	: Ms P B Gumede
<u>CLOSING DATE</u>	: 20 June 2008
<u>NOTE</u>	: It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female