



DATE OF ISSUE: 04 JULY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 27 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 filling of vacancies, to absorb employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' 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 **04 August 2008**

AMENDMENT : **Provincial Administration: Gauteng Department of Health:** Kindly note that the post of Environmental Health, advertised in PSVC 26 of 2008, the correct Ref No is 70052255 and the closing date should be 21 July 2008.
Provincial Administration: Northern Cape Department of Health: Kindly note that the following posts: 1. Deputy Director: Quality Assurance Ref No. H08/72, 2. Head of department: General Nursing Science H08/100, 3. Clinical Programme Co-ordinator H08/74, 4. Medical Officer: TB Control Programme H08/31 & 32, 5. Principal Pharmacist: kgalagadi district H08/75, 6. Assistant Director: Monitor/Evaluation "Policy & Planning" H08/96 and 7. Assistant Director: Quality Assurance H08/73, advertised in PSVC 25 of 2008, have been withdrawn.

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DEPARTMENT OF AGRICULTURE

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

CLOSING DATE : 18 July 2008

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

OTHER POSTS

POST 27/01 : **DEPUTY DIRECTOR: PLANT DIAGNOSTIC SERVICES (REF 289/2008)**
Directorate: Plant Health

SALARY : All inclusive package of R344 052 per annum

CENTRE : Stellenbosch

REQUIREMENTS : Applicants must be in possession of an appropriate B.Sc. Degree majoring in one or more of the following subjects: Entomology, Plant Pathology, Microbiology, Biochemistry or Nematology (you are required to furnish a credit certificate and/or statement of results). Extensive experience in a diagnostic environment, preferably regarding diagnostics of pest and diseases. Knowledge and experience of financial management, including compiling budgets, personnel management and information management is essential. Must also be computer literate and be able to apply certain programs. Must have excellent communication and people skills, proven ability to manage conflict, and be a creative thinker with strong emphasis on strategic planning in a demanding environment. Should have good knowledge of quality management systems pertaining to laboratories. Sound knowledge and experience of scientific techniques and their application in the detection and identification of plant pests and diseases.

DUTIES : The incumbent will be responsible for the application of the mandate of Plant Diagnostic Services on a national level with regard to the management of the phytosanitary risks involved in the importation of controlled goods in accordance with national legislations, international agreements, departmental policy and client requirements. It will be expected that the incumbent manage the daily activities of the diagnostic unit, as far as technical, financial, personnel and infrastructure aspects are concerned to ensure sustained client service delivery standards. Participate on agricultural industry forums and working groups.

ENQUIRIES : Mr. N. Africander, Tel No. 021 809 1600

APPLICATIONS : URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10

FOR ATTENTION : URS Response Handling

<u>POST 27/02</u>	:	<u>DEPUTY DIRECTOR (REF 291/2008)</u> Directorate: Food Security
<u>SALARY</u>	:	All inclusive package of R344 052 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate three year qualification in Agricultural (Economics or Rural Development or Food Security). Extensive experience in agricultural rural development/ food security/ livelihoods or research fields. Valid driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible to provide national guidelines to develop food security programmes. Support the development and implementation of food security programmes. Identify and strengthen provincial and local level capabilities to plan and implement food security programmes. Coordinate the implementation of food security programmes. Conduct impact assessment studies on implemented food security programmes.
<u>ENQUIRIES</u>	:	Mr. M.S. Mohlabi, Tel No. 012-319-6736
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>NOTE</u>	:	This is a re-advertisement with Ref.No: 66/2008, candidates who previously applied, must re-apply.
<u>POST 27/03</u>	:	<u>AGRICULTURAL MANAGEMENT ADVISOR (REF 285/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	All inclusive package of R344 052 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Degree in Veterinary Sciences with specialised knowledge of stock Remedies (e.g. vaccines, parasiticides, dermatologicals, disinfectants, etc) is needed and must be registered as a Veterinarian with the South African Veterinary Council. Candidates should have good analytical and communication skills. Computer literate candidates with the required postgraduate qualification will enjoy preference. Those who have sufficient practical experience in the said fields and have done research regarding stock remedies will have an added advantage. Candidates are expected to have sufficient knowledge of Act 36 of 1947 and its applications.
<u>DUTIES</u>	:	The incumbent will be responsible to provide strategic advice to the Registrar of Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies, 1947 (Act 36 of 1947). Consider, evaluate and make recommendations with regard to registration applications of stock remedies. Provide inputs for the development and implementation of related policies regarding Act 36 of 1947. Recommend systems which will ensure that only high quality products are register under Act 36. Monitor and analyse international trends and make recommendations to the Registrar with regard to registration procedures including new technologies. Prepare and compile publications and guidelines within the fields of responsibility. Check and recommended Stock Remedy Advertisements. Handle of products in terms of Act 36 of 1947 and appropriate regulations. Liaise with other directorates, government departments and industry on a regular basis with regard to products registrations matters and ensure effective training/development of subordinates.
<u>ENQUIRIES</u>	:	Mr. M.J. Mudzunga, Tel. No. 012-319-7303
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/04</u>	:	<u>DEPUTY DIRECTOR: PUBLIC AND INTERNAL COMMUNICATION (REF 288/2008)</u> Directorate: Agricultural Information Services
<u>SALARY</u>	:	All inclusive package of R344 052 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised Bachelor's Degree or National Diploma in Journalism/ Public Relations. Extensive managerial experience and applicable experience in the communication field. Experience of developing communication strategies, event/ campaign

		management and web publishing. Excellent written and verbal communication skills. Good interpersonal skills. Planning, organising and project management skills. Team management and leadership skills. Good computer skills. A valid driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible to manage the Sub-directorate: Public and Internal Communication, which includes events and campaigns, news services, web publishing and internal communication. Manage the publishing of departmental newsletters (internal and external). Liaise with external stakeholders (government departments and agriculture sector partners). Market the department externally through campaigns, Izimbizo, exhibitions and roadshows. Compile communication and media relations strategies. Media profiling of the department through media events.
<u>ENQUIRIES</u>	:	Mr. Steve Galane, Tel No. 012-319-7960
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/05</u>	:	<u>DEPUTY DIRECTOR (REF 290/2008)</u> Directorate: Plant Health
<u>SALARY</u>	:	All inclusive package of R344 052 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised B.Sc. Degree with Entomology/ Zoology and/ or Plant Pathology as major subjects (you are required to furnish a credit certificate and/ or statement of result). A relevant post-graduate Degree will be an advantage. Extensive relevant management experience and experience in the appropriate scientific field, especially regarding personnel, strategic planning and achievement of organisational objectives. Good knowledge and understanding of: Taxonomy, biology, epidemiology, pest mitigation/ control and pest risk analysis methodology as well as preventative actions in relation to pest risk analysis. The International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs) relevant to Pest Risk Analysis (PRA), as well as the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary measures, and the Convention on Biodiversity. Relevant legislation, such as the Agricultural Pests Act, 1983 (Act no. 36 of 1983), and its linkages with PRA, the Public Finance Management Act of 1999 and Treasury Regulations, as well as the Public Service Act, 1994 (Act no. 103 of 1994) and the Constitution of the Republic of South Africa Amendment Act (Act no. 35 of 1997). Proven ability to function well under pressure and to meet tight deadlines. Computer literacy with specific knowledge and understanding of information management systems. Excellent analytical-, problem solving- and organisational skills as well as results orientation. Proven scientific writing skills. Good interpersonal relations and client orientation. Willingness to travel nationally and internationally, often at short notice. A valid code EB driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible to conduct pest risk analysis and assessments regarding the potential introduction and eradication of quarantine pests in compliance with the relevant norms and standards. Establish preventative pest management procedures and programmes for quarantine pests. Provide support in managing the generic administrative processes (budget, personnel, infrastructure). Write high-level scientific/ technical reports, articles, lay publications, technical reports and presentations. Establish, manage and maintain effective national communication channels as well as information systems in support of the relevant line functions. Liaise with scientific committees and organisations as well as industry bodies both nationally/ regionally and internationally. Represent the Department/ Directorate on relevant agricultural industry and other forums (national and international) and ensure effective liaison to encourage dialogue among all stakeholders.
<u>ENQUIRIES</u>	:	Ms. A.P. Baxter, Tel No. 012-319-6114
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/06</u>	:	<u>CHIEF WORK STUDY OFFICER (REF 302/2008)</u> Human Resources Management

<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Management Services (Organisation and Work Study) or an appropriate Bachelor's Degree plus a Certificate in Management Services (Organisation and Work Study). Computer literacy (MS Office) and a valid driver's licence are also required. Applicants must have sufficient appropriate experience in the Organisation and Work-Study field. Well developed skills in organisation and job design, problem-solving, facilitation, interviewing and research. Good communication skills (verbal and written) are essential and the candidates must be innovative and creative thinkers.
<u>DUTIES</u>	:	The incumbent will be responsible to review and re-design organisational structures, compile job descriptions and determine post establishment requirements. The candidate will also be responsible for making proposals to management on work efficiency by means of the applications of work-study techniques. The development of policies and guidelines on work efficiency will also be required. It will also be expected from the candidate to supervise and train staff in his/her section.
<u>ENQUIRIES</u>	:	Ms. Hanlie Marais, Tel. No. 012-319-6674
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/07</u>	:	<u>CHIEF PLANT HEALTH OFFICER (REF 292/2008)</u> Directorate: Plant Health
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate B.Sc. Degree, B.Agric. Degree or B.Sc. Agric Degree with Plant Pathology as a major subject or B.Sc. Agric. Degree (you are required to furnish a credit certificate and/or statement of result) with appropriate relevant experience in conducting pest risk analysis for viral, viriod, bacterial, phytoplasmic and fungal pests. Extensive knowledge and understanding of: viral, viriod, bacterial, pest mitigation/ control programmes; Pest risk analysis; Plant quarantine related to international trade; Pest free areas/ places/ sites of production, and Import regulatory systems. The International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs), especially ISPMs 2 and 11, as well as The World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures. Computer literate in MS Word, Excel and Access. Good verbal and written communication skills. Good interpersonal relations. Ability to work well under pressure.
<u>DUTIES</u>	:	The incumbent will be responsible to conduct pest risk analysis in the scientific field of Plant Pathology: pest listing, pest risk assessment and pest risk management. Interpret, evaluate and implement International Standards for Phytosanitary Measures of the International Plant Protection Convention and phytosanitary legislation/ policies as well as relevant recommendations, including the Agricultural Pests Act, (Act 36 of 1983). Phytosanitary assessment, recommendations and advice on import interceptions. Evaluate and make recommendations on ISPMs, as drafted by the IPPC. Presentations at relevant forums.
<u>ENQUIRIES</u>	:	Mr. J.H. Venter, Tel No. 012-319-6384
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>NOTE</u>	:	Candidates will be required to deliver a presentation.
<u>POST 27/08</u>	:	<u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 286/2008)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Beitbridge
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised 3 year National Diploma/Degree in Agriculture or B.Sc. Degree in Agriculture with at least one of the following subjects as a major: Plant Production, Plant Protection (Entomology or Plant Pathology), Horticulture and/or Animal Health (Academic

transcripts to be provided). Relevant experience in one of the related fields is required. Good leadership skills with special emphasis on communication and conflict management will be required and basic computer knowledge will be essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. A valid code EB driver's licence. He/she must also be prepared to travel and work away from home/office on short notice, work overtime during week and weekend and work irregular hours (shifts).

DUTIES : The incumbent will be responsible to conduct inspections, sampling and other necessary function, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No 36 of 1983), Animal Diseases Act, 1984 (Act 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976), Liquor Products Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947), and various relevant international guidelines and rules. Function will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.

ENQUIRIES : Mr. E. Maisha, Tel. No. 012-319-6451
APPLICATIONS : URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10

FOR ATTENTION : URS Response Handling

POST 27/09 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 287/2008)**
 Directorate: Agricultural Product Inspection Services

SALARY : R145 920 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : Applicants must be in possession of an appropriate recognised 3 year National Diploma or B.Sc. Degree in Agriculture with at least one of the following subjects as a major: Botany, Plant Pathology, Pest Control and/or Entomology (Academic transcripts to be provided). Good communication skills with special emphasis on conflict management will be required and basic computer knowledge and experience will be essential. Incumbents must be capable and willing to conduct inspections inter alia in trucks, on trucks ships, in containers, cold storage. The candidate must have extensive technical experience. Supervising and law enforcement experience. He/she must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). A valid code B driver's licence. etc.

DUTIES : The incumbent will be responsible to conduct inspections, sampling and other necessary functions, including punitive measures and administration and play a leading role in the exercising of import over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No 36 of 1983), Animal Diseases Act, 1984 (Act 35 of 1984), Meat Safety Act, 2000 (act 40 of 2000), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Plant Improvement Act, 1976 (Act 53 of 1976), and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Domestic Affairs, SAPS, Importer/Exporters and their agents etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by sea. Supervising of personnel compiling personnel, financial and other reports.

ENQUIRIES : Mr. W. Gentle, Tel. No. 021 421 21083
APPLICATIONS : URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10

FOR ATTENTION : URS Response Handling

POST 27/10 : **CONTROL SECURITY OFFICER (REF 301/2008)**
 Directorate: Security Services

SALARY : R145 920 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of a Grade 12 Certificate or a National Diploma in Security Management. A National Intelligence Agency (NIA) Security Management Course would be an added advantage. Extensive knowledge in security management. Extensive supervisory experience on the level of Chief Security Office. Leadership and presentation skills. The ability to work independently and under pressure. Computer literacy, conflict resolution, negotiation skills. Knowledge of financial and human resource related matters, report writing skills. Applicants must have a thorough knowledge of all security legislations including the MISS, Health and Safety, fire-fighting and first-aid skills. Must be willing to work extensive hours and must have a valid driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible to render a protection service in terms of the relevant security legislations. Ensure compliance with the minimum information security standards and other related security regulations and policy. Perform a leadership role for all security operational matters. Implementation physical security policy, regulation, directives and procedures. Provide advice to management on security related matters. Design/develop a crime analysis and prevention monitoring system. Ensure that all relevant departmental communication is relayed to all security personnel. Inspect and monitor departmental Chief Security Officers and private security within the Department of Agriculture. Liaise with departmental/provincial managers on security related matters. Conduct security evaluations. Liaise with NIA and SAPS on security matters. Manage and execute all financial and administrative matters related to the function. Maintain and implement security measures to minimise security risks. Conduct investigations and write reports. Planning, organising, leading and controlling of staff. Supervise and develop staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. N.F. Aphane, Tel. No. 012-319-6673
	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/11</u>	:	<u>CURRENT AFFAIRS ANALYST (REF 293/2008)</u> Directorate: Agricultural Information Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum
	:	Pretoria
	:	Applicants must be in possession of an appropriate recognised Bachelor's Degree or National Diploma in Journalism. Extensive experience in media analysis and writing media analysis reports. Excellent written and verbal communication skills. Good interpersonal, planning and organising skills. Computer literacy (MS Office) and knowledge of project management. Ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible to supervise media monitoring services. Monitor media on a daily basis. Scan media articles for electronic distribution. Analyse departmental media coverage on weekly basis. Compile weekly media analysis reports. Give advice on pro-active media rebuttals. Supervise two employees (interns). Control the use of equipment used by others.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Steve Galane, Tel No. 012-319-7960
	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/12</u>	:	<u>SENIOR WORK STUDY OFFICER (REF 294/2008)</u> Directorate: Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum
	:	Pretoria
	:	Applicants must be in possession of an appropriate recognised Bachelor's Degree or Diploma and a Certificate in Organisation and Work-Study (Management Services) or a National Diploma in Organisation and Work Study (Management Services). The candidate must have appropriate experience in the Organisation and Work Study field and knowledge of Job Evaluation (EQUATE System). Well-developed skills in organisation and job design, problem-solving, facilitation, interviewing and research. Good communication skills (verbal and written) are essential and the candidate must be creative and an analytical

	thinker. The candidate must be computer literate (MS Office) and have a valid driver's licence.
<u>DUTIES</u>	: The incumbent will be responsible to review and re-design organisational structures, compile job descriptions, determine post establishment requirements, conduct job analysis and job evaluation and render a support service with regards to the administration of Job Evaluation. Candidates will also be responsible for making proposals to management on work efficiency by means of the applications of work-study techniques.
<u>ENQUIRIES</u>	: Ms. Marcia Malope, Tel No. 012-319-7931
<u>APPLICATIONS</u>	: URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	: URS Response Handling
<u>NOTE</u>	: Short-listed candidates will be required to undertake a pre-interview test.
<u>POST 27/13</u>	: <u>ANIMAL HEALTH TECHNICIAN (REF 295/2008)</u> Directorate: Veterinary Services
<u>SALARY</u>	: R145 920 per annum
<u>CENTRE</u>	: Phalaborwa
<u>REQUIREMENTS</u>	: Applicants must be in possession of a National Diploma or equivalent qualification in Animal Health with Animal Diseases as major subject (you are required to furnish a credit certificate and/or statement of result). Sufficient experience and knowledge in erection, maintenance and repair of stock fences and patrol roads. The ability to liaise with local farmers and communities. Be able to plan and work independently. Willingness to participate in Government Subsidised Motor Transport. Registered or Registerable with the South African Veterinary Council. Must have a Code EB or B driver's licence.
<u>DUTIES</u>	: The incumbent will be responsible to establish the Animal Health norms and standards on the western Boundary fence of the Kruger National Park. Maintain an efficient and effective fence control system. Liaise with provincial veterinary officials, neighbouring farmers and communities along the Park. Supervise employees and report to Director: Veterinary Services on all activities.
<u>ENQUIRIES</u>	: Dr. Dewald Keet, Tel No. 013-735-5641 or 082-927-9650
<u>APPLICATIONS</u>	: URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	: URS Response Handling
<u>NOTE</u>	: Given the location and type of this post, that is, repairing the fence, patrolling and clearing of dirt roads along the Kruger National Park fence, camping in the bush, traveling long distances and being away from home for a long time; this post is highly recommended for male persons and female persons are not excluded. Accommodation will be at the expense of the successful candidate.
<u>POST 27/14</u>	: <u>EMPLOYEE ASSISTANCE OFFICER (REF 225/2008)</u> Directorate: Employee Development
<u>SALARY</u>	: R145 920 per annum
<u>CENTRE</u>	: Stellenbosch
<u>REQUIREMENTS</u>	: Applicants must be in possession of a BA Degree(Social Work) or a postgraduate diploma in EAP. Sound knowledge of HIV & AIDS, OHS, PILIR and Health Promotion. Registration with the South African Council for Social Service Professions. Assessment and counselling skills. Computer Literacy. A valid Code B driver's licence. Conversance with Xhosa, English and Afrikaans. Willingness to travel. Extensive experience in EAP.
<u>DUTIES</u>	: The incumbent will be responsible for counselling of employees and their immediate families. Placement in the appropriate institutions. Render professional EAP advice to managers. Render proactive programmes in the field of EAP, OHS, Health Promotion, HIV & AIDS and PILIR. Assist in the administration of PILIR. Reporting and rehabilitation of victims of IOD. Market the wellness programmes. Participate in research on wellness issues. Maintain records for the wellness programmes.
<u>ENQUIRIES</u>	: Ms. M.S. Seeletse, Tel No. 012-319-6892
<u>APPLICATIONS</u>	: URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	: URS Response Handling

<u>POST 27/15</u>	:	<u>SENIOR PLANT HEALTH OFFICER (REF 296/2008)</u> Directorate: Plant Health
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised Science Degree(all transcript of all passed subjects must be included) and relevant experience in this field. Computer literacy (Ms outlook, MS Word, MS Power Point, MS Excel) The applicant must have experience with regard to the Communication of scientific information as well as Promotion and Awareness campaigns, or the promotion of scientific equipment. Good interpersonal relations as the applicant will be part of a team to manage knowledge and information regarding phytosanitary matters, the training of personnel internally. Good written and verbal communication skills to develop technical information material and media relations. Experience in Public Relations will be an advantage. Good knowledge and understanding to matters related to publication of scientific articles and manuals in leading magazines externally and internally. Knowledge of the World Trade Organisation and the International Plant Protection Convention and specifically the application of Phytosanitary measures within world trade. Web applications and Web information management.
<u>DUTIES</u>	:	The incumbent will be responsible to facilitate and coordinate plant health promotion, conduct pest awareness campaigns with regard to the prevention and control of plant pests to protect agriculture and the Bio- security of the country. Develop information and training material regarding Plant Health matters. Maintain the Plant Health information material in the form of a library and develop access to scientific material like journals etc.
<u>ENQUIRIES</u>	:	Mr. N. Africander, Tel. No. 021-809-1625
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/16</u>	:	<u>PLANT HEALTH OFFICER (REF 297/2008)</u> Plant Health
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised B. Agric, B.Sc. or B.Sc. Agric Degree with Zoology or Entomology as a major subjects. (Academic transcripts to be provided). Knowledge and understanding of: Invertebrate taxonomy, biology, pest mitigation/control programmes; Pest risk analysis; plant quarantine related to international trade; pest free areas/places/sites of production and import regulatory systems; the International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs), especially ISPMs 2 and 11 as well as the World Trade Organisation Agreement on Sanitary and Phytosanitary Measures; computer literate in MS Word, Excel and Access; Good verbal and written communication skills; Good interpersonal relations; ability to work under pressure.
<u>DUTIES</u>	:	The incumbent will be responsible to conduct pest risk analysis in the scientific field of Entomology: pest listing, pest risk assessment and pest risk management; Interpret, evaluate and implement International Standards for Phytosanitary Measures of the International Plant Protection Convention and Phytosanitary legislation/policies as well as relevant recommendations including: The Agricultural Pests Act, 1983 (Act 36 of 1983); Phytosanitary assessment, recommendations and advice on import interceptions; evaluate and make recommendations on ISPMs, as draft by the IPPC; Presentations at relevant forms.
<u>ENQUIRIES</u>	:	Mr. J.H. Venter, Tel. No. 012-319-6384
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/17</u>	:	<u>AUXILIARY SERVICES OFFICER (REF 300/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Stellenbosch

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate with Mathematics and Science as passed subjects. Applicable laboratory experience in wet chemistry analyses. Computer literacy (MS Office). Experience in automated analyses techniques, maintenance of laboratory equipment as well as the evaluation of analytical results.
<u>DUTIES</u>	:	The incumbent will be responsible to perform routine analyses of liquor products as required in terms of the Liquor Products Act. Assistance with the installation and commissioning of new instrumentation; capturing of results into LIMS; evaluation of analytical results as well assistance with the line function administrative tasks.
<u>ENQUIRIES</u>	:	Ms X Tlali, Tel No. 021 809 1691
<u>APPLICATIONS</u>	:	Department of Agriculture, Private Bag X 5015, Stellenbosch, 7599
<u>FOR ATTENTION</u>	:	Mr. A. Ellie
<u>POST 27/18</u>	:	<u>SEAPORTS ADMINISTRATION CLERK (REF 298/2008)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate or equivalent Qualification. Typing must be at least between 35 and 40 words per minute and applicants must have good written and verbal communication skills (candidates will be expected to perform a competence test or tested on their typing skills). Computer literacy in MS Office will be a further requirement. The applicants must also have sufficient appropriate experience and knowledge in general administration/financial/secretarial duties, A valid code B driver's licence.
<u>DUTIES</u>	:	The incumbent will be responsible for the execution for a variety of Administrative tasks support of the Technicians, such as: handling and recording of claims, leave applications, transport, reception/switchboard, handling the finances, invoicing clients and budget of the division, purchasing of necessary items, ordering of stock and stationery, typing of Phytosanitary certificates, responsible for incoming and outgoing post, inventory control, responsible for archives (filling) etc.
<u>ENQUIRIES</u>	:	Ms T. Delport, Tel. No. 021-421-2108
<u>APPLICATIONS</u>	:	URS Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012 811 9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>POST 27/19</u>	:	<u>AUXILIARY SERVICES OFFICER (2 POSTS)(REF 299/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Stellenbosch
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate with Mathematics and Science as passed subjects, Knowledge in wet chemistry, Computer literacy MS Office), Knowledge of laboratory equipment maintenance procedures.
<u>DUTIES</u>	:	The incumbent will be responsible to assist in the routine analyses of agricultural products for pesticide residues as required in terms of the Agricultural Products Standard Act. Further responsibilities will include; assistance with the general routine procedures in an analytical laboratory.
<u>ENQUIRIES</u>	:	Mr. J. Goosen, Tel No. 021 809 1674
<u>APPLICATIONS</u>	:	Department of Agriculture, Private Bag X 5015, Stellenbosch, 7599
<u>FOR ATTENTION</u>	:	Mr. A. Ellie

DEPARTMENT OF DEFENCE

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

NOTE

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

OTHER POSTS**POST 27/20**

- : **DEPUTY DIRECTOR: ADMINISTRATION: MANAGER FLEET MANAGEMENT & RENEWAL SERVICES (FMRS) (USAGE: 4256)**

**SALARY
CENTRE
REQUIREMENTS**

- : R407 745 per annum
: Fleet Management and Renewal Services, Fleet Command HQ.
: Diploma/First Degree (NQF Level 6) preferable. Qualification in Business Management/Operations Research/ Industrial Psychology or Certificate in Management Services preferable. Successful completion of Job Evaluation, Business Process Modeling and Change Enablement Methodologies courses will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Competencies required: Previous Managerial experience as well as experience as a consultant in Structure Management, Performance Management and Change Enablement essential. Knowledge of Business Architecture Systems, Performance Measurement Methodologies and Change Enablement Methodologies. Knowledge of Naval Organisational Systems preferable. Ability to apply Project Management Skills. Proven ability to communicate effectively (written and verbal) in English at all levels with excellent report writing skills and presentation of concepts and data at strategic level. Intermediate proficiency in MS Office packages and Process Modeling Software. Leadership, supervision and management skills. Ability to analyse and formulate feedback on policies. Ability to formulate strategies. Planning, organising and problem solving skills in an administrative environment. Reasoning, conceptualising, mathematical, statistical and problem solving skills. Strong interpersonal relations skills. Ability to meet target dates. Ability to obtain a military/valid code 8 (code B) driver's license.

DUTIES

- : Directing the FMRS Operational Strategic Business Framework. Providing direction to the functional areas of Structure Management, System Performance Management and Change Enablement. Monitoring the performance of the specialist functional areas. Manage special projects. Facilitating and present planning sessions/specialist learning opportunities. Managing subordinates and general office requirements.

**ENQUIRIES
APPLICATIONS**

- : Captain P.G. Retief, Tel (012) 339 4154
: Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

<u>FOR ATTENTION</u>	:	Mrs A.M. Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed applications will not be considered).
<u>POST 27/21</u>	:	<u>DEPUTY DIRECTOR CORPORATE SUPPORT SERVICES</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	:	R407 745 per annum
<u>CENTRE</u>	:	Defence Matériel Division (Corporate Support Services), Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF Level 5/6) preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Extensive experience in a broad selection of logistics activities and middle management will be a recommendation. Special requirements (skills needed): Knowledge of Public Administration and Departmental interest, strategies and policies. Computer literate. Competent in effective communication (write and verbal). Analytical-, problem solving-, good planning-, organisational-administrative- and good inter personal relations skills. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Participate in planning and programming meetings i.e. disseminate planning guidelines to the level 13 plus managers in the Division, gather planning information at applicable forums prepare planning and programming proformas and consolidate planning inputs in prescribed format. Provide management information and record management service i.e. Manage the secret record maintenance service and open record maintenance service. Provide a HR management and maintenance service i.e. Manage the compilation and maintenance of the HR plan, programme and budget, ensure timely and correct inputs for the Legadima and co-ordinate all ETD schedules and programmes. Provide a logistical support and financial administration service i.e. manage procurement services, control the inventory of the division, manage SHERQ responsibility for the division and control administration of S&T requirements.
<u>ENQUIRIES</u>	:	WO1 I. Ferreira, Tel: (012) 355 5954
<u>APPLICATIONS</u>	:	Department of Defence, Defence Materiel Division, Private Bag X 910, Pretoria, 0001.
<u>CLOSING DATE</u>	:	21 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/22</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN (COMBAT VESSEL: MARINE ENGINEERING (USAGE 566))</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Naval Engineering Section, Fleet Command HQ, Simon's Town
<u>REQUIREMENTS</u>	:	Diploma/First Degree (NQF Level 6) preferable. Tertiary Qualification (e.g. National Diploma (T/N/S Stream), National Higher Diploma, equivalent) or Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of Section 28 or 30 (or the repealed section 27 of the said Act). Qualifications/trade to be in marine engineering/mechanical fields. Appropriate experience in marine engineering design environment would be an advantage. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels, particularly to compile technical reports. Intermediate proficiency in MS Office packages, CAD and software used in design environment. In-depth design and implementation knowledge. Ability to work under pressure and meet target dates. Leadership, supervision and management skills. Planning, organizing and problem solving skills in an engineering environment. Reasoning, mathematical and problem solving skills. Strong interpersonal relations skills. In-depth design and implementation knowledge. Thorough marine engineering knowledge appropriate to the naval/marine environment. Knowledge of IMO, Classification Society and SAMSA requirements. Technical aptitude. Ability to draft, read and understand technical drawings; ship terminology; knowledge of marine environment and applicable systems. Project management skills. Diagnostic ability.
<u>DUTIES</u>	:	Supervise and lead the Marine Engineering Section of the Combat Vessel (CV) Integrated Design Office. Control the marine engineering Acceptance and Trial functions of the CV . Provide Engineering Change and upgrade service. Control Supervise and lead the Marine Engineering Section of the Combat Vessel (CV) Integrated Design Office. Control the marine engineering Acceptance and Trial functions of the CV Integrated Design Office. Control the Marine Engineering

	elements of the CV. Provide Engineering Change and upgrade service. Control Marine Engineering Projects, Tasks and Functions of the CV Integrated Design Office. Manage and organise the Marine Engineering Section of the CV Integrated Design Office.
<u>ENQUIRIES</u>	: Mr M Lyness, (021) 787 – 4091
<u>FOR ATTENTION</u>	: Mrs AM Kau,
<u>APPLICATIONS</u>	: Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	: 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>NOTE</u>	: Statutory Requirement: Current registration at least at grade of Professional Engineering Technician with ECSA.
<u>POST 27/23</u>	: <u>SENIOR ARTISAN SUPERINTENDENT (1ST LEG) (GENERAL WEAPONS WORKSHOP) (USAGE 1284)</u>
<u>SALARY</u>	: R174 243 per annum
<u>CENTRE</u>	: SA Naval Armament Depot, Simon's Town
<u>REQUIREMENTS</u>	: Diploma/First Degree (NQF Level 6) preferable. Tertiary Qualification (e.g. National Diploma (T/N/S Stream), National Higher Diploma, or equivalent) or Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in mechanical field. Special requirements (skills needed): Technical aptitude. Knowledge of the following Waste Disposal, Small Arms Weapons (up to 20mm caliber). Proven ability to communicate effectively (written and verbal) in English at all levels, particularly to compile technical reports. Proficiency in MS Office packages. Leadership, supervision and management skills. Planning, organizing and problem solving skills in an engineering environment. Reasoning, mathematical and statistical skills using logic and effective solutions, problem analysis, use of all resources. Strong interpersonal relations skills. Ability to work independently and work under pressure. Ability to meet target dates. Knowledge of specifications and standards. Knowledge of manufacturing. Knowledge of budgeting and financial management practices. Strong customer focus. Knowledge of safety standards. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirement apply*. Note: * Trade Test
<u>DUTIES</u>	: Manage all personnel staffed in the General Workshops. Ensure the timeous delivery of product from the section as required. Ensure the proper management and control of the section's budget. Ensure adherence to quality standards in accordance to SABS ISO9001. Ensure compliance with all aspects of the Occupational health and Safety Act.
<u>ENQUIRIES</u>	: Commander M van Zyl, Tel (021) 787 - 5612
<u>APPLICATIONS</u>	: Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	: Mrs AM Kau
<u>CLOSING DATE</u>	: 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/24</u>	: <u>ASSISTANT DIRECTOR ADMIN (1ST LEG) (SERVICE LEVEL AGREEMENT MANAGER) (USAGE 1252)</u>
<u>SALARY</u>	: R174 243 per annum
<u>CENTRE</u>	: SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	: Tertiary qualification (Diploma/degree) (NQF 6) preferably in Business/Public Administration Sciences or related fields. Applicants with prior learning, either by means of experience or alternative courses may also apply. Previous Service Level Agreement (SLA) experience will be a strong recommendation. Special requirements (skills needed): Extensive knowledge of Public Service Regulatory Framework, HR, relevant finance and admin procedures, including norms and standards. Proven ability to communicate effectively (written and verbal) in English at all levels, particularly in compiling reports, documentation and quality tasks, as well as presentations. Negotiation skills. Intermediate proficiency in MS Office packages. Leadership, Supervision and Management skills. Planning, organising and problem solving skills in an administrative environment. Reasoning, mathematical and problem solving skills using logic and effective solutions, problem analysis, use of all resources. Strong interpersonal relations. Ability to work independently and work under pressure. Ability to complete work

		within the estimate, to the correct standards by the required target date and that all documentation is completed. Ability to gather and collate statistical information. Ability to interpret relevant directives. Strong customer focus. Valid valid code 8 (code B) Driver's License and ability to obtain military licence. Must be able to obtain a Confidential security clearance within a year.
<u>DUTIES</u>	:	Ensure compliance to SLA by service providers. report deviations. Log non-conformance. ensure unit compliance. Provide input to SLA improvement. Liaise with service providers wrt SLA's. Address all shortcomings re service providers.
<u>ENQUIRIES</u>	:	Mr J.D. Cooke, Tel (021) 787 - 5368
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/25</u>	:	<u>PRINCIPAL QUALITY CONTROLLER (CODIFICATION: MECHANICAL)</u> <u>(USAGE: 4280)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Directorate Fleet Logistics, Fleet Command HQ, Simon's Town.
<u>REQUIREMENTS</u>	:	Diploma/First Degree (NQF Level 6) preferable. Tertiary Qualification (e.g. National Diploma (T/N/S Stream), National Higher Diploma, or equivalent) OR Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Applicants with prior learning, either by means of experience or alternative courses may also apply. Previous experience and knowledge of the National Codification system (Online Catalogue Information Management System) preferred. Competencies required: Knowledge and experience of codification, business planning and expenditure. Proven ability to communicate effectively (written and verbal) in English at all levels, particularly compiling management reports. Proficiency in MS Office packages and relevant codification software. Leadership, supervision and management skills. Ability to analyse and formulate feedback on policies. Ability to formulate strategies. Planning, organising and problem solving skills in an administrative environment. Reasoning, conceptualising, mathematical, statistical and problem solving Note: Statutory requirements apply. Valid driver's license and ability to obtain a military/valid code 8 (code B) driver's license.skills. Strong interpersonal relations skills. Ability to meet target dates.
<u>DUTIES</u>	:	Establish and manage the codification operational business framework. Undertake quality control and administration. Manage the functional areas of codification. Manage subordinates and control section requirements.
<u>ENQUIRIES</u>	:	Captain C.R. Dooner, Tel, (021) 787 - 4300
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/26</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (GUIDED WEAPONS) 2X POSTS (USAGE 1262-3)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	NQF 6 (Diploma/First Degree): Tertiary Qualification (e.g. National Diploma (T/N/S Stream), National Higher Diploma, or equivalent) or Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) Preferable. Qualification/Trade test to be in electrical, electronic or mechanical field. Special requirements (skills needed): Technical aptitude. Proven ability to communicate effectively (written and verbal) in English at all levels, particularly to compile technical reports. Intermediate proficiency in MS Office packages. Leadership, supervision and management skills. Planning, organizing and problem solving skills in an engineering environment. Reasoning, mathematical and statistical skills using logic and effective solutions, problem analysis, use of all resources. Ability to gather and collate statistical information. Knowledge of system management.Strong interpersonal relations skills. Ability to work independently and work under pressure. Ability to meet target dates. Knowledge of

	specifications and standards. Knowledge of manufacturing. Strong customer focus. Knowledge of safety standards. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirements apply: Current registration at least at grade of Professional Engineering Technician with ECSA.
<u>DUTIES</u>	: Co-ordinate budget. Prepare budget reports. Assist in configuration control of unit plans. Assist in administration tasks.
<u>ENQUIRIES</u>	: Mr E. Mallum, Tel (021) 787 - 5384
<u>APPLICATIONS</u>	: Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	: Mrs AM Kau
<u>CLOSING DATE</u>	: 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/27</u>	: <u>SENIOR PERSONNEL PRACTITIONER</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	: R145 920 per annum
<u>CENTRE</u>	: Defence Matériel Division (Human Resources), Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	: Diploma/Certificate (NQF Level 4/5) preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Special requirements (skills needed): Computer literate (MS Word, Excel & Power Point). Competent in effective communication (write and verbal). Analytical-, problem solving-, strategic management-, financial management-, good planning-, organisational- administrative- and good inter personal relations skills. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	: Administrate career planning. Assist with the compilation of the HR plan for the Division. Maintain the update of HR policies and regulations. Ensure the correct execution of HR Policies, Regulations, Directives, Circulars and Instructions. Administrate HR management i.e. administrate contract renewal system iro MTS, STS, CCS and MSD, administrate a reliable information system to provide statistics on request. Administrate staffing process i.e. arranging for advertisements of vacancies, staffing board meetings and applicable correspondence.
<u>ENQUIRIES</u>	: WO1 I. Ferreira, Tel: (012) 355 5954
<u>APPLICATIONS</u>	: Department of Defence, Defence Materiel Division, Private Bag X 910, Pretoria, 0001.
<u>CLOSING DATE</u>	: 21 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/28</u>	: <u>SENIOR ADMINISTRATIVE OFFICER</u> <i>The post is advertised in the DOD and broader Public Service.</i>
<u>SALARY</u>	: R145 920 per annum
<u>CENTRE</u>	: Defence Matériel Division (Administration Services), Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	: NQF Level 4 preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Special requirements (skills needed): Computer literate (Ms Word, Excel & Power Point). Competent in effective communication (write and verbal). Analytical-, problem solving-, good planning-, financial management-, knowledge of management-, organisational-, administrative- and good inter personal relations skills. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	: Render honours and awards administration. Render medical administration support. Render housing administration. Handle salary administration enquiries. Render departmental debt administration. Administrate the IAE movement authorities. Control the claims for S&T. Render a personnel leave administration service i.e. control the correctness of leave applications, provide verified leave credits, check the correctness of the leave register, roll call registers and PERSOL information. Ensure competence at the Help Desk.
<u>ENQUIRIES</u>	: WO1 I. Ferreira, Tel: (012) 355 5954
<u>CLOSING DATE</u>	: 21 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>APPLICATIONS</u>	: Department of Defence, Defence Materiel Division, Private Bag X 910, Pretoria, 0001.

<u>POST 27/29</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (MARINE CARTOGRAPHER) (USAGE 912)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	SA Naval Hydrographer, Fleet Command HQ, Tokai
<u>REQUIREMENTS</u>	:	Diploma/First Degree (NQF Level 6) preferable. National Diploma (T/N/S Stream) <u>or</u> equivalent appropriate degree <u>or</u> Trade Test in terms of section 13(2) (h) of the Manpower Training Act <u>or</u> Certificate in terms of section 28 <u>or</u> 30 (<u>or</u> the repealed section 27 of the said Act) Competencies required: Experience in marine cartographic environment would be an advantage. Ability to communicate effectively (written and verbal) in English, particularly to compile technical reports. Intermediate proficiency in MS Office packages and software used in cartographic environment. Ability to work under pressure and meet target dates. Leadership, supervisory skills. Planning, organising and problem solving skills in a cartographic environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Ability to apply draughting techniques. Project management skills. Diagnostic ability. Ability to perform research and to conduct investigations. Ability to interpret technical information and provide advice. Ability to obtain a military license.
<u>DUTIES</u>	:	Producing new nautical charts. Producing new editions of nautical charts. Maintaining nautical charts and supervising the printing for quality control (QC).
<u>ENQUIRIES</u>	:	Mr M.N. Nelson, Tel (021) 787 2444
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs A.M. Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed applications will not be considered).
<u>NOTE</u>	:	Statutory Requirement: Current registration with SA Council for Professional and Technical Surveyors (PLATO). Required to travel/stay overnight, including international travel.
<u>POST 27/30</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (DESIGN TECHNICIAN: SUBMARINES) WEAPONS ELECTRONIC (USAGE 600)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Director Fleet Human Resources, Fleet Command HQ, Simon's Town.
<u>REQUIREMENTS</u>	:	Diploma/First Degree (NQF Level 6) preferable. National Diploma (T/N/S Stream) <u>or</u> appropriate degree <u>or</u> Trade Test in terms of section 13(2) (h) of the Manpower Training Act <u>or</u> Certificate in terms of section 28 <u>or</u> 30 (<u>or</u> the repealed section 27 of the said Act). Qualifications/trade to be in electrical/electronic fields. Competencies required: Experience in an electrical/electronic engineering environment field is essential. Knowledge of communications, navigational systems and ship power distribution would be advantageous. Ability to compile and present technical reports in English. Demonstrated proficiency in MS Office packages, CAD and other software used in design environment. Proven design and implementation knowledge essential. Knowledge of Classification Societies, SAMSA and SANS10142 requirements preferable. Ability to work under pressure and meet target dates. Leadership, supervisory skills. Planning, organising and problem solving skills in an engineering environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Technical aptitude. Ability to draft, read and understand technical drawings. Ability to diagnose electric/electronic engineering problems and faults.
<u>DUTIES</u>	:	Executing a weapons electronic submarine and land-based system and subsystem and rendering a defects analysis service. Executing weapons electronic submarine and land-based integrated concept and detail designs. Executing weapons electronic acceptance and trials. Executing weapons electronic project/task management services.
<u>ENQUIRIES</u>	:	Mr R.D. Moody, Tel (021) 787 4252
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs A.M. Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed applications will not be considered).
<u>NOTE</u>	:	Statutory Requirement: Current registration at least at grade of Professional Engineering Technician with ECSA.

<u>POST 27/31</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (DESIGN TECHNICIAN: SPECIFICATIONS) 2X POSTS (USAGE 618 AND 621)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Naval Engineering Section, Fleet Command HQ, Simon's Town.
<u>REQUIREMENTS</u>	:	Diploma/First Degree (NQF Level 6) preferable. National Diploma (T/N/S Stream) <u>or</u> appropriate degree <u>or</u> Trade Test in terms of section 13(2) (h) of the Manpower Training Act <u>or</u> Certificate in terms of section 28 <u>or</u> 30 (<u>or</u> the repealed section 27 of the said Act). Competencies required: Proven experience in an engineering field is essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office packages, CAD and other software used in design environment. Ability to draft, read and understand technical drawings is essential. Knowledge of IMO, Classification Societies and SAMSA requirements preferable. Ability to work under pressure and meet target dates. Leadership and supervisory skills. Planning, organising and problem solving skills in an engineering environment. Reasoning and mathematical skills. Strong interpersonal skills. Knowledge of specifications and standards. Knowledge of manufacturing. Technical aptitude.
<u>DUTIES</u>	:	Providing a item specification/drawing service. Providing a item specification technical investigation service. Providing a item specification information support service.
<u>ENQUIRIES</u>	:	Mr R.D. Moody, Tel (021) 787 4252
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs A.M. Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed applications will not be considered).
<u>NOTE</u>	:	Statutory Requirement: Current registration as Professional Engineering Technician / Technologist with ECSA
<u>POST 27/32</u>	:	<u>SENIOR ADMIN OFFICER (BUDGET AND EXPENDITURE) (USAGE 1253)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	Tertiary qualification (Diploma/degree) (NQF 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Successful completion of finance related qualification or finance module will be an advantage. Special requirements (skills needed): Knowledge of Public Service Regulatory Framework wrt relevant finance, management of funds and admin procedures, including norms and standards. Sound knowledge of financial and stores processes including purchasing. Proven ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages. Leadership, supervision and management skills. Planning, organizing and problem solving skills in an administrative environment. Reasoning, mathematical and statistical skills using logic and effective solutions, problem analysis, use of all resources. Ability to gather and collate statistical information. Strong interpersonal relations skills. Ability to work independently and work under pressure. Ability to meet target dates. Ability to interpret relevant directives. Strong customer focus. Valid code 8 (code B) Driver's License and ability to obtain military licence. Must be able to obtain a Confidential security clearance within a year.
<u>DUTIES</u>	:	Co-ordinate budget. Prepare budget reports. Assist in configuration control of unit plans. Assist in administration tasks.
<u>ENQUIRIES</u>	:	Mr J.D. Cooke, Tel (021) 787 - 5368
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/33</u>	:	<u>SENIOR QUALITY CONTROLLER (QUALITY MANAGEMENT) 2X POSTS (USAGE 1074, 1075)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	Diploma/First Degree (NQF Level 6) preferable. Tertiary Qualification (e.g. National Diploma (T/N/S Stream), National Higher Diploma, or equivalent) or

Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in electrical, mechanical or marine constructive field. Experience in Quality control practices and methods will be an advantage. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Technical aptitude. Knowledge of the mechanical and electrical disciplines. Knowledge of safety standards. Ability to apply ISO 9001:2000 principles. Ability to perform physical inspections. Ability to conduct QMS (internal) audits according to ISO 19011 principles. Proven ability to communicate effectively (written and verbal) in English at all levels, particularly to compile technical reports. Proficiency in MS Office packages. Training skills. Ability to compile QMS procedures. Leadership, supervision and management skills. Planning, organizing and problem solving skills in an engineering environment. Reasoning, mathematical and statistical skills using logic and effective solutions, problem analysis, use of all resources. Strong interpersonal relations skills. Ability to work independently and work under pressure. Ability to meet target dates. Knowledge of specifications and standards. Knowledge of manufacturing. Strong customer focus. Must be able to obtain a confidential security clearance within a year. Note: Statutory requirements apply*.

DUTIES : Perform Quality audits as prescribed in Quality Manual. Perform configuration and control of Quality document and Data. Assist in implementing, maintaining and improving the Quality System in the unit. Perform Quality System management tasks.

ENQUIRIES : Mr I.A. Hendricks, Tel (021) 787 - 5327

APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau

CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/34 : **CHIEF INDUSTRIAL TECHNICIAN (DESIGN TECHNICIAN: SUBMARINES MARINE ENGINEERING ((USAGE 3749))**

SALARY : R145 920 per annum

CENTRE : Naval Engineering Section, Fleet Command HQ, Simon's Town.

REQUIREMENTS : Diploma/First Degree (NQF Level 6) preferable. National Diploma (T/N/S Stream) or appropriate degree or Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualifications/trade to be in naval architectural/mechanical fields. Competencies required: Experience in a naval architectural engineering field is essential. Knowledge of ship construction is essential. Knowledge of marine engineering systems would be an advantageous. Experience in engineering environment would be an advantage. Ability to compile and present technical reports in English. Demonstrated proficiency in MS Office packages, CAD and other software used in design environment. Proven design and implementation knowledge essential. Knowledge of IMP, Classification Societies and SAMSA requirements preferable. Ability to work under pressure and meet target dates. Leadership and supervisory skills. Planning, organising and problem solving skills in an engineering environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Technical aptitude. Ability to draft, read and understand technical drawings. Ability to diagnose engineering problems and faults.

DUTIES : Executing a naval architectural submarine and land-based system and subsystem and rendering a defects analysis service. Executing submarine and land-based integrated concept and detail designs. Executing acceptance and trials. Executing project/task management services.

ENQUIRIES : Mr R.D. Moody, Tel (021) 787 4252

APPLICATIONS : Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs A.M. Kau

CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed applications will not be considered).

NOTE : Statutory Requirement: Current registration at least at grade of Professional Engineering Technician with ECSA.

<u>POST 27/35</u>	:	<u>SENIOR ADMINISTRATION OFFICER (OFFICE MANAGER) (USAGE 3765)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Naval Engineering Section, Fleet Command HQ, Simon's Town.
<u>REQUIREMENTS</u>	:	Diploma/First Degree (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Successful completion of finance and personnel modules will be an advantage. Competencies required: Knowledge of financial, personnel and stores processes. Proven ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages and Internet. Leadership, supervision and management skills. Planning, organising and problem solving skills in an administrative environment. Reasoning, mathematical and problem solving skills. Strong interpersonal relations skills. Ability to meet target dates. Note: Valid Driver's License and ability to obtain a military/valid code 8 (code B) driver's license.
<u>DUTIES</u>	:	Supervise and lead Admin Support section wrt General Administration, Print and Plot sections. Manage General Office Administration (budget compilation, leave administration, vehicles, internet). Manage procurement of resources and services (contract labour, petty cash, procurement). Co-ordinate train requirements. Monitor controlled items.
<u>ENQUIRIES</u>	:	Mr R.D. Moody, Tel (021) 787 - 4252
<u>FOR ATTENTION</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/36</u>	:	<u>ARTISAN FOREMAN: ELECTRONICIAN (USAGE 168)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Radio Station Goedverwacht, Fleet Command HQ, Durbanville.
<u>REQUIREMENTS</u>	:	Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) . Qualification is to be in electronic field. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels and to compile documentation. Ability to work under pressure and meet target dates. Leadership, supervision and management skills. Planning, organising and problem solving skills in a technical environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find to component level and effect repair). Ability to read and understand circuit diagrams. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate test equipment and applicable machinery. Knowledge of Thermionic Emission principles. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Adhering to all safety and quality regulations. Note: Statutory requirement apply: Own transport required. Must be able to work in an underground location with mechanical air and lightning. Member will be required to perform shift work and overtime (days, night and weekends).
<u>DUTIES</u>	:	Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractor's work.
<u>ENQUIRIES</u>	:	Mr D. Francis, Tel (021) 787 - 2480
<u>FOR ATTENTION</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/37</u>	:	<u>ARTISAN FOREMAN (MECHANICAL) (USAGE 1291)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in mechanical field. Experience in marine environment would be an advantage. Special requirements (skills needed): Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Planning,

organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read, understand and interpret technical drawings;- ship terminology;- knowledge of marine environment and applicable systems and specifications used in working environment. Ability to interpret job requirements from instructions, drawings, samples and templates. Ability to use specialised hand tools, precision instruments, lathe, drilling, milling, grinding machines and mechanical tools and equipment. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Ability to work within specified tolerances. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirements apply*.

DUTIES : Maintain and repair mountings and related components. Perform inspection duties on weapon components and related items. Manufacture weapon and other components from drawings. Perform administrative functions including budgeting and future planning of required materials and spares. Keep abreast of changing work methods and new technology and impart such information to junior artisans and apprentices. Maintain a safe working environment. Adhere to quality standards in accordance to SABS ISO 9001.

ENQUIRIES : Mr D. Metcalf, Tel (021) 787 - 5398
APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau
CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/38 : **ARTISAN FOREMAN (MECHANICAL FITTER) (USAGE 103)**

SALARY : R117 501 per annum
CENTRE : Fleet Maintenance Unit, Simon's Town.
REQUIREMENTS : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act) . Qualification is to be in mechanical field. Experience in marine environment would be an advantage. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels and to compile documentation. Ability to work under pressure and meet target dates. Leadership, supervision and management skills. Planning, organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read and understand technical drawings;- ship terminology;- knowledge of marine environment and applicable systems. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate mechanical test equipment and applicable machinery. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Adhering to all safety and quality regulations. Perform assignments in compliance with set standards. Interpret technical drawings and dossiers. Use and order miscellaneous stores. provide factual and technical advice. Supervise and train subordinates and trainees. Maintain a safe working environment. Note: Statutory requirements apply. Perform assignments in compliance with set standards. Interpret technical drawings and dossiers. Use and order miscellaneous stores. provide factual and technical advice. Supervise and train subordinates and trainees. Maintain a safe working environment. Note: Statutory requirements apply.

DUTIES : Perform assignments in compliance with set standards. Interpret technical drawings and dossiers. Use and order miscellaneous stores. provide factual and technical advice. Supervise and train subordinates and trainees. Maintain a safe working environment.

ENQUIRIES : Mr H. Landers, Tel (021) 787 - 3796
APPLICATIONS : Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
FOR ATTENTION : Mrs AM Kau
CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/39 : **CHIEF PROVISIONING ADMINISTRATION CLERK**
The post is advertised in the DOD and broader Public Service.

SALARY : R117 501 per annum
CENTRE : Defence Matériel Division (Logistics Services), Erasmuskloof, Pretoria
REQUIREMENTS : NQF Level 4 preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (write and verbal). Analytical-, problem solving-, good planning-, organisational-administrative- and good inter personal relations skills. Must be able to obtain confidential security clearance within a year.

DUTIES : Administrate procurement requirements i.e. render a petty cash service & update information for the expenditure budget. Administrate disposal equipment. Administrate the vehicle fleet i.e. keep control of the maintenance of vehicles. Arrange the provision of equipment and services. Control the distribution account. Obtain and update the inventory list annually.

ENQUIRIES : WO1 I. Ferreira, Tel: (012) 355 5954
APPLICATIONS : Department of Defence, Defence Materiel Division, Private Bag X 910, Pretoria, 0001.

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

POST 27/40 : **ARTISAN FOREMAN (ELECTRONICS GUIDED WEAPONS WORKSHOP) 2X POSTS (USAGE1276, 1277)**

SALARY : R117 501 per annum
CENTRE : SA Naval Armament Depot, Simon's Town.
REQUIREMENTS : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in electronic field. Experience in weapons field will be an advantage. Special requirements (skills needed): Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Planning, organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read, understand and interpret technical drawings;- ship terminology;- knowledge of marine environment and applicable systems and specifications used in working environment. Ability to interpret job requirements from instructions, drawings, samples and templates. Ability to use specialised hand tools, precision instruments, electronic, electrical and mechanical tools and equipment. Ability to analyse data. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Ability to work within specified tolerances. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirements apply*. Note: * Trade Test

DUTIES : Prepare, maintain and repair torpedoes, sub-assemblies and torpedo test equipment. Prepare 02/03 ground mines. Prepare exercise and combat torpedoes for issue. Prepare and maintain torpedo counter measures. Carry out mobile missile testing. Purge and pressure check missile tube. Carry out 2-yearly functional test on missile. Adhere to quality standards in accordance to SABS ISO 9001. Adhere to OHAS.

ENQUIRIES : Mr Mallum, Tel (021) 787 - 5384
APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau
CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/41 : **ARTISAN FOREMAN (MECHANICAL) (USAGE1289)**

SALARY : R117 501 per annum
CENTRE : SA Naval Armament Depot, Simon's Town.
REQUIREMENTS : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said

		Act). Qualification/Trade test to be in mechanical field. Experience in marine environment would be an advantage. Special requirements (skills needed): Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Planning, organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read, understand and interpret technical drawings;- ship terminology;- knowledge of marine environment and applicable systems and specifications used in working environment. Ability to interpret job requirements from instructions, drawings, samples and templates. Ability to use specialised hand tools, precision instruments, lathe, drilling, milling, grinding machines and mechanical tools and equipment. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Ability to work within specified tolerances. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirements apply*. Note: * Trade Test
<u>DUTIES</u>	:	Maintain and repair mountings and related components. Perform inspection duties on weapon components and related items. Manufacture weapon and other components from drawings. Perform administrative functions including budgeting and future planning of required materials and spares. Keep abreast of changing work methods and new technology and impart such information to junior artisans and apprentices. Maintain a safe working environment. Adhere to quality standards in accordance to SABS ISO 9001.
<u>ENQUIRIES</u>	:	Mr D. Metcalf, Tel (021) 787 - 5398
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/42</u>	:	<u>ARTISAN FOREMAN MECHANICIAN (GUIDED WEAPONS WORKSHOP) 4X POSTS (USAGES 1267-1270)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in mechanical field. Experience in marine environment would be an advantage. Special requirements (skills needed): Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Planning, organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read, understand and interpret technical drawings;- ship terminology;- knowledge of marine environment and applicable systems and specifications used in working environment. Ability to interpret job requirements from instructions, drawings, samples and templates. Ability to use specialised hand tools, precision instruments, mechanical tools and equipment and specialised hand tools. mechanical tools and equipment. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Ability to work within specified tolerances. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirements apply*. Note: * Trade Test
<u>DUTIES</u>	:	Maintain and repair torpedoes and prepare exercise torpedoes for issue. Prepare combat torpedoes for issue. Prepare and maintain torpedo counter measures. Prepare and maintain Mine Switches. Purge and pressure check various missile canisters and carry out functional tests on missiles. Perform administrative functions including budgeting and future planning of required materials and spares. Keep abreast of changing work methods and new technology and impart such information to junior artisans and apprentices.

Maintain a safe working environment. Adhere to quality standards in accordance to SABS ISO 9001.

ENQUIRIES : Mr E. Mallum, Tel (021) 787 - 5384

APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau

CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/43 : **ARTISAN FOREMAN (SMALL ARMS WORKSHOP) (USAGE 1296)**

SALARY : R117 501 per annum

CENTRE : SA Naval Armament Depot, Simon's Town.

REQUIREMENTS : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in mechanical field. Experience as Small Arms Fitter, will be an advantage. Special requirements (skills needed): Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Planning, organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read and understand technical drawings;- ship terminology;- knowledge of marine environment and applicable systems and specifications used in working environment. Ability to interpret job requirements from instructions, drawings, samples and templates. Ability to work within specified tolerances. Ability to use specialised hand tools, precision instruments, electronic, electrical and mechanical tools and equipment. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure and undergo in-house training in the small arms workshop environment. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirements apply.* Note: * Trade Test

DUTIES : Maintain and repair small arms. Function testing of small arms. Assemble and dismantle of small arms. Adhere to quality standards in accordance to SABS ISO 9001. Adhere to OHAS.

ENQUIRIES : Mr Loofer, Tel (021) 787 - 5393

APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau

CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/44 : **ARTISAN FOREMAN (WELDER) (USAGE 1237)**

SALARY : R117 501 per annum

CENTRE : SA Naval Armament Depot, Simon's Town.

REQUIREMENTS : Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or the repealed section 27 of the said Act). Qualification/Trade test to be in welding field. Experience in marine environment would be an advantage. Special requirements (skills needed): Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Planning, organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relations skills. Diagnostic ability (fault find and effect repair). Ability to read, understand and interpret technical drawings;- ship terminology;- knowledge of marine environment and applicable systems and specifications used in working environment. Ability to interpret job requirements from instructions, drawings, samples and templates. Ability to operate welding equipment and applicable machinery. Knowledge of safety standards. Rendering advice and guidance and in-house training to junior artisans and apprentices. Ability to work within specified tolerances. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure. Must be able to obtain a Confidential security clearance within a year. Note: Statutory requirements apply.* Note: * Trade Test

DUTIES : Perform assignments in compliance with set standards. Interpret technical drawings and dossiers. Use and order miscellaneous stores. Provide factual and technical advice. Supervise and train subordinates and trainees. Maintain a safe working environment. Administrative duties. Adhere to quality standards in accordance to SABS ISO 9001.

ENQUIRIES : Mr Metcalf, Tel (021) 787 - 5398

APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau

CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/45 : **SENIOR PROV ADMIN CLERK GRADE III (2X POSTS EXPLOSIVE DEPOT ADMINISTRATION) (USAGE 849, 1319)**

SALARY : R94 326 per annum

CENTRE : SA Naval Armament Depot, Simon's Town.

REQUIREMENTS : NQF Level 2 – 4 (Grade 10 – 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Accounting administration and armament depot experience will be a strong recommendation. Courses (or similar courses) in (Depot Inventory Management System and KURMENU, OSIS and CALMIS as well as Stores Part 1 and 2) will be a recommendation. Special requirements (skills needed): Proven ability to communicate effectively (written & verbal) in English at all levels. Interpersonal-, planning- and administration skills. Proficiency in MS Office package. A Valid drivers license (code 8). Must be able to obtain a Confidential security clearance within a year.

DUTIES : Generate source-issuing documentation for explosives. Process accounting documentation as received. Provide a stock take admin support service to the non-explosive depot. Provide a disposal admin support service. Assist head of section with statistical submissions to higher authorities.

ENQUIRIES : Mr Delcarme, Tel (021) 787 - 5326

APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau

CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 27/46 : **SENIOR PROV ADMIN CLERK GRADE III (TRANSIT NON EXPLOSIVE) (USAGE 1388)**

SALARY : R94 326 per annum

CENTRE : SA Naval Armament Depot, Simon's Town.

REQUIREMENTS : NQF Level 2 – 4 (Grade 10 -12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Transit and Dispatch and armament depot experience will be a strong recommendation. The following courses (or similar courses) will be a recommendation: Depot Inventory Management System and KURMENU, OSIS and CALMIS, SANDF Materiel Management Course Module 2: Stock Control (Depot), Stores part 1 and 2, Basic Ammo Storage and Transport 1, OAS-IAS. Special requirements (skills needed): Proven ability to communicate effectively (written & verbal) in English at all levels. Interpersonal-, planning- and administration skills. Proficiency in MS Office package. Basic knowledge of health and safety procedures. A valid drivers license (code 8). Must be able to obtain a Confidential security clearance within a year.

DUTIES : Receive and issue non-explosive stores and related components. Assist Section head with general aspects of the section.

ENQUIRIES : Lt Cdr Allies, Tel (021) 787 - 5323

APPLICATIONS : Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

FOR ATTENTION : Mrs AM Kau

CLOSING DATE : 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

<u>POST 27/47</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE III (TRAINING SUPPORT) (USAGE 2315)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SAS WINGFIELD Goodwood
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 – 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the Education, Training and Development field will be an advantage. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations skills. Analysis, reasoning , mathematical and problem solving skills. Knowledge of ETD environment. Ability to perform research and to conduct investigations. Ability to gather and collate statistical information. Ability to interpret and implement policy and relevant directives.
<u>DUTIES</u>	:	Administer training records/data for tertiary learners. Administer study accounts and study contract administration processes. Monitor the payment of accounts ito authorized study directions/paths. Execute the compiling of advanced staff work ito internal policies. Maintain statistical data ito ETD management processes. Execute Office Management Tasks.
<u>ENQUIRIES</u>	:	WO1 A. Taljaard, Tel (021) 590 - 2853
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/48</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III (BULK STORE) (USAGE 1549)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Naval Stores Depot, Wingfield.
<u>REQUIREMENTS</u>	:	NQF Level 2 - 4 (Grade 10 – 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Driver's license and/or ability to obtain Military Driver's license (Forklift License). Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels, proficiency in MS Office packages, and mainframe logistic software, Knowledge of general stores procedures iro receive, stowing, issue and bin. Knowledge of Stores Verification procedures. Knowledge of identification of stores. Plan, organise and problem solving skills. Leadership, supervision and management skills. Knowledge of Safety Standards and OHAS regulations. Ability to interpret relevant directives.
<u>DUTIES</u>	:	Control upliftment and deliveries to Transit and Dispatch. Monitor workflow. Supervise personnel. Supply Management Information.
<u>ENQUIRIES</u>	:	Mrs M. Louw, Tel (021) 590 - 2884
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/49</u>	:	<u>SECRETARY SENIOR GRADE III (CHIEF OF NAVAL STAFF) (USAGE 57)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Navy, Pretoria.
<u>REQUIREMENTS</u>	:	NQF Level 2- - 4 (Grade 10 – 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels, Intermediate proficiency in MS Office packages, Knowledge of general office administration and security regulations, Ability to provide personal assistant service, Ability to operate an efficient and organised office, Reasoning, mathematical and problem solving skills, Planning, organising and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal relations skills.
<u>DUTIES</u>	:	Render Secretarial functions that include keeping and updating of the Chief of Naval Staff's diary. Handling of all telephone calls. Rendering PA and support services to the Chief of Naval Staff (including drafting of letters and memorandums) and make travel arrangements. Manage general office duties

		(including accepting files and other documents, filing and the appropriate stowage of documents and files). Provide a reception/communication/coordination service. Provide office security service.
<u>ENQUIRIES</u>	:	Ensign M. Moshe, Tel (012) 339 - 4308
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/50</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE III (MECHANICAL TRAINING) (USAGE 2176)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SAS WINGFIELD, Goodwood.
<u>REQUIREMENTS</u>	:	NQF Level 2- -4 (Grade 10 – 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the Education, Training and Development field will be an advantage. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office. Planning, organising and problem solving skills in an administrative environment. Interpersonal relations skills. Analysis, reasoning , mathematical and problem solving skills. Knowledge of ETD environment. Ability to perform research and to conduct investigations. Ability to gather and collate statistical information. Ability to interpret and implement policy and relevant directives.
<u>DUTIES</u>	:	Perform administration duties relating to ETD support. Perform basic Logistic Support functions. Perform Office Management duties. Perform Building Management Support duties.
<u>ENQUIRIES</u>	:	WO1 A. Taljaard, Tel (021) 590 - 2853
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/51</u>	:	<u>SENIOR SECRETARY GR II (USAGE 813)</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grader 10 -12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Completion of a Secretarial course preferable. Special requirements (skills needed): Proven ability to communicate effectively (written and verbal) in English at all levels. Intermediate proficiency in MS Office packages. Knowledge of general office administration and security regulations. Ability to provide personal assistant service. Ability to operate an efficient and organized office. Reasoning, mathematical and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal skills. Must be able to obtain a Confidential security clearance within a year.
<u>DUTIES</u>	:	Render secretarial functions that include keeping and updating of the Commanding Officer's diary. Arrange appointments for staff members. Handle all telephone calls for the Commanding Officer. Rendering PA and support service to the Commanding Officer (include preparation of briefings/presentations, drafting letters and memorandums) and make travel arrangements. Manage general office duties (including accepting files and other documents and filing and appropriate storage of documents and files). Provide a reception/communication/coordination service. Provide an office security service.
<u>ENQUIRIES</u>	:	Mr JD Cooke, Tel (021) 787 - 5368
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/52</u>	:	<u>EXTRA HEAVY MOTOR VEHICLE DRIVER (USAGE 1259)</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.

<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 4). Code 11 Driver's licenses. Appropriate experience in driving heavy-duty vehicles will be an advantage. Special requirements (skills needed): Extensive knowledge of various types of vehicles and all relevant administrative functions regarding the effective use of vehicles. Proven ability to communicate effectively (written and verbal) in English at all levels. Basic proficiency in MS Office packages. Planning, organising and problem solving skills in a logistic environment. Must be able to obtain a Confidential security clearance within a year. Must be able to obtain a military driver's licenses. Note: Statutory requirements apply. Willingness to travel overnight for extended periods.
<u>DUTIES</u>	:	Transport armaments (weapons and ammunition). Schedule and execute all vehicle maintenance for the Resource Management Division. Additional driving work to enable the Resource Management section to function efficiently, i.e. delivering and uplifting of documents from Simon's Town and transporting personnel to and from Simon's Town. Drive on long-distance convoys as and when required. Undergo explosive and ammunition transportation training.
<u>ENQUIRIES</u>	:	Ms Knight, Tel (021) 787 - 5363
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/53</u>	:	<u>EXTRA HEAVY MOTOR VEHICLE DRIVER X2 POSTS (USAGE 6481 AND 6482)</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Naval Base Simon's Town, Simon's Town.
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 4). Code 14 driver's license and valid PDP. Appropriate experience in driving heavy-duty vehicles will be a recommendation. Competencies required: Proven ability to communicate effectively (written and verbal) in English. Valid Driver's Licenses and ability to obtain military driver's licenses. Basic proficiency in MS Office packages. Knowledge of various types of vehicles and all relevant administrative functions regarding the effective use of vehicles. Planning, organising and problem solving skills in a logistic environment. Telephone etiquette. Strong interpersonal relations skills. Ability to gather and collate statistical information. Knowledge of security regulations. Note: Statutory requirement apply. Willingness to travel overnight for extended periods.
<u>DUTIES</u>	:	Transporting equipment and fuel. Scheduling and executing all vehicle maintenance for the General Duties section. To drive on long-distance convoys as and when required.
<u>ENQUIRIES</u>	:	WO2 M.P. Zeeman, Tel (021) 787 - 3198
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/54</u>	:	<u>SENIOR HANDYMAN (AMMUNITION) (USAGE 1304)</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1- - 4). Experience in marine/ mechanical environment would be an advantage. Competencies required: Proven ability to communicate effectively in English at all levels. Ability to work under pressure and meet target dates. Leadership, supervision and management skills. Planning, organising and problem solving skills in an manufacturing environment. Ability to operate applicable handtools and advanced machinery. Ability to work independently. Knowledge of safety standards. Adhering to all safety and quality regulations. Note: Must have physical strength to move materials and equipment.
<u>DUTIES</u>	:	Assist artisans. Maintain ammunition. Assist in demolition of ammunition. Assemble and dismantle ammunition. Workshop husbandry. Adhering to all safety and quality regulations.
<u>ENQUIRIES</u>	:	WO1 Griffith, Tel (021) 787 - 5375
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau

<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/55</u>	:	<u>PROVISIONING ADMINISTRATION CLERK GR I (BULK STORE) (USAGE 1538)</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Naval Stores Depot, Wingfield.
<u>REQUIREMENTS</u>	:	NQF Level 10 – 12 (Grade 10 -12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Driver's license and/or ability to obtain Military Driver's license (Forklift License). Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels, proficiency in MS Office packages, and mainframe logistic software, Knowledge of general stores procedures iro receiving, stowing, issuing and binning. Knowledge of Stores Verification procedures. Knowledge of identification of stores.
<u>DUTIES</u>	:	Control of Issue Vouchers/Receipt Vouchers daily. Managing of upliftment/deliveries to and from Despatch (Main Store and Transit). Control of stores. Supplying of Management Information. Bin Maintenance and identification of stores.
<u>ENQUIRIES</u>	:	Mrs M. Louw, Tel (021) 590 - 2884
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/56</u>	:	<u>PROVISIONING ADMINISTRATION CLERK GR I (TRANSIT ISSUES) USAGE 5616)</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Naval Base Simon's Town
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 – 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Previous storekeeping experience, particularly warehouse receipting, and the successful completion of storekeeping courses will be an advantage. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages, and mainframe logistic software. Knowledge of general stores procedures iro receiving, stowing, issuing, binning, safe handling and transporting. Knowledge of document tracking, storage and retrieval. Knowledge of Provisioning Administration. Ability to undertake stocktaking and knowledge of stock control. Knowledge of how to manage stores which carries only limited supplies. Knowledge of identification of stores. Planning, organizing and problem solving skills in an administrative environment. Strong interpersonal relations skills.
<u>DUTIES</u>	:	Provide issuing service. Control stock in transit issues section. Manage/Control vehicles and equipment in used in section.
<u>NOTE</u>	:	Valid Driver's License (Code 8/10) and ability to obtain military to obtain military license (Forklift Driver). Must have physical strength to move materials and equipment.
<u>ENQUIRIES</u>	:	Commander F Erskine, Tel (021) 787 - 4174
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/57</u>	:	<u>SENIOR HANDYMAN (AMMUNITION) (USAGE 1308)</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 4). Experience in ammunition related tasks would be an advantage. Special requirements (skills needed): Proven ability to communicate effectively in English at all levels. Ability to work under pressure and meet target dates. Basic leadership, supervision and management skills. Planning, organising and problem solving skills in an manufacturing environment. Ability to operate applicable handtools and advanced machinery. Ability to work

		independently. Knowledge of safety standards. Adhering to all safety and quality regulations. Note: Must have physical strength to move materials and equipment.
<u>DUTIES</u>	:	Assist ammunition fitter artisans. Maintain ammunition. Assist in demolition of ammunition. Assemble and dismantle ammunition. Workshop husbandry. Adhering to all safety and quality regulations.
<u>ENQUIRIES</u>	:	Warrant Officer 1 Q.J. Griffith, Tel (021) 787 - 5375
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 27/58</u>	:	<u>TRADESMAN AID II (WORKSHOP) (WORKSHOP) (USAGE 1154)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 4). Special requirements (skills needed): Technical aptitude. Proven ability to communicate affectively in English at all levels. Knowledge of different cleaning procedures needed in more complex tasks. Identification of fire hazards. Knowledge of working procedures in respect of working environment. Basic knowledge and ability to use equipment, appliances and tools used in the working environment. Basic knowledge of health and safety procedures. Adhering to all safety and quality regulations.
<u>DUTIES</u>	:	Physically help the artisan/technician with their task performance eg tightening bolts, binding cable, pipes etc. Operate elementary machines/tools and equipment. Fetch and deliver documents/articles. Clean and create an orderly working environment. Adhering to all safety and quality regulations.
<u>ENQUIRIES</u>	:	Mr Metcalf, Tel (021) 787 5398
<u>APPLICATIONS</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs A.M. Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed applications will not be considered).
<u>POST 27/59</u>	:	<u>TRADESMAN AID II (ELECTRICAL) (USAGE 965)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 4). Experience in electrical field would be an advantage. Special requirements (skills needed): Technical aptitude. Proven ability to communicate effectively in English at all levels. Knowledge of different cleaning procedures needed in more complex tasks. Identification of fire hazards. Knowledge of working procedures in respect of working environment. Basic knowledge and ability to use quipment, appliances and tools used in the working environment. Basic knowledge of health and safety procedures. Adhering to all safety and quality regulations.
<u>DUTIES</u>	:	Physically help the artisan/technician with their task performance e.g. prepare equipment, carry tools. Operate elementary machines/tools and equipment. Fetch and deliver documents/articles. Clean and create an orderly working environment. Adher to all safety and quality regulations.
<u>ENQUIRIES</u>	:	Mr E. Mallum, Tel (021) 787 - 5384
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>NOTE</u>	:	Must have physical strength to move materials and equipment.
<u>POST 27/60</u>	:	<u>TRADESMAN AID II (MECHANICAL GUIDED WEAPONS WORKSHOP) 2X POSTS (USAGES 1232, 978)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 4). Experience in mechanical field would be an advantage. Special requirements (skills needed): Technical aptitude. Proven ability to communicate effectively in English at all levels. Knowledge of different cleaning procedures needed in more complex tasks. Identification of fire hazards.

		Knowledge of working procedures in respect of working environment. Basic knowledge and ability to use equipment, appliances and tools used in the working environment. Basic knowledge of health and safety procedures. Adhering to all safety and quality regulations.
<u>DUTIES</u>	:	Physically help the artisan/technician with their task performance e.g. prepare equipment, carry tools, assist with running cables and removing grease from torpedoes. Operate elementary machines/tools and equipment. Fetch and deliver documents/articles. Clean and create an orderly working environment. Adhering to all safety and quality regulations.
<u>ENQUIRIES</u>	:	Mr E. Mallum, Tel (021) 787 - 5384
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>NOTE</u>	:	Must have physical strength to move materials and equipment.
<u>POST 27/61</u>	:	<u>TRADESMAN AID II (SURFACE COATING) 2X POSTS (USAGES 1382-3)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 - 4). Experience in mechanical/electrical field would be an advantage. Special requirements (skills needed): Technical aptitude. Proven ability to communicate effectively in English at all levels. Knowledge of different cleaning procedures needed in more complex tasks. Identification of fire hazards. Knowledge of working procedures in respect of working environment. Basic knowledge and ability to use equipment, appliances and tools used in the working environment. Basic knowledge of health and safety procedures. Adhering to all safety and quality regulations. Note: Must have physical strength to move materials and equipment.
<u>DUTIES</u>	:	Physically help the artisan/technician with their task performance eg stripping and cleaning equipment, prepare surfaces for painting. Operate elementary machines/tools and equipment. Fetch and deliver documents/articles. Clean and create an orderly working environment. Adhering to all safety and quality regulations.
<u>ENQUIRIES</u>	:	Mr D. Metcalf, Tel (021) 787 - 5398
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/62</u>	:	<u>GENERAL STORES ASSISTANT II (11X POSTS TRANSIT AND WAREHOUSING) (USAGES 1326-8, 1390, 1226-7, 865-9)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Naval Armament Depot, Simon's Town.
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 4). Stores experience will be a strong recommendation. Special requirements (skills needed): Proven ability to communicate effectively (verbal) in English at all levels. Basic knowledge of health and safety procedures. Physical strength and fitness. Must be able to obtain a Confidential security clearance within a year.
<u>DUTIES</u>	:	Assist in receiving and issuing stores and related components. Load and off-load vehicles. Open and close containers and boxes. Move items. Assist in stowage of stores. Assist in stocktaking. Operate lifting equipment. Perform cleaning duties.
<u>ENQUIRIES</u>	:	Commander A.A.A. Morris, Tel (021) 787 - 5323
<u>APPLICATIONS</u>	:	Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>FOR ATTENTION</u>	:	Mrs AM Kau
<u>CLOSING DATE</u>	:	28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/63</u>	:	<u>DRIVER (USAGE 5590)</u>
<u>SALARY</u>	:	R47 787 per annum

<u>CENTRE REQUIREMENTS</u>	:	Naval Base Simon's Town, Simon's Town.
	:	ABET (NQF Level 1 – 4). Code 8 driver's license and valid PDP. Appropriate experience in driving vehicles will be a recommendation. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels. Valid Driver's License and ability to obtain a military code 8 (code B) driver's license. Basic proficiency in MS Office packages. Knowledge of various types of vehicles and all relevant administrative functions regarding the effective use of vehicles. Planning, organising and problem solving skills in a logistic environment. Telephone etiquette. Strong interpersonal relations skills. Knowledge of security regulations. Note: Statutory requirement apply. Willingness to travel overnight for extended periods. This post has not yet been evaluated and is advertised at entry level.
<u>DUTIES</u>	:	Transporting passengers and equipment.
<u>ENQUIRIES</u>	:	WO2 M.P. Zeeman, Tel (021) 787 - 3198
<u>APPLICATIONS FOR ATTENTION</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	Mrs AM Kau 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 27/64</u>	:	<u>ADMIN CLERK (SERVICE AGREEMENTS) (USAGE 6580)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE REQUIREMENTS</u>	:	Fleet Command HQ, Simon's Town.
	:	NQF Level 2 – 4 (Grade 10 – 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Competencies required: Proven ability to communicate effectively (written and verbal) in English at all levels, Proficiency in MS Office packages. Planning, organising and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal relations skills. Ability to gather and collate statistical information. Knowledge of general office administration. Knowledge of security regulations. Note: This post has not yet been evaluated and is advertised at entry level
<u>DUTIES</u>	:	Assist with the compilation and maintenance of Service Agreements. Implement an effective filing system. Perform office administration duties, including managing vehicles in section, make appointments with clients, mak copies of documents, assist with the maintenance of the Work Breakdown Structure (WBS).
<u>ENQUIRIES</u>	:	Commander K.G. Mahlombe, Tel (021) 787 - 3658
<u>APPLICATIONS FOR ATTENTION</u>	:	Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	Mrs AM Kau 28 July 2008 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

OTHER POSTS

POST 27/65 : **ASSISTANT DIRECTOR: GENDER AND DISABILITY REF (AP87/2008)**

SALARY : R217 482 per annum (Total package of R295 978 per annum, conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree in the Social Sciences or equivalent qualification with relevant experience. Competencies required: knowledge of relevant legislations and prescripts specifically to Gender and Disability, knowledge and skills regarding processes of policy research, analysis and development; ability to interpret and apply policies through analytical and innovative thinking. Strong communication skills (verbal and written) and project management skills, Sound understanding of government priorities and Public Service Transformation dynamics. Good interpersonal relations skills, computer literacy (preferably packages such as Ms Excel, PowerPoint, Ms Word, GroupWise, Internet, etc.

DUTIES : The successful applicant will be responsible for the following: Provide support and advice to the Department on Gender and Disability issues Develop policies, strategies and implementation plans for Gender and Disability Coordinate and Facilitate projects and programmes for Gender and Disability Mainstreaming of Gender and Disability into the core business of the Department (Internally and Externally) Compile Gender and Disability reports for submission to relevant stakeholders Manage staff performance

ENQUIRIES : Mr Sandy Nyathi Tel: (012) 310-3629
APPLICATIONS : To the Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001.

FOR ATTENTION : Mr V Blose
CLOSING DATE : 18 July 2008

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 27/66 : **ASSISTANT DIRECTOR: YOUTH AND CHILDREN REF (AP83/2008)**

SALARY : R217 482 per annum (Total package of R295 978 per annum, conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree in the Social Sciences or equivalent qualification with relevant experience. Competencies required: knowledge of relevant legislations and prescripts specifically to youth and children, knowledge and skills regarding processes of policy research, analysis and development; ability to interpret and apply policies through analytical and innovative thinking. Strong communication skills (verbal and written) and project management skills, Sound understanding of government priorities and Public Service Transformation dynamics. Good interpersonal relations skills, computer literacy (preferably packages such as Ms Excel, PowerPoint, Ms Word, GroupWise, Internet, etc.

DUTIES : The successful applicant will be responsible for the following: Provide support and advice to the Department on Youth and Children issues Develop policies, strategies and implementation plans for Youth and Children Coordinate and Facilitate projects and programmes for Youth and Children Mainstreaming of Youth and Children into the core business of the Department (Internally and

	:	Externally) Compile Youth and Children reports for submission to relevant stakeholders Manage staff performance
<u>ENQUIRIES</u>	:	Mr Sandy Nyathi Tel: (012) 310-3629
<u>FOR ATTENTION</u>	:	Mr V Blose
<u>CLOSING DATE</u>	:	18 July 2008
<u>NOTE</u>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<u>POST 27/67</u>	:	<u>ADMINISTRATIVE OFFICER: GENDER, DISABILITY, YOUTH AND CHILDREN REF (AP85/2008)</u>
<u>SALARY</u>	:	R117 501 per annum (Total package of R174 668 per annum, conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Bachelor degree (or equivalent) and/or a Grade 12 certificate plus relevant training/courses and relevant work experience. Competencies required: knowledge of relevant legislations and prescripts specifically, knowledge and skills regarding processes of policy research, ability to interpret and apply policies through analytical and innovative thinking. A good planning, organizing and project management skills. Strong communication skills (verbal and written) and report writing, sound understanding of government priorities and Public Service Transformation dynamics. Good interpersonal relations skills, computer literacy (preferably packages such as Ms Excel, PowerPoint, Ms Word, GroupWise, Internet, etc.
<u>DUTIES</u>	:	The successful applicant will be responsible for the following: Provide administrative support function in the Directorate: Transformation and Special Projects Coordinate and Implement Service Delivery Programmes within the Department Assist with coordination of the business of the Transformation Steering Committee Coordinate and Implement Change Management Programmes Assist with the management of assets in the Directorate.
<u>ENQUIRIES</u>	:	Mr Sandy Nyathi Tel: (012) 310-3629
<u>APPLICATIONS</u>	:	To the Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mr V Blose
<u>CLOSING DATE</u>	:	18 July 2008
<u>NOTE</u>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<u>POST 27/68</u>	:	<u>ADMINISTRATIVE OFFICER: SMALL INVERTEBRATES AND SEAWEED MANAGEMENT (MCM 28/2008)</u>
<u>SALARY</u>	:	R117 501 per annum. (Total package of R 174 668 p.a./conditions apply)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Administration, Natural Resource Management or equivalent qualifications. Relevant exposure to staff supervision. Good interpersonal, communication, decision-making and organising skills are essential. Must be computer literate with knowledge of MS Office (Excel, Word, Power Point), Group Wise and Internet. Added advantages include: A basic knowledge of the Marine Living Resources Act, 1998 (Act no. 18 of 1998) and respective fisheries; understanding of public service systems and procedures; ability to manage self; work independently; and willingness to work after hours when needed.
<u>DUTIES</u>	:	Provide support and assistance in the development, implementation and control of Small Invertebrates and Seaweed Management sector administrative process by applying the Marine Living Resources Act, 1998 (Act No. 18 of 1998), regulations promulgated there under and departmental policies. Processing of catch permits, transport permits and experimental permits for fishing sectors concerned. Processing of Commercial export permits in terms of section 13 of Marine Living Resources Act. Handle applications for commercial vessel licenses in terms of section 23 of Marine Living Resources Act. Assist in the co-ordination and facilitation of stakeholder participation within the fishing sectors concerned.
<u>ENQUIRIES</u>	:	Ms Samantha Finnish [Tel (021) 402 3363]
<u>APPLICATIONS</u>	:	To the Deputy Director-General, Department of Environmental Affairs and Tourism, Branch: Marine and Coastal Management, Private Bag X 2, Roggebaai, 8012, Cape Town
<u>FOR ATTENTION</u>	:	Integrated HR Registry
<u>CLOSING DATE</u>	:	16 July 2008

<u>NOTE</u>	:	Persons with disabilities are encouraged to apply
<u>POST 27/69</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER: RECRUITMENT, SELECTION AND APPOINTMENTS) (DIRECTORATE: HUMAN RESOURCE MANAGEMENT) (AP81/2008</u>
<u>SALARY</u>	:	R85 362 per annum (Total package of R133 813 per annum)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification plus relevant experience in human resource practices with specific reference to Recruitment, Selection and Appointments. A relevant three year tertiary qualification in Human Resource Management will serve as added advantage .Good knowledge of procedures regarding the establishment. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and Employment Equity Act. Knowledge of PERSAL. Computer literacy, Good communication, organisational and interpersonal skills. Ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for the effective management of human resource practices. Personnel administrative functions, including: Recruitment and Selection, appointments, transfers, promotions and statistics. Responsible for the sorting, recording and scheduling of applications received for advertised posts. Prepare scheduled bundles and binding applications. Sorting and archiving of closed advertised posts. Render a high level of service delivery to line Management.
<u>ENQUIRIES</u>	:	Ms A Mnisi, Tel: (012) 310 3908
<u>APPLICATIONS</u>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001
<u>CLOSING DATE</u>	:	18 July 2008
<u>FOR ATTENTION</u>	:	Mr V Blose

GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- FOR ATTENTION** : Ms UC Viljoen
- CLOSING DATE** : 21 July 2008, No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

OTHER POSTS

- POST 27/70** : **DEPUTY DIRECTOR: TRAINING ADMINISTRATION (REF: DD/TRAIN/2008/06)**

Training Section Human Resources The Deputy Director: Training Administration's primary goal is to ensure support of all human capital in achieving the GEPF's departmental goals by ensuring that all employees' skills gaps are addressed. This Deputy Director: Training and Development will be fully accountable for the management of the employees' training and developmental needs.

- SALARY** : R407 745 per annum (Basic Salary)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three-year degree in Human Resources Development / Management or equivalent qualification. 5 years experience in Human Resources Development Management. 3 years experience in the Retirement Fund Administration environment will be a distinct advantage. Proven track record as a Section Head. Computer literacy that includes a good working knowledge of all the Microsoft Office products. Working knowledge of the PERSAL system Competencies: A strong understanding of the Skills Development Act and related legislation. Measuring and managing unit performance Maintaining collaborative relationships. Setting standards and ensuring quality. Good communications skills (report writing, presentation and facilitation). Planning and managing resources. Problem solving and analysis. Good analytical skills Strategic thinking and good financial, management and administrative skills. Ability to initiate projects and work independently. Ability to gain others' support for ideas, proposals and solutions, Ability to make decisions and act in uncertain situations.

- DUTIES** : Key Performance Areas: The successful candidate will be responsible For the following: Perform the functions of a Skills Development Facilitator, Conduct training needs analysis, Develop and implement the human resources development strategy, Ensure that training and development activities are aligned with other human resources processes and systems, Develop implement and evaluate the HRD policies, Ensure effective management of the internship, learnership and bursary programmes, Ensure effective HRD information management Manage a team of HRD practitioners, Provide management advisory services on issues pertaining training Manage the Adult Basic Education and Training programme, Manage, coordinate, facilitate, present training to staff members of the GEPF, Ensure the effective management and administration of Training and Development unit Source the training providers, Consult and negotiate on all policies and guidelines with employees, management, unions and social partners.

- POST 27/71** : **HRD: SKILLS DEVELOPMENT SPECIALIST (REF: TS/2008/06)**
- Training Section Human Resources One training Skills Development Specialist: Training and Development's primary goal is to ensure support of all human capital in achieving the GEPF's departmental goals by ensuring that all employees' skills gaps are addressed.

- SALARY** : R 217 482 per annum (Basic Salary)
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	A three-year qualification in Human Resource Development/ Management or equivalent qualification. 2 years experience in Human Resources Development management. 3 years experience in the Retirement Fund Administration environment will be a distinct advantage. Proven track record as a supervisor Computer literacy that includes a good working knowledge of all the Microsoft Office products. Working knowledge of the Persal system. Competencies: A strong understanding of the Skills Development Act and related legislation. Measuring and managing employees' performance Setting standards and maintaining quality. Good communications skills (report writing, presentation and facilitation). Planning and managing resources. Assessment skills Good analytical skills Strategic thinking and good financial, management and administrative skills. Ability to negotiate, solve problems and work independently. Ability to gain stakeholders' buy-in. Deadline driven.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible For the following: Conduct training needs analysis Implement the human resources development strategy, Ensure adherence of the external service providers to the Service Level Agreements, Ensure that training and development activities are aligned with other human resources processes and systems, Implement the HRD and other policies Management of the induction, internship and bursary programmes, Ensure effective HRD information management Supervise a team of HRD practitioners Provide advisory services on issues pertaining training Manage, coordinate, facilitate, present training to staff members of the GEPF. Ensure the effective administration of Training and Development unit Source the training providers, Consult and negotiate with employees, management, unions and social partners. Assist in performing the functions of a Skills Development Facilitator
<u>POST 27/72</u>	:	<u>HRD: TRAINING AND DEVELOPMENT SPECIALIST (TDS/2008/06)</u> Training Section Human Resources One Training Specialist: HRD position is currently available at the Government Employees Pension Fund: Human Resources. This position will be filled as a permanent position.
<u>SALARY</u>	:	R217 482 per annum (Basic Salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant three-year National Diploma in ABET/HRD/HR. 5 years experience in Human Resources Development within the Public Service. 5 years proven experience of facilitation and training in ABET that includes teaching numeracy, communication in English and life skills. 4 years experience in the administration and/or management of Bursary scheme. Computer literacy that includes a good Microsoft Office products. Report writing skills. Facilitation and presentation skills. Analytical skills. SACE (South African Council for Educators) registered Facilitator will be a distinct advantage. Driver's license will be an advantage. Competencies: Understanding of Skills Development Act and ABET Act. Good Interpersonal relations skills. Ability to plan and organise work Deadline driven. Report writing skills. Problem solving skills. Conflict management skills. Assessment skills. Good presentation skills. Good analytical skills. Communication skills. Effective administration skills.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible For the following: The incumbent will be responsible for the following: Effective management of ABET programme. Liaise with related stakeholders. Coordinate and facilitate ABET classes Prepare lesson plans to facilitate Numeracy ,Communication in English level 1-4, Human and Social Science, Arts and culture. Assess learners. Facilitate Life Orientation programme. Attend conferences and workshops. Monitor the ABET programme budget. Monitor and administrate the bursary scheme. Conduct Skills Audit. Facilitate training. Coordinate orientation and induction of employees. Provide advisory service on Training and Development issues
<u>POST 27/73</u>	:	<u>HRD: TRAINING OFFICER (TO/2008/06)</u> Training Section Human Resources One training officer position is currently available at the Government Employees Pension Fund: Training Section.
<u>SALARY</u>	:	R 145 920 per annum (Basic Salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree or equivalent qualification with two years proven experience in the Training environment. Computer literacy that includes

knowledge of Microsoft Office products. Understanding of the policies governing the skills development. Effective communication skills (written and verbal) Effective organisational skills. Good interpersonal relations. Effective presentation and facilitation skills. Knowledge of the Pension Fund environment An understanding and application of a Learnership, Internship and Adult Basic Education and Training (ABET). Competencies: A strong understanding of the Skills Development Act and related legislation. Maintaining collaborative relationships. Good communications skills (report writing, presentation and facilitation). Problem solving and analysis. Good analytical skills. Ability to initiate projects and work independently. Ability to gain others' support for ideas, proposals and solutions.

DUTIES

: Key Performance Areas: The successful candidate will be responsible For the following: Administration of bursaries in line with the Bursary policy. Coordination of training as guided by the Training policy of the organization Design and maintenance of the database Researching and applying new training techniques Facilitation and presentation of training courses Development of training material Designing of assessment tools, Liaise and establish fruitful relationships with service providers, employees and line managers Implementation of the Internship and learnership projects Coordination and facilitation of Adult Basic Education and Training (ABET) programme, Assessing the impact of training Updating of training materials and manuals, Co-ordinating the Learnership Program Managing, training and developing subordinates

POST 27/74

: **HRD: TRAINING OFFICER (TO/TRAIN/2008/06)**
Training Section Human Resources Two Training Officer Positions are currently available at the Government Employees Pension Fund: Training Section.

SALARY
CENTRE
REQUIREMENTS

: R117 501 per annum (Basic Salary)
: Pretoria
: Recognized Bachelor's degree or equivalent qualification with 18 months proven experience in the Training environment or Grade 12 with at least 2 years experience in the Training environment of which one year should be in the retirement fund industry. Computer literacy that would include a good working knowledge of Microsoft Office products. Understanding of the policies governing the Skills Development Act. Understanding of the processes of compiling a Workplace Skills Plan. Effective communication skills (written and verbal) Effective organisational skills. Good interpersonal relations. Effective presentation skills. Knowledge of the Pension Fund environment An understanding of what a Leadership program and Adult Basic Education and Training (ABET) are and how they fit into training and development. Competencies: A strong understanding of the Skills Development Act and related legislation. Maintaining collaborative relationships. Good communications skills (report writing, presentation and facilitation). Problem solving and analysis. Good analytical skills. Ability to initiate projects and work independently. Ability to gain others' support for ideas, proposals and solutions. Administration skills.

DUTIES

: Key Performance Areas: The successful candidate will be responsible For the following: Administration of bursaries Researching new training techniques. Facilitation of training Presentation of training courses, Compilation of Workplace Skills Plan Updating of training material and manuals Co-ordinating the Leadership Program Managing, training and developing subordinates.

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. "It is intended to promote representativeness through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representativeness will receive preference".

- APPLICATIONS** : The Unit: Human Resources and Transformation, Government Printing Works, cnr. Bosman and Proes Streets, Pretoria or Private Bag X85, Pretoria 0001, marked for the attention of Ms. O. Sekgothe.
- CLOSING DATE** : 18 July 2008
- NOTE** : Short-listed candidates must be available for interviews and testing at a date and time determined by the Government Printing Works. Applications must be submitted on form Z83 (obtainable from any Public Service department), accompanied by a comprehensive CV, certified copies of qualifications and ID. Applications received after the closing date as well as those that do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, consider your application as unsuccessful.

OTHER POST

- POST 27/75** : **ACCOUNTING CLERK (CREDITORS) REF: GPW/2008/18**
Unit: Finance (Creditors)
- SALARY** : R94 326 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 with Accounting and / or Mathematics as a passed subject, Computer literate, Knowledge of the Public Financial Management Act and National Treasury Regulations. Good interpersonal and communication skills.
- DUTIES** : Competency areas Compiling of payment advices, capturing of payments. Reconciliation of payments and supplier statements, Capture supplier's information on the system. Responsible for the documentation control of all invoices goods and notes received. Interact with suppliers and attend to queries. File the GNR, invoices, special purchases and orders.
- ENQUIRIES** : Ms A.M. Pretorius (012) 334 4551

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.
- CLOSING DATE** : 28 July 2008
- 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 27/76** : **ASSISTANT DIRECTOR: TB TRAINING (REF.NDOH.110/2008)**
Cluster: TB Control and Management
(This post is re-advertised, candidates who previously applied for this post "Ref.32176/1", must re-apply if they are still interested).
- SALARY** : R202 287 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Health Sciences, Experience in clinical management of TB and co-infected patients, Experience in training and development of training manuals. Experience in TB or health programme management, Good management skills, Good communication (written and verbal) and interpersonal skills, Computer literacy. A valid code 08 (Code B) driver's licence.
- DUTIES** : *Function as a Training Co-ordinator *Provide assistance to districts and provinces in the development of their training plans *Monitor and evaluate the training activities *Develop training manuals for district management, coordinators and supervisors in the TB programme management *Develop a supervisory plan for provincial and district coordinators *Coordinate the development of standardised TB curricula for medical schools and nursing colleges *Provide support to districts and health facilities *Review and update existing training manuals on a regular basis *Ensure coordination of the training activities with other HIV and AIDS programmes *Maintain a database of training activities conducted as well as trained personnel *Develop a comprehensive TB and HIV training manual.
- ENQUIRIES** : Dr L Mvusi at tel. (012) 312 0106
- POST 27/77** : **ADMINISTRATIVE OFFICER (REF.NDOH.111/2008)**
Cluster: Non-Communicable Diseases: Directorate: Mental Health and Substance Abuse: Policy for Substance Abuse
(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** : R117 501 per annum (plus competitive benefits)
- CENTRE** : Pretoria.
- REQUIREMENTS** : An appropriate recognised three-year Bachelors degree with RVQ 13 or equivalent qualification. Three years administrative experience related to the

duties and responsibilities as specified for the position. Knowledge and experience in office administration. Knowledge and experience in financial management and provisioning administration. Good planning and organisational skills. Good communication skills (written and verbal). Good interpersonal relations, Computer literacy (MS Word, MS Excel and MS PowerPoint). Experience in LOGIS. A valid code 08 (Code B) drivers licence will be an added advantage.

DUTIES

: *General office administration *Draft letters, reports, submissions and memorandums *Check documentations for correctness of grammar, spelling and format, compiled by professional officers *Arrangement with regard to workshops, meetings and conferences held in the Sub-Directorate: Policy for Substance Abuse *Take minutes *Managing of finances in terms of the Public Finance Management Act (PFMA) *Arrange payments of invoices for venues *Assist professional staff in drafting operational plans for the Sub-Directorate *Do filing.

ENQUIRIES

: Ms P Mkhumane at tel. (012)312 0488

DEPARTMENT OF HOUSING

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

MANAGEMENT ECHELON

POST 27/78 : **DIRECTOR: PRIORITY PROJECTS (2 POSTS) (REF NO: DOH/152/2008)**
Chief Directorate: Priority Projects Facilitation

SALARY : R540 429 (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate degree in Town and Regional Planning, Civil Engineering or Project Management; An in-depth knowledge of the National Housing Policies and Programmes; Extensive experience in managing mega housing projects which require inter-governmental collaboration; Strong strategic and leadership and good interpersonal, financial and people management skills, A valid drivers' license. Computer literacy and knowledge of Project Management Systems and processes; be prepared to travel to priority projects in various provinces.

DUTIES : Will, inter alia, include: Manage identified National Priority Projects and render assistance to provinces and municipalities to ensure the delivery of housing units in sustainable human settlements; Manage the implementation of the National Housing Policies and Programmes in the identified priority projects; Manage the delivery of the housing units against the National Norms and Standards; Manage the progress of housing delivery in the identified projects.

ENQUIRIES : Ms Julie Bayat Tel: 012 421 1755
APPLICATIONS : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: **Response6@Humancommunications.co.za** Fax : 0865186538

CLOSING DATE : 18 July 2008

OTHER POSTS

POST 27/79 : **ASSISTANT DIRECTOR: FUND MANAGEMENT REFERENCE: DOH/151/2008**
Directorate: Grant Management

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor's Degree or an appropriate qualification in Finance or grade 12 with Accounting as a subject and 3 to 5 years relevant experience of the Transversal Debtors System. The following will serve as strong recommendations: Knowledge of government transversal system (BAS). •Knowledge of the budgetary system. •Housing Act and related legislation. •Housing Code. •Public Finance Management Act. •Treasury Regulations and relevant legislation. •Strong leadership skills. •Good communication skills (written and verbal). •Computer literacy in MS Word, Excel and PowerPoint • Good communication skills (written and verbal) • Ability to work in a team and under pressure. •Willingness to work beyond working hours.

DUTIES : The successful candidate will be responsible for: •Liaising with the Provincial Debtors System Administrators. •Manage the development, testing and downloading the system enhancement. •Liaise and attend meetings or visits to provinces on a regular basis. •Assists with monthly monitoring of the expenditure. •Manage the helpdesk. •Check and control Post Office receipts. •Assists with

training for provincial debtor's system users and subordinates. •Submit interfacing of transactions to BAS. •Submit jobs when data corrections need to be done, Migrate programmes and functions from test database to production database, Generate object code from sources code for program migrate, Maintain proper control of migration process. •Perform a variety of miscellaneous tasks for management. •Draft reports and submissions to management and the executive authority.

ENQUIRIES : Ms M Papenfus Tel: (012) 421-1620
APPLICATIONS : The Director-General, Department of Housing, Private Bag X644, Pretoria, 0001.
FOR ATTENTION : Mr D Sekwane
CLOSING DATE : 25 July 2008

POST 27/80 : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL (REF NO: DOH/153/2008)**
 Chief Directorate: Financial Services

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Matric and an appropriate three year post matric qualification in Finance, Public Finance or Auditing with a minimum of two years relevant experience in internal control. The incumbent's knowledge and experience should include: Knowledge of the PFMA , Treasury Regulations, DORA, Public Service Regulations, Preferential Procurement Policy Framework Act, Supply Chain Management Framework, and other related prescripts; Working knowledge of government transversal systems including BAS, PERSAL and LOGIS; General understanding of contracts or SLA; Ability to communicate at all levels (written and verbal); Intermediate Computer literacy; and Presentation skills. Self motivated professional with good leadership skills. The incumbent must also have the ability to work independently, under pressure with good interpersonal and analytical problem solving skills.

DUTIES : Supervise subordinates; Implementation, monitoring and evaluation of internal controls; Draft and amend financial related operational policies in the Department; Financial records management and handling of audit queries; Conduct inspections and reporting thereon; Administration of thefts and losses in the Department;

ENQUIRIES : Ms H Malema (012) 421-1459
APPLICATIONS : The Director-General, Department of Housing, Private Bag X644, Pretoria, 0001.
FOR ATTENTION : Mr D Sekwane
CLOSING DATE : 18 July 2008

INDEPENDENT COMPLAINTS DIRECTORATE

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

APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001
CLOSING DATE : 18 July 2008
FOR ATTENTION : Ms O Mazibuko
NOTE : Applications should be submitted on a Z83 obtained from Any Public Service Department, accompanied by a Comprehensive CV, certified copies of qualifications.

OTHER POSTS

POST 27/81 : **SUPPLY CHAIN MANAGEMENT CLERK (REF: 4/3/1/1)**

SALARY : R64 410 per annum
CENTRE : Pretoria
REQUIREMENTS : The ideal candidates must be in a position of a senior certificate or equivalent qualification. An appropriate/relevant tertiary qualification will be an added advantage. The incumbent must be self driven and be computer literate / she must be able to have knowledge on asset management, Supply Chain management processes and Processes, and Logis. Good word processing skills/ Knowledge and good interpersonal and communication skills are essential. Basic Knowledge of the PFMA is a requirement. Applicant must be able to work under pressure, independently and be dedicated to his/her work.

DUTIES : Key competencies include: Register new suppliers on the ICD database & Logis; Capture receipt of goods and services delivered as well as invoices received; Assist with BID Committee Meetings and Duties; Assist with the capturing of assets on the assets register as well as the move of assets Request Quotations for goods and services; Assist with monthly reports rosters and stock takings asset verification; Capture request for procurement of goods and services on Logis, and follow up on orders; Filing of appropriate correspondence and opening of files where required ;Sending and receiving e-mail faxes; Assist with travel and accommodation bookings.

ENQUIRIES : Ms V Kganyago @ (012) 423 1417

DEPARTMENT OF MINERALS AND ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Mr H Marakalala / Mr I Tshabalala
<u>CLOSING DATE</u>	:	18 July 2008
<u>NOTE</u>	:	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

<u>POST 27/82</u>	:	<u>ASSISTANT DIRECTOR: EFFICIENCY PROMOTION X3</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma in Organisation & Work Study (or equivalent) coupled with appropriate experience, PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • Policies, Regulations and prescripts • Public Administration • Work Study and Work study techniques • Job Evaluation & Job Descriptions • Form Design <input type="checkbox"/> Skills: • Well developed analytical and problem solving skills • Well developed co-ordinating and planning skills • Listening and interpretation skills • Facilitation skills • Well developed interpersonal relations • Well developed training and motivational skills • Computer literacy <input type="checkbox"/> Communication: • Good verbal and written communication <input type="checkbox"/> Creativity: • Innovative and creative thinker. Recommendation: Ability to work under pressure. A valid Code 08 driver's license. Willingness to travel and work overtime as and when required.
<u>DUTIES</u>	:	KRA's: • Lead/execute work organisation interventions (organisational structures, post provision, etc.) • Lead/execute job/work analysis to provide advice on: - processes, procedures, office accommodation, labour saving devices, form design, management systems, etc. - job demarcation (job description and specifications) - job grading (job evaluation) • Assist with/participate in the administration of efficiency related management systems (filing system, approved establishment, etc.) • Facilitate/advise on the implementation of the findings of interventions and job/work/process analysis investigations. • Advise and guide project team members.
<u>ENQUIRIES</u>	:	Ms Ilse Muller ☎ 012 – 317 8251
<u>NOTE</u>	:	It will be expected from shortlisted applicants to write a short report during the interview process.
<u>POST 27/83</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (BID ADMINISTRATION)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree in commercial studies and or grade 12 plus a minimum of 3 years in procurement. <input type="checkbox"/> Knowledge of • PFMA • SCM • PPPFA • <input type="checkbox"/> Skills: • Computer Literacy • <input type="checkbox"/> Communication: • Good verbal and written communication • <input type="checkbox"/> Creativity: • Analytical thinking
<u>DUTIES</u>	:	KRA's: • Ensure that all bids are correctly advertised and the bidding documents are properly prepared • Create and evaluate bids on procure • Co-ordinate and attend the briefing sessions and site inspections • Perform the commercial evaluation on all received bids • Co-ordinate and attend the BEC and take minutes • Consolidate the scores and prepare submissions to BAC • Ensure that the bid register is properly updated • Ensure that successful and unsuccessful letters are sent to suppliers • Supervise personnel
<u>ENQUIRIES</u>	:	Ms Z Ndlangana (012) 317 8053

<u>POST 27/84</u>	:	<u>SENIOR MINERAL LAWS ADMINISTRATIVE OFFICER</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3 year tertiary education-minimum requirement (RVQ 13) PLUS practical in-service training. Have to attend appropriate courses. ☐ Knowledge of: • The legal framework affecting the mining environment, The interrelationship between economic, social, Environment and empowerment factors affecting the mining rights environment. ☐ Skills: • Ability to read maps and research the mining rights status of land, Basic project management, Ability to consolidate reports received in a legally sound and concise manner. • Strong grammatical and word processing skills, Ability to manage time and meet deadlines.
<u>DUTIES</u>	:	KRA's: Research and advise on the old and new order status of areas in respect of which applications are received. Prepare records of decision and accompanying documentation for the Regional Manager. Consolidate own and adjudicators reports into a final quality controlled document to advise the decision maker within the appropriate time frames. Project manage the adjudication process for each right or permit application in compliance with the law. Monitor compliance of legal operators and with the conditions of their rights, and take appropriate corrective action where required.
<u>ENQUIRIES</u>	:	AP Cronjé ☎011 358 9757
<u>POST 27/85</u>	:	<u>ENVIRONMENTAL OFFICER</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Polokwane (Limpopo)
<u>REQUIREMENTS</u>	:	A recognised, appropriate Bachelor's degree or equivalent qualification in Environmental Science or any related field and appropriate experience PLUS the following key competencies: ☐ Knowledge of Environmental management and the function of ecological processes. Earths Sciences. Various mining and mineral processing methods and environmental impact thereof. Mitigation methods, goals, standards and actions, including rehabilitation and pollution control measures. Understanding of relevant legislations & Public service delivery documents. Balanced understanding of environmental management and conservation. Ability to interpret and apply provision of Mineral & Petroleum. Resources Development Act of 2002, Minerals Act, 1991 and related legislation against the Practical observations made during field investigations and inspections. Manage Financial Provision of active operations. ☐ Skills Ability to interpret and analyse legislation requirements. Sound written and verbal communication Computer skills. Negotiation and conflict resolution. Presentation skills. ☐ Communication: Ability to interact with persons on various levels. Sound written and verbal communication ☐ Creativity: A creative, assertive and confident approach Ability to analyse problems. Recommend innovatively corrective actions to exert vision. and foresight in dynamics of mining environmental management. Recommendation/Note: A valid drivers licence and ability to work under pressure
<u>DUTIES</u>	:	KRA's: Evaluate, scooping, EIA and EMP reports of various mines. Inspect mine and evaluate closure documents Assess and manage environmental degradation and control mine closure Investigate and resolve problems, enquiries and complaints
<u>ENQUIRIES</u>	:	Mr A Mulaudzi ☎ 015 287 4700
<u>POST 27/86</u>	:	<u>SECRETARY</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	North West Region (Klerksdorp)
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification (with typing as a subject) and practical experience related to the duties, PLUS the following key competencies:☐ Knowledge of: Ms Office packages e. g Word, PowerPoint, Excel, e-mail, Internet, etc • Office/telephone etiquette • Public Relations • Document tracking • Administrative practice • Filing systems☐ Skills: • Excellent organisational skills • Interpersonal skills • Computer Literacy • Good organisational skills ☐ Communication: • Good interpersonal relations at all levels • Good Communication Skills (verbal & written) • Ability to maintain high level of confidentiality ☐ Creativity: • Problem solving

	capability • Be able to work under pressure • Innovative and creative thinking abilities. Note: Diploma / Certificate in Office Administration / Secretarial will serve as an added advantage.
<u>DUTIES</u>	: KRA's: • Manage the Principal Inspector's diary • Arrange meetings, workshops and provide administrative support to the Office. • Track submissions • Draft correspondence and registers • Handle all logistical arrangements, process S& T claims and payments • Liaise with external stakeholders • Draft routine correspondence and reports • Do filling of documents for the Manager and maintain a correct filling system
<u>ENQUIRIES</u>	: Mr XM Mbonambi ☎018 464 1631
<u>POST 27/87</u>	: <u>REGISTRY CLERK</u>
<u>SALARY</u>	: R64 410 per annum
<u>CENTRE</u>	: Polokwane (Limpopo)
<u>REQUIREMENTS</u>	: An applicant must be in possession of a grade 12 qualification PLUS the following key competencies: ☐ Knowledge of Understanding of the functions of registry. Filing order in alphabetical and numerical. Computer software package, Microsoft Words and MS Excel Facsimile machines – send and receiving faxes ☐ Skills: Good organising skills. Good computer skills. Good interpersonal skills. Problem solving skills. ☐ Communication: Good verbal and written communication skills. ☐ Creativity: Innovative and creative thinking. Recommendation/Note: A valid drivers licence and ability to work under pressure
<u>DUTIES</u>	: KRA's: Open, close, maintenance and record files according to the archive instructions Keep file index up to date Pending files according to pending system Taking care of the distribution of files, circulars and updating of distribution list. Filing postal articles on files, dispatching post Receiving incoming post/ mail, open and sorting thereof and dispatch of outgoing mail safe custody and protection of records Control access to all records, receive applications and register them on the Mineral Resources Management System (MRMS)
<u>ENQUIRIES</u>	: Mrs T M Muthathi ☎ 015 287 4700
<u>POST 27/88</u>	: <u>REGISTRY CLERK</u>
<u>SALARY</u>	: R64 410 per annum
<u>CENTRE</u>	: Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	: A grade 12 with appropriate experience PLUS ☐ Knowledge of: Registry procedures, policies and Government prescripts, Filing systems ☐ Skills: Registry skills, Organizational skills, Conflict handling skills, Computer literacy, Interpersonal skills, Honesty and integrity, Be helpful and friendly. ☐ Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the Department is enhanced ☐ Creativity: Ability to analyze workload and work related problems, To draft and implement a strategy to ensure an improvement.
<u>DUTIES</u>	: KRA's: To open, distribute close and record files, record, handle and distribute incoming and outgoing mail, maintain and be responsible for all filing system associate with MH & S Division, receive, record and issue statutory mine plans. (MRMS).
<u>ENQUIRIES</u>	: Ms E Babuseng ☎ 053 830 0800
<u>POST 27/89</u>	: <u>REGISTRY CLERK</u>
<u>SALARY</u>	: R64 410 per annum
<u>CENTRE</u>	: North-West (Klerksdorp)
<u>REQUIREMENTS</u>	: A grade 12 with appropriate experience PLUS ☐ Knowledge of: Registry procedures, policies and Government prescripts, Filing systems ☐ Skills: Registry skills, Organizational skills, Conflict handling skills, Computer literacy, Interpersonal skills, Honesty and integrity, be helpful and friendly. ☐ Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the Department is enhanced ☐ Creativity: Ability to analyze workload and work related problems, to draft and implement a strategy to ensure an improvement.
<u>DUTIES</u>	: KRA's: To open, distribute close and record files, record, handle and distribute incoming and outgoing mail, maintain and be responsible for all filing system

associate with MH & S Division, receive, record and issue statutory mine plans.
(MRMS).

ENQUIRIES

: Mr X Mbonambi ☎ 018 464 1631

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION : Ms A West

CLOSING DATE : 25 July 2008

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

OTHER POSTS

POST 27/90 : **ASSISTANT DIRECTOR: ETHICS, RESEARCH AND PROMOTION (REF: ASD/ERP/07/08)**

SALARY : R174 243 per annum

CENTRE : Head Office, Pretoria

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

DUTIES : Promotion of professional ethics and anti-corruption instruments in the public service Monitoring and Evaluation of anti-corruption measures Provide advice and prepare reports on ethics and anti-corruption to key-stakeholders, including Parliament Conduct research on professional ethics and anti-corruption to inform policy development Handle administrative matters regarding the National Anti-Corruption Forum secretariat •Participate in anti-corruption workshops and seminars. To research, administer, evaluate and monitor the effectiveness of ethics promotion and anti-corruption strategies in the public service

ENQUIRIES : Mr R Davids (012) 352 1123

POST 27/91 : **SENIOR HUMAN RESOURCES PRACTITIONER: JOB EVALUATION (REF: SHRP/JE/07/08)**

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : Ideal candidate profile: An appropriate three year diploma/degree or equivalent qualification in the field of Human Resources Management /Public Management and Administration. Job Evaluation experience. Sound knowledge of work study investigations and processes. knowledge of relevant HR prescripts including Labour Relations Act, Public Service Act, Public Service Regulations, Skills Development Act and others. Good writing and verbal communication skills, presentation skills, interpersonal relations skills and a valid Code 08 driver's license.

DUTIES : Conduct organisation and establishment investigations. Conduct work performance inspections. Compile and update the organizational structure. Ensure compliance with the relevant prescripts during job evaluation process. Evaluate jobs by means of prescribed job evaluation Equate System and make preliminary recommendations on the grading of posts. Make inputs in cases where the results of evaluations are subject to review. Ensure compliance with the relevant prescripts during work study investigations and processes. Conduct work study investigations with regard to time studies, procedure and methods and also compliance with norms and standards. Assist in redesigning of jobs

where necessary. Assist with compiling Service Delivery Improvement Plan. Formulation, development, implementation and monitoring of job evaluation and management service policies. Participate in Recruitment and Selection processes.

<u>ENQUIRIES</u>	:	Mr SD Chibi Tel: 012 3521141
<u>CLOSING DATE</u>	:	18 July 2008

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

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: 086 541 3768 or e-mail: response11@konesolutions.co.za (MS Word). Enquiries: Nubia Wymers, tel: (011) 257 8036
- CLOSING DATE** : 18 July 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 POST

- POST 27/92** : **MANAGER: CORPORATE SECRETARIAT**
Branch: Monitoring and Evaluation
- SALARY** : An all-inclusive remuneration package of R344 052 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree and relevant experience to fulfill the requirements inherent to the post. Leadership and management, Strategic planning skills, Innovative and analytical thinker, Research orientated person, Good Communication skills (written and verbal), Financial management skills, Interpersonal relations and liaison, Ability to interpret and apply policies, Project Management skills, Conflict resolution, Negotiation and coordination skills, Meeting and Event Management, Computer literacy. Knowledge of corporate secretariat practices and government procedures will be an advantage.
- DUTIES** : The successful candidate will report to the Senior Manager: Corporate Secretariat and work closely with the Ministry and Director-General's Office. To provide secretariat support to Internal Corporate Governance Forums such as Executive Committee and Executive Briefing meetings in the Department. Provide secretariat support to External Intergovernmental Relations structures such as the President's Co-ordinating Council (PCC), Technical PCC, Local Government MinMec and Technical MinMec meetings. Record and compile reports of Corporate Governance and IGR Forums. To assist in the provisioning of efficient and effective secretariat services to the abovementioned committees which will include the compilation of agenda's and minutes and the implementation of decisions of executive management committees and IGR structures. Establish a tracking mechanism to effectively monitor and facilitate the implementation of strategic decisions by abovementioned meetings. Manage the budget and human resources of the office. Co-ordinate the Corporate Diary of the Department and ad hoc events, conferences and workshops to be hosted by the dplg. Information, stakeholder and knowledge management.
- ENQUIRIES** : Ms S V McNeill Telephone 012 395-0961

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 pinpoint one, First floor, Unit 2, Albury Park, cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or posted to PO Box 687, SAXONWORLD, 2132 OR submitted via e-mail : responses6@pinpointone.co.za. Application enquiries can be directed to Happy Mandlasi on tel (011) 325 5101.
- CLOSING DATE** : Monday, 14 July 2008 at 17h00
- 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 27/93** : **DEPUTY DIRECTOR (REF: 12614/1)**
Chief Directorate: ICT Governance
- SALARY** : A flexible, all-inclusive remuneration package of R344 052 per annum. Annual progression up to a maximum salary of R398 805 is possible subject to satisfactory performance. The all inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework. The appointee will draft policies and regulations applicable to Government's use of ICT, especially as it relates to the e-Government initiatives in the Office of the Government CIO. An additional major focus will be to help provide strategic and operational direction in the implementation of e-Government.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate post-graduate degree or equivalent qualification in the Information field. Appropriate experience in and understanding of information and communication technology management, preferably in a variety of corporate settings. Sound analytical, interpretive and high-level communication skills. Excellent writing skills with meticulous attention to detail and record keeping. Computer literate with an above-average understanding of the role of regulations and policies in a complex IT environment geared towards maximizing benefits to citizens. Understanding of the Government Regulatory Framework and processes and the drafting of policies and regulations or substantially similar documents. Good understanding of public service transformation and the learning process will be added advantages.
- DUTIES** : Develop policies and regulations on application of technologies in the business of Government. Assist OGCI to develop a common vision and strategy to guide e-Government implementation efforts. Be part of the GITOC Secretariat (Government Information Technology Officers Council). Facilitate the monitoring of conformance to e-government policies and regulations.
- ENQUIRIES** : Ms M Farelo, Tel. (012) 336 1410

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.

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms J Malala
<u>CLOSING DATE</u>	:	18 July 2007
<u>NOTE</u>	:	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

<u>POST 27/94</u>	:	<u>DIRECTOR: IMPACT ASSESSMENT COORDINATION</u> Chief Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R540 429 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate <input type="checkbox"/> rganizing Bachelors degree in Social or Economic Sciences or equivalent qualification PLUS sufficient management experience in the field of monitoring and evaluation or research in developmental service delivery. Knowledge of qualitative and quantitative research. Knowledge of statistical analysis methodologies. Knowledge of the social development programmes and the sector. Knowledge of the Public Service Legislative Framework. Competencies needed: Policy development and implementation skills. Presentation skills. Communication and liaison skills. Coordination skills. Planning and <input type="checkbox"/> rganizing skills, Statistical analytical skills. Problem solving skills. Business ethics skills. Strategic capability and leadership skills. Monitoring and evaluation skills. Project management skills. Negotiation skills. Client orientation and customer focus skills. Computer literacy. Financial management skills. Research skills. Facilitation skills. Attributes: Confidence. Trustworthiness. Integrity. Patience. Accuracy. Diplomacy. Assertiveness. Compliance. Ability to work under pressure. Ability to work in a team and independently. Creative and innovative. Friendliness.
<u>DUTIES</u>	:	Key Responsibilities: Set evaluation priorities within the evaluation framework and develop and manage the design and implementation of long-term impact assessments. Manage and conduct strategic evaluations on issues of Departmental importance that cut across programmes or regions, either independently or in collaborations with other stakeholders. Conduct in- depth product and services review in terms of sector's results-orientation, accessibility of products and services, client orientation, etc. Liaise with key stakeholders regarding evaluation matters and ensure complementary between stakeholder requirements and evaluation framework, work plan and report. Analyse and present external evaluation study and research results and synthesize their implications for social development priorities including programme performance and development. Facilitate dissemination of evaluation results and lessons learned and best <input type="checkbox"/> rganizin for improving service quality, as well as provide feedback and knowledge management for the benefit of future projects and programmes.

<u>ENQUIRIES</u>	:	Ms R Ramokgopa Tel no (012) 312-7664
<u>POST 27/95</u>	:	<u>PROJECT MANAGER: CAPACITY BUILDING</u> Chief Directorate: HIV/AIDS
<u>SALARY</u>	:	R540 429 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate □rganizing degree in Social Sciences or equivalent qualification PLUS sufficient management experience in the field of HIV / AIDS Capacity Building. A qualification in project management . Experience in working with the HWSETA. Knowledge and understanding of human behaviour and social system. Broad knowledge of relevant legislation and policies pertaining to HIV and AIDS. Good understanding of the relevant public service legislative framework, such as the PFMA, Public Service Act and Regulations. Competencies needed: Project management skills. Training and development skills. Policy analysis and implementation skills. Presentation skills. Communication and liaison skills. Coordination skills. Planning and □rganizing skills. Stakeholder Management skills. Analytical skills. Problem solving skills. Business ethics skills. Strategic capability and leadership skills. Monitoring and evaluation skills. Negotiation skills. Client orientation and customer focus skills. □Computer literacy. Financial management skills. Research skills. Facilitation. Attributes: Confidence. Trustworthiness. Problem Solving skills Integrity. Patience. Accuracy. Diplomacy. Assertiveness. Compliance. Ability to work under pressure. Ability to work in a team and independently. Creative and innovative. Friendliness.
<u>DUTIES</u>	:	Key responsibilities: Sustain the Capacity Building Programme by ensuring smooth running of current and future projects in all provinces. Develop a national framework or □rganizing□n□l management for the HCBC (Home Community Based Care) sector in collaboration with the HWSETA (Health & Welfare SETA), relevant government departments and NGO's. Review and finalise the monitoring and evaluation system, plan and tools, collect data, conduct monitoring visits, compile reports and knowledge management. Develop and implement the HCBC Management Capacity Building Programme design the model, facilitate implementation in provinces. Establish and maintain partnership with the provinces, relevant government departments, donor community, NGO's and HWSETA. Contract management of service providers. Provide technical assistance on project management, capacity building, research, monitoring and evaluation
<u>ENQUIRIES</u>	:	Dr MC Kganakga Tel no: (012) 312-7963

OTHER POSTS

<u>POST 27/96</u>	:	<u>DEPUTY DIRECTOR: LOGISTICS AND ASSET MANAGEMENT</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R344 052 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate □rganizing Diploma/ Degree in Financial Management or Purchasing Management or equivalent qualification PLUS sufficient experience in the field of Logistics and Asset Management. Knowledge of Public Service Regulatory framework. Knowledge of Supply Chain Management Framework. Knowledge of Completion of Annual Financial Statement. Competencies needed: Communication and liaison skills. Planning and □rganizing skills. Analytical skills. Problem solving skills. Coordination skills. People management and empowering skills. Strategic capability and leadership skills. Project management skills. Presentation skills. Research skills. Facilitation skills. Policy development and implementation skills. Client orientation and customer focus skills. Monitoring and evaluation skills. Attributes: Creative and innovative. Confidence. Trustworthiness. Integrity. Patience. Accuracy. Diplomacy. Assertiveness.

		Compliance. Ability to work under pressure. Ability to work in a team and independently.
<u>DUTIES</u>	:	Key Responsibilities: Management of the departmental pool vehicles and chauffeur services. Management of departmental assets. Management of a seamless end to end supply chain process within logistics management. Facilitation of the administration of departmental cellular phones in terms of the telecommunication policy. Provide technical advisory service to all relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr S Singh Tel (012) 312-7688
<u>POST 27/97</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL PLANNING, MONITORING AND REPORTING (NATIONAL)</u> Directorate: Budget Planning and Monitoring
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree (or equivalent qualification) in Financial Management PLUS credible experience in Government Finance. Experience/knowledge of the Basic Accounting System. Knowledge of the PFMA and Treasury Regulations. Understanding of intergovernmental fiscal relations and Division of Revenue Act. Competencies needed: Cost accounting skills. Communication (written and verbal) skills. Planning and organizing skills. Project management skills. Strategic planning skills. Policy analysis and development skills. Problem-solving skills. Computer literacy. Interpersonal and liaison skills.
<u>DUTIES</u>	:	Key Responsibilities: Assist with the development, implementation and maintenance of effective and efficient systems for financial planning, expenditure control and financial reporting. Assist with the facilitation of the planning, development, coordination and integration of multi year budgets. Draft memorandums and reports in respect of budget matters, financial statements and financial management to the Minister, Top Management and National Treasury. Assist with the effective roll-out of the In-year Management Reporting System in the Department. Update and maintain the budget information and expenditure codes on the Basic Accounting System (BAS). Assist with the costing of the financial consequences of new departmental policy or any planned changes to existing policy reviews. Assist and provide training to programme and responsibility managers on financial planning, expenditure control and other budgeting matters. Administer and manage the secretariat function of the Departmental Budget Committee and related meetings.
<u>ENQUIRIES</u>	:	Mr SC Esterhuyzen Tel (012) 312-7778
<u>POST 27/98</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE POLICIES, PRACTICES AND PROJECTS</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate organizing Bachelors degree in Human Resources or equivalent qualification PLUS sufficient experience in policy and strategy development. Knowledge of human resource processes and practices will be an added advantage. Knowledge and understanding of Public Service Legislative framework. Competencies needed: Policy development and implementation skills. Communication and liaison skills. Coordination skills. Planning and organizing skills. Analytical skills. Problem solving skills. People management and empowering skills. Strategic capability and leadership skills. Project management skills. Presentation skills. Research skills. Facilitation skills. Client orientation and customer focus skills. Monitoring and evaluation skills. Negotiation skills. Attributes: Creative and innovative. Confidence. Trustworthiness. Integrity. Patience. Accuracy. Diplomacy. Assertiveness. Compliance. Ability to work under pressure. Ability to work in a team and independently.
<u>DUTIES</u>	:	Key Responsibilities: Conduct research and report on the latest trends regarding Human Resource practices. Review human resource processes and practices within the Department. Promote best practice in Human Resource Management. Develop, review and monitor Human Resource policies and ensure consistent implementation. Develop implementation plans and guidelines for HR practices.

		Facilitate the development of Human Resource and Employment Equity Plan. Facilitate the development and monitor the Human Resource strategy for the Department. Effectively manage HR Information Systems, HR Registry and establishment control.
<u>ENQUIRIES</u>	:	Ms A Schoombee Tel (012) 312-7510
<u>POST 27/99</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME IMPLEMENTATION</u> Directorate: Care and Support
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in social science or equivalent qualification. PLUS sufficient experience in programme implementation, including monitoring and evaluation. Knowledge of and experience in the HIV and AIDS field. Knowledge of care and support programmes. Competencies needed: Financial management skills. Monitoring and evaluation skills. Problem solving skills. Planning and organizing skills. Computer literate. Project management skills. Presentation skills. Communication (written and verbal). People management skills. Analytical skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative.
<u>DUTIES</u>	:	Key Responsibilities: Assist with the development and monitoring of the implementation strategies of care and support programmes. Monitor the implementation of the monitoring and evaluation system for home/community-based care. Design implementation guidelines for care and support. Identify gaps in service delivery and make recommendations for action. Support the development and coordination of mechanisms to provide support, guidance and technical assistance to the program. Provide a support service to relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms NJ de Beer Tel (012) 312-7309
<u>POST 27/100</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree/National Diploma at NQF level 6 in Financial Management or Logistics Management PLUS sufficient experience OR a Senior Certificate (Grade 12) plus extensive relevant experience. Knowledge of Supply Chain Management, PFMA, Treasury Regulations, PPPFA, LOGIS Procurement Integration and LOGIS infrastructure. The successful candidate must have already completed LOGIS I, LOGIS System Control and Basic Accounting System courses. Competencies needed: Organising and planning skills. Communication (written and verbal) skills. People management and empowerment skills. Computer literacy. Problem-solving skills. Attributes: Initiative and handling of conflict. Ability to work under pressure.
<u>DUTIES</u>	:	Key Responsibilities: Coordinate and maintain store administration of LOGIS. Managing and stocktaking of E-class items (warehouse), managing orders and payments, management of LOGIS and support, management of 0-9 files and assessment of suppliers. Supervision and evaluation of subordinates. Train and advise End-Users with regard to issues pertaining to Provisioning Administration. Function as LOGIS Sub-System Controller.
<u>ENQUIRIES</u>	:	Mr F Msiza Tel (012) 312-7709
<u>POST 27/101</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I</u> Chief Directorate: Children
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification PLUS sufficient experience in the administrative field. Knowledge of Supply Chain Management. Knowledge of the Public Finance Management Act. Knowledge and understanding of the filing system. Knowledge and understanding of monitoring system for correspondence. Competencies needed Computer literacy. Typing skills. Planning and organizing skills. Communication skills. Customer care skills. Problem solving skills. Interpersonal skills. Attributes: Accurate. Compliant. Ability to work under

pressure. Adaptable. Disciplined. Friendly and trustworthy. Diplomacy. Ability to work independently and in a team. Confident. Persuasive. Self starter.

DUTIES

: Key Responsibilities: Render clerical and administrative support to the Chief Directorate. Administer the filing system for the Chief Directorate. Arrange meetings and workshops and ensure the coordination and management of the flow of documents. Obtain quotations for outsourcing of services, ordering of stationery, furniture and logistical assets.

ENQUIRIES

: Dr M Mabetoa Tel (012) 312-7546

DEPARTMENT OF SPORT AND RECREATION SOUTH AFRICA

Sport and Recreation South Africa is an equal opportunity and affirmative action employer. It is our intention to promote representivity in the Department through the filling of posts and we reserve the right not to fill a position.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Human Resource Directorate, Sport and Recreation South Africa, Private Bag X896, Pretoria 0001. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. For hand deliveries: 66 Regent Place, Cnr Queen and Vermeulen Streets, Pretoria
- CLOSING DATE** : 18 July 2008 @ 16:00 (no late or faxed/ e-mailed applications will be accepted)
- NOTE** : All successful candidates will be required to enter into an employment contract and performance agreement with the relevant manager. All candidates must be South African Citizens. Short listed candidates will be vetted. Applications must be submitted on form Z.83, 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. Each application must be accompanied by the relevant documentation as indicated above. Applicants with foreign qualifications must ensure that their applications are evaluated by the South African Qualifications Authority (SAQA) before submission. We welcome applications from persons with disabilities.

OTHER POSTS

- POST 27/102** : **DEPUTY DIRECTOR: COMMUNICATION IN THE 2010 FIFA WORLD CUP UNIT (CONTRACT POST UNTIL 31 MARCH 2011)**
- SALARY** : An all-inclusive salary package of R344 052 per annum, (package can be structured according to the Middle Management Service)
- REQUIREMENTS** : A B Degree (NQF 6) / National diploma in Communications/ Public Relations/ Marketing plus 3-5 years relevant and appropriate experience. Applicants should have sound knowledge and understanding of the functional areas of the 2010 FIFA World Cup unit and Sport and Recreation in South Africa. Project Management skills will be an added advantage. Applicants should be in possession of a valid drivers license (code 08) and be willing to travel. Applicants should possess excellent verbal and written communication skills.
- DUTIES** : The successful applicant will *Provide a media liaison service to the Director: Communication and Co-ordination. This will amongst others entail: * Develop a communication and media strategy and media plan for the 2010 FIFA World Cup unit * Manage the image of the 2010 FIFA World Cup unit * Arrange and conduct press conferences, information sessions and interviews with the media * Develop and disseminate media statements * Compile responses to media enquiries and/ or ensure that the responses are compiled by the department * Liaise with the media to develop relations with them, inform them on government issues and promote the 2010 FIFA World Cup * Participate in the development of written and verbal responses to questions in Parliament/ the legislature * Liaise with stakeholders and the communication unit in the department to ensure co-ordination and alignment of communication priorities and the 2010 projects * Monitor and analyse reporting in the media on the 2010 FIFA World Cup and prepare responses as required. This will amongst others entail the following: * Monitor media reports and the communication environment * Analyse the information gathered and prepare responses as required *Advise the Chief Director: Non-Technical Co-ordination on the appropriate steps that should be taken to respond to reports. *Plan and organise the activities of the sub-directorate. *Oversee the sub-directorates budget and resources in accordance with the Public Finance Management Act (PFMA) 1999 and Treasury Regulations
- ENQUIRIES** : For post-related enquiries, please contact Mr M Mkalipi, tel: (012) 304-5222. For general enquiries, please contact Mr Z Bongobi, tel: (012) 304-5247

<u>POST 27/103</u>	:	<u>DEPUTY DIRECTOR: EDUCATION AND TRAINING</u>
<u>SALARY</u>	:	An all-inclusive salary package of R344 052 per annum, (package can be structured according to the Middle Management Service)
<u>REQUIREMENTS</u>	:	A relevant B Degree (NQF 6) / National diploma plus a declaration of competency as a facilitator and assessor in the applicable Education, Training and Development unit standards at NQF level 5. Applicants should have 3-5 years experience in Education, Training and Development with specialization in sport and recreation curriculum development and or quality assurance would be an advantage. Applicants should be in possession of a valid drivers licence (code 08) and must be willing to travel. Applicants should have thorough understanding of the National Qualifications Framework (NQF), South African Qualifications Authority (SAQA), Sector Education and Training Authority (SETA) and applicable legislation attached to skills development. Applicants should have completed moderators training (NQF 6) and received a competent rating.
<u>DUTIES</u>	:	*Manage the development and implementation of curriculum in line with related policies and mandates * Establish a monitoring and evaluation mechanism to ensure compliance with set curriculum standards and mandates * Plan the design, development and implementation of skills programmes * Evaluate the impact and effectiveness of skills development programme curriculum through continuous network with the relevant role players * Identify curriculum development needs through research by continuously networking with the relevant role players * Manage the research data base * Evaluate and analyze the research findings *Plan and organise the activities of the sub-directorate. *Oversee the sub-directorates budget and resources in accordance with the Public Finance Management Act (PFMA) 1999 and Treasury Regulations
<u>ENQUIRIES</u>	:	For post-related enquiries, please contact Ms NA Kotelo, tel: (012) 304-5031. For general enquiries, please contact Mr ZZ Bongobi, tel: (012) 304-5247
<u>POST 27/104</u>	:	<u>DEPUTY DIRECTOR: BUSINESS INTELLIGENCE</u>
<u>SALARY</u>	:	An all-inclusive salary package of R344 052 pa which is negotiable between R344052 – R398805.00 per annum, (package can be structured according to the Middle Management Service)
<u>REQUIREMENTS</u>	:	A relevant B Degree (NQF 6) / National diploma in Computer Science or equivalent qualification with sound working experience in the Information Technology field. Project management with a minimum of three years' experience. Ability and capacity to operate under intense pressure in a client relationship environment. Excellent communication and interpersonal relations skills. Systems analysis and design as well as business analysis experience. MCSD or MCDBA would be an advantage. BI and data warehouse experience is an advantage, including working knowledge of Business Intelligence tools, software and applications.
<u>DUTIES</u>	:	Analyse and translate the business requirements into workable systems design * Gather and analyse large quantities of data using different BI tools * Develop project plans and ensure that deliverables are on time and within the budget, while meeting quality targets * Develop and maintain all developmental collateral including requirements, designs, test plans, and installation documentation * Vendor management * Promote knowledge-sharing in the department * Implement and maintain the data warehouse facility * *Plan and organise the activities of the sub-directorate. *Oversee the sub-directorates budget and resources in accordance with the Public Finance Management Act (PFMA) 1999 and Treasury Regulations
<u>ENQUIRIES</u>	:	For post-related enquiries, please contact Ms LV Sizani, tel: (012) 304-5186 For general enquiries, please contact Ms SJ Boonzaai, tel: (012) 304-5007
<u>POST 27/105</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION IN THE 2010 FIFA WORLD CUP UNIT (CONTRACT POST UNTIL 31 MARCH 2011)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>REQUIREMENTS</u>	:	A relevant National diploma or equivalent qualification in the field of Office administration plus 3 years relevant experience in general office management. The successful candidate must have good interpersonal and computer skills, must be an independent thinker and have excellent writing and communication skills. The successful candidate must handle all matters relating to this position

		with professionalism and integrity and adhere to strong delivery standards. The candidate must be willing to work irregular hours.
<u>DUTIES</u>	:	The successful applicant will *Ensure effective administration of the 2010 FIFA World Cup unit * Co-ordinate internal and external communication through memorandums and reports from and to the Head of the unit * Handle incoming and outgoing mail as well as recording and referring to other departments * Give secretarial backup to the unit * Process financial claims and payment of accounts for the unit * Ensure that staff members of the unit adhere to deadlines on office matters * Organise traveling arrangements and car hire services for unit members * Responsible for international travel arrangements and co-ordination of accommodation, local transport and other payments through the department of Foreign Affairs * Supply of consumables such as stationary and other office requirements * Liaise with Auxiliary Services and Supply Chain Management Services on a wide range of needs for the unit * Follow up with the Human Resources unit on human resource matters relating to staff of the unit * Serve as an overall link between the unit and other departmental units * Prepare agendas and notices for meetings of Senior Managers of the unit * Control the usage of boardroom facilities and handle general desk administration * Reconcile expenditure reports to the monthly budget of the unit * Prepare reports * General administrative work for the unit
<u>ENQUIRIES</u>	:	For post-related enquiries, please contact Mr T Netshivhambe, tel: (012) 304-5225. For general enquiries, please contact Ms S Mdietshe, tel: (012) 304-5270
<u>POST 27/106</u>	:	<u>LABOUR RELATIONS OFFICER</u>
<u>SALARY</u>	:	R94326 per annum
<u>REQUIREMENTS</u>	:	Applicants must have a certificate or diploma (NQF level 5) and 3-5 years' fulltime experience in the field of labour relations/industrial relations. We require a South African citizen who has a solid foundation in labour relations theory, including policy and legislation, as well as international best practices in this arena. Good knowledge of Sport and Recreation in South Africa would be an advantage. He/she must be a good communicator with excellent organizational and writing skills who can interact at high profile levels
<u>DUTIES</u>	:	*Facilitate and administer the Department's grievance and disciplinary processes by performing internal audits and taking appropriate action to correct any employee relations issues *Assist with the negotiation and consultation on HR-related issues * Offer advice on labour relations by implementing an industrial relations programme and assisting with the development of employee relations policies * Update grievance and disciplinary cases on PERSAL * Ensure that quarterly statistics on grievance and disciplinary cases are submitted to the Office of the Public Service Commission * Act as Secretariat during disciplinary hearings and bargaining forum meetings.
<u>ENQUIRIES</u>	:	For post-related enquiries, please contact Mr M Nemalale, tel: (012) 304-5232 For general enquiries, please contact Ms S Mdietshe, tel: (012) 304-5270
<u>POST 27/107</u>	:	<u>DRIVER/ MESSENGER</u>
<u>SALARY</u>	:	Salary: R R54 879 per annum
<u>REQUIREMENTS</u>	:	Applicants must have a matric certificate and at least two years' experience as a driver/ messenger as well as a valid driver's licence. We seek a South African citizen who has the ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. A good knowledge of Sport and Recreation in South Africa would be an advantage. The candidate must be a good communicator.
<u>DUTIES</u>	:	*Collect and deliver mail at the Post Office *Collect and/or distribute circulars/correspondence/ packages from/to Post Office/functionaries/other departments *Distribute and collect files and documents *Collect/distribute mail to line functionaries *Collect/distribute mail to and from other departments *Collect cheques/documents from Buro Beta *Distribute circulars and receive signatures from recipients *Collect stock/equipment from suppliers *Deliver stock/equipment *Assist with the deliveries for the Department *Make photocopies if and when necessary *Ensure that office equipment and stationery are maintained within the office and that equipment is used correctly *Responsible for printing supplies *Provide driver services *Prepare packages and arrange for collection by courier services/Post Office *Manual labour in terms of the replacement of light bulbs in

offices, the removal of furniture within store rooms, offices and between buildings. The overall purpose of this position is to provide secretarial support including receptionist duties, where applicable. *Diary management *Provide administrative support, including minute-taking, preparing letters, documents and presentations. *Provide logistical support *Manage documents by developing and maintaining a proper filing and record system *Collect and disseminate information.

ENQUIRIES

: For post-related enquiries, please contact Ms M Mokori , tel: (012) 304-5155
For general enquiries, please contact Ms L Segodi, tel: (012) 304-5233

THE PRESIDENCY

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

APPLICATIONS : The Presidency, Private Bag X 1000, PRETORIA, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue. For attention: Ms M Makgae

NOTE : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POSTS

POST 21/108 : **DEPUTY DIRECTOR: REGULATORY IMPACT ASSESSMENT (RIA)**
Branch: Cabinet Office

SALARY : R369 000 all inclusive salary package per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant Bachelor Degree in Economics or related field. A postgraduate qualification will be an added advantage. Knowledge and understanding of Government structures and processes. A proven track record/experience of coordinating and managing the legislative programme. Good quantitative, qualitative and analytic skills. Good administrative and coordination skills. Excellent writing and verbal communication skills. Ability to take initiative. Good interpersonal skills. Ability to work under pressure, irregular hours and also under minimum supervision. Willingness to do sessional duty.

DUTIES : Key Performance Area: Managing the legislative programme of the government. Coordinating the Regulatory Impact Assessment (RIA) project pilot phase processes. Coordinating departmental inputs on RIA and legislative programme, and analyzing inputs for their alignment to government policy priorities, programmes and projects. Designing systems, coordination and monitoring mechanisms for effective and efficient administrative and technical support for the RIA pilot project in support of the Cabinet. Conducting research and comparative studies on RIA. Managing the relations between the Executive and Parliament.

ENQUIRIES : Mr NP Lamola 012 300 5589
CLOSING DATE : 12 July 2008

POST 27/109 : **ASSISTANT DIRECTOR: OFFICE MANAGER: REGULATORY IMPACT ASSESSMENT (RIA)**
Branch: Cabinet Office

SALARY : R 196 815 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor degree or equivalent qualification. Good office management and administrative skills. Ability to analyse and summarise documents. Excellent writing and verbal communication skills. Good coordination and organisational skills. Basic budgeting skills. Advanced computer skills. Qualification in project management. Ability to apply project management methodology. Ability to work independently as well as in a team. Good interpersonal skills, deadline and results driven. Work under pressure and irregular hours, and also under minimum supervision. Willingness to do sessional duty.

DUTIES : Rendering administrative support and services to the Regulatory Impact Assessment project and the legislative programme. Developing and implementing systems for the effective management and coordination of the related projects. Coordinating communication and other project related events. Liaising with government departments on matters related to the Regulatory

Impact Assessment project. Monitoring the implementation of the project team decisions. Preparing and compiling project reports and minutes. Monitoring the use of the project budget. Maintaining financial and other project related records. Creating and maintaining a data base of service providers; and. Interacting with service providers regarding their contractual obligations.

ENQUIRIES :
CLOSING DATE :

Mr NP Lamola: 012 300 5589
12 July 2008

POST 27/110 :

SENIOR SUPPLY CHAIN OFFICER: CONTRACT ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT

Directorate: Supply Chain Management

SALARY :
CENTRE :
REQUIREMENTS :

R132 054 per annum.
Pretoria
An appropriate Diploma/Degree in Contract Management with relevant experience in contract management environment. Computer literate. Good verbal and written communication skills. Clear understanding of contract and lease agreement. An extensive knowledge of SCM practice notes, Treasury Regulations, PPPFMA and the BBBEA.

DUTIES :

The successful candidate will be responsible for keeping record of contract register. Coordinate and administer all contracts/leases. Advise clients on renewal of contracts. Monitor and advise suppliers' performance in relation to contracts. Maintain the SCM helpdesk. Record keeping of payments made to contractors. People management, training and development of employees under supervision. Monthly reporting on aspects concerning SCM performance and contracts.

ENQUIRIES :
CLOSING DATE :

Mr L Marumule : 012 300 5630
18 July 2008

POST 27/111 :

SENIOR SUPPLY CHAIN OFFICER: PAYMENTS

Directorate: Supply Chain Management

SALARY :
CENTRE :
REQUIREMENTS :

R132 054 per annum
Pretoria
Applicants must be in possession of a Senior Certificate plus a three year Diploma/Degree in Purchasing Management or equivalent qualification. Extensive experience in the Supply Chain Management environment. Working knowledge of LOGIS and BAS. Supervisory and communication skills. Extensive knowledge of SCM practice notes, Treasury Regulations, PPPFMA and the BBBEA.

DUTIES :

The successful candidate will be responsible for supervision and guidance of employees in the payment section. People management, training and development of employees under supervision. Approval of payments according to delegations on LOGIS. Monthly reporting on payments, making sure that suppliers are paid within 30 days.

ENQUIRIES :
CLOSING DATE :

Ms A Den Boef : 012 300 5654
18 July 2008

POST 27/112 :

SENIOR ASSETS OFFICER: ASSET REGISTER

Directorate: Supply Chain Management

SALARY :
CENTRE :
REQUIREMENTS :

R 132 054 per annum
Pretoria
A three year Degree or Diploma in Asset Management with relevant experience in Asset Management environment. Computer literate. Good verbal and written communication skills. Clear understanding of assets management. Have extensive knowledge of Supply Chain Management and Treasury Regulations.

DUTIES :

The successful candidate will be responsible for the following key performance areas: Maintain the Disposal Register. Coordination of asset movement. Management of assets register. Weekly and monthly reporting. Bar code received assets. Maintain assets repairs register. Provide inputs on assets financials. Assets reconciliation.

ENQUIRIES :
CLOSING DATE :

Mr P Maila : 012 300 5636
18 July 2008

<u>POST 27/113</u>	:	<u>SENIOR TRANSPORT OFFICER</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 132 054 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year Degree or Diploma in Fleet Management or relevant qualification with relevant transport related experience. Thorough knowledge of transport regulation within the Government. Knowledge of Public Private Partnership (PPP). Computer literate. Good verbal and written communication skills. Supervisory skills. Thorough knowledge of Supply Chain Management processes, PFMA and Treasury Regulations.
<u>DUTIES</u>	:	ensuring that vehicles are kept in good condition and serviced regularly. Coordination of the transport needs in the Department and ensuring that the best and most economic use of such transport is made at all times. Ensuring that officials applying to drive a Government owned motor vehicle are the holder of a valid driver's license for that type of vehicle. Instituting measures to prevent misuse of vehicle. Compiling and maintaining statistics of the performance and operational costs of the vehicles. Compile monthly reports.
<u>ENQUIRIES</u>	:	Mr M Masina : 012 300 5653
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/114</u>	:	<u>SUPPLY CHAIN OFFICER: PAYMENTS</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a three year Diploma/Degree in Purchasing Management or equivalent qualification. Relevant experience in and knowledge of the Supply Chain Management environment. Knowledge of LOGIS, Logis Procurement Integration and BAS will be an added advantage. Have an extensive knowledge of SCM practice notes, Treasury Regulations, PFMA, PPPFA and the BBBEE.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following key performance areas: Capturing of payments on Logis Procurement Integration and BAS. Faxing Bank details forms to suppliers and making follow-up, Capturing of banking details on Logis. Handling of all payments related enquiries. Monthly reporting on payments. Ensuring that suppliers are paid within 30 days.
<u>ENQUIRIES</u>	:	Ms S Mkhize : 012 300 5633
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/115</u>	:	<u>TRANSPORT OFFICER</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 106 335 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a relevant three year Degree/Diploma. Transport related experience. A Driver's license will be an added advantage. Knowledge of Public Private Partnership (PPP). Computer literate. Good communication skills both written and verbal. Knowledge of PFMA and Treasury Regulations.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following key performance areas: Exercise control over the maintenance of Government-owned vehicles. Monitoring of trips undertaken to note and report on any deviation from approved routes. Arrangement for the proper completion of all records and returns concerning transport. Ensuring that all instructions relevant to the use, operation and maintenance of vehicle are complied with. Ensuring that all equipment is recorded and checked back when a vehicle is returned. Ensure safe and legal operation of the vehicle.
<u>ENQUIRIES</u>	:	Ms AM Viljoen : 012 300 5645
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/116</u>	:	<u>SUPPLY CHAIN OFFICER: STORES AND WAREHOUSE</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 106 335 per annum
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS

: Applicants must be in possession of a Senior Certificate with relevant experience in asset management environment. A three year Diploma/ Degree will be an added advantage. Computer literate. Good communication skills both verbal and written. Clear understanding of assets management. Extensive knowledge of SCM and Treasury Regulations.

DUTIES

: The successful candidate will be responsible for the following key performance areas: store receipts and issuing of stock within the store/warehouse. Replenishment of stock. Receiving stock orders. Maintain stock items in the store by means of updating the bin cards and making proper entries on the cards. Replenish stock levels on the shelves.

ENQUIRIES

: Mr P Maila : 012 300 5636

CLOSING DATE

: 18 July 2008

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 representatively in the Public Service through the filling of these positions and the candidature of persons whose transfer/promotion/appointment will promote representatively will receive preference. An indication by candidates in this regard will expedite the processing of applications. If no suitable candidates from the unrepresentative groups can be recruited, candidates from the represented groups will be considered.

NOTE : Applications must be submitted on form 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

MANAGEMENT ECHELON

POST 27/117 : **DIRECTOR: CIVIL ENGINEERING**
5 Year Contract

SALARY : R635 874 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised four-year bachelor's degree (BSc Eng: Civil) as prescribed in the Engineering Profession Act (Act No. 46 of 2000). Registration with the Engineering Council of South Africa (ECSA) as a Professional Civil Engineer. Applicants must provide proof of their registration with ECSA as a Professional Engineer. A code 08 driver's licence. Computer literacy. Ability to write technical reports. Knowledge of current standards and practices of hydraulic structure, hydrology, hydraulics, geology, foundations and building materials as well as computer applications. Knowledge of construction techniques, environmental and legal aspects, detailed structural and risk-based (probability and finite element) analyses, dam surveillance, managing consulting engineers, contract administration and resolution of claims. Knowledge of financial management and budgeting. Knowledge of Water Act (Act No. of 1998), dam safety legislation and other pertaining legislation. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently at an advanced level in dam design and related engineering. Competencies: sound managerial, administrative skills and demonstrate a commitment to service delivery.

DUTIES : Key Performance Areas: Responsible for the overall management of the Directorate: Civil Engineering, the successful candidate's responsibilities will include the following: providing strategic leadership and effective management in the Directorate: Civil Engineering. Managing the specialist functions in the civil engineering field required for the design of all projects for the development of water resources and the supply of water. Optimising the design and cost-effectiveness of new projects as well as betterments/alterations/decommissioning of existing water infrastructure. Evaluating editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organizations. Providing project management during the implementation phase including supervision, contract administration and management of all social and environmental aspects of the projects, including relocation-action plans. Keeping abreast with the latest developments in the fields of dam and water engineering and formulating new policies and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.

ENQUIRIES : Ms H Anderson Tel (012) 336 8511
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 18 July 2008

OTHER POSTS

<u>POST 27/118</u>	:	<u>DEPUTY DIRECTOR: WATER SECTOR BUDGET COORDINATOR</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three or four year National Diploma in Finance or Engineering Sciences from a Technikon or a degree from a University with appropriate experience. Experience in project and programme management, negotiation and communication skills will be of advantage. Knowledge of the Water Services Act, Division of Revenue Act and Public Finance and Management Act are crucial. Strong report writing skills and computer literacy (in particular Ms Word, Excel and Power Point) are crucial.
<u>DUTIES</u>	:	Key Performance Areas: Coordination and monitoring of the Financial Programmes within the Operations Branch of the Department of Water Affairs and Forestry. Compilation of the MTEF budget allocation, adjustment estimates, options, rollovers and commitments of these Financial Programmes. Monitoring the expenditure on a monthly basis and implementing special intervention programmes to ensure the total expenditure of the budget allocation. Coordinating and monitoring of the Donor funded Masibambane Programme. Compiling financial reports in compliance with the PFMA and DoRA requirements. Financial monitoring and reporting of the water sector stakeholder budget and expenditure. Visiting the regions and interacting with the RFMs (Regional Financial Managers) and Regional Directors on matters related to the Financial Programmes. A very important aspect of the job spectrum is the liaison, co-ordination and linking of policy-making function at Head Office and the implementation function in the regions; and proactively identify delivery constraints and bottlenecks, and proposing solutions where applicable.
<u>ENQUIRES APPLICATIONS</u>	:	Ms E. Scheepers, tel (012) 336-8720
	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	18 July 2008
<u>POST 27/119</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT SUPPORT (2020 VISION)</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Diploma or Degree in relevant field coupled with appropriate experience. Knowledge of sector policies, guidelines and strategies and sector business. Project and programme management skills. Coordination skills, communication skills. Management skills, interpersonal skills. Computer literacy. Good understanding of Intergovernmental relations and co-operative governance. Willingness to travel and work under pressure. Valid driver's licence is essential.
<u>DUTIES</u>	:	Key Performance Areas: Provide support to the Director Strategic Support in the following functions: Strategic planning and performance monitoring of the branch, effective documents management which include development, management, quality assurance of strategic documents including ministerial and parliamentary questions, management of office staff, financial management, and coordination of national events. The National Programme management of the 2020 vision programme which includes provision of support to the regions, strategic planning and performance monitoring, coordination of national and international events, intergovernmental relations, provide support to SADEC, financial management, management of staff, public and marketing.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs N Matyana, Tel (012) 336 6536
	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	18 July 2008
<u>POST 27/120</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL SYSTEMS</u>
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Applicants must be in possession of three year qualification in Financial Management or recognised equivalent qualification. Extensive experience in financial management with at least four years involvement in financial system management (BAS). Extensive knowledge of BAS. Sound knowledge in managing BAS internal control which include system security. Knowledge on Standard Chart of Accounts, Persal, Logis, analytical and organisational skills are required for this post. Computer literacy e.g. Word, PowerPoint and Excel. Verbal and written communication and presentation skills or training skills. Sound knowledge of Public Finance Management Act, 1999 and Treasury Regulations.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be required to ensure maintenance system user coding structure. Ensure effective and efficient management of the daily running of financial system (BAS). Maintenance and alignment of PERSAL and budget structure including chart of accounts. Ensure continuous training on the usage of standard chart of accounts and financial systems to users. Ensure and maintain system security access. Implement systems development and communicate to users. Attend all queries relating to financial systems, including audit queries. Liaise with National Treasury in respect of systems matters. Participate in BAS user forums.
<u>ENQUIRIES</u>	:	Mr P Botha Tel (012) 336 7647
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/121</u>	:	<u>DEPUTY DIRECTOR: BUDGET PLANNING</u>
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of three year qualification in Financial Management or recognised equivalent qualification. Extensive experience in financial management with appropriate years involvement in budget planning. Extensive knowledge of MTEF and ENE process. Sound knowledge of government priorities, policies and legislation. Knowledge of PFMA and Treasury Regulations. Computer literacy e.g. Word, PowerPoint and Excel. Verbal and written communication and presentation skills or training skills.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be required to manage MTEF and ENE processes. Identification of areas in guidelines that requires special departmental action. Development of DWAF specific version of MTEF guidelines. Presentation to branches to amplify guidelines. Attending of directorate and chief directorate meetings to assist with the practical implementation of the guidelines. Provision of preliminary allocation for MTEF cycle to programme managers. Reviewing and consolidation of additional funding requests to ensure that Treasury requirements have been met. Preparation of MTEF database inputs received from programme managers. Managing the apportionment of allocation and submit draft to management for consideration approval. Complete ENE database and appropriate bill. Provide allocation per sub-directorate budget control. Manage drawing from RDP fund. Monitor DONOR expenditure.
<u>ENQUIRIES</u>	:	Mr P Botha Tel (012) 336 7647
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/122</u>	:	<u>DEPUTY DIRECTOR: POLICIES AND MONITORING (MAIN ACCOUNT)</u>
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Accounting degree or equivalent NQF level 6, backed by appropriate experience. Knowledge in computerised, financial and business systems, Progressive leadership and management qualities to lead a highly skilled dynamic team of accounting and financial management professionals. Sound understanding of PFMA, Treasury Regulations, GRAP, PPPFA, SCM and audit process. Knowledge of BAS, LOGIS as well as PERSAL. Ability to conduct financial analysis; strong analytical skills. Good interpersonal relations and ability to work effectively with official across all levels within and outside the department. Strong computer science skills, especially Ms Excel, Word Processing and PowerPoint

		presentation. Strong managerial skills and ability to manage a team of professionals.
<u>DUTIES</u>	:	Key Performance Areas: Develop and update financial policies, procedures and circulars consistent with PFMA, Treasury Regulations and GRAP. Oversee the external and internal audit process. Ensure that information is provided to the auditors and that all audit queries are addressed timeously. Monitor the effective implementation of internal controls. Ensure that all policies, procedures and circulars are properly rolled-out and provide training on the implementation of these policies if necessary. Monitor successful implementation of accrual accounting. Report quarterly on progress with the implementation of GRAP. Assist with the compilation of the annual financial statements and information required to clear audit queries raised by Auditor General and Internal Audit. Report in writing any unauthorised, irregular or fruitless and wasteful expenditure. Ensure compliance with PFMA and Treasury Regulations and Accounting Principles and departmental policies, financial delegations and also through applicable compliance certificates. Supervise work carried out by assistant directors. Ensure that performance targets are set and monitor progress. Perform other reasonable duties as assigned by the Director from time to time.
<u>ENQUIRIES</u>	:	Ms O Hattingh
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, PRETORIA.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/123</u>	:	<u>DEPUTY DIRECTOR: INSTITUTIONAL COMPLIANCE</u>
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised degree in Natural or related Science coupled with relevant experience. An understanding of organisational development, cooperative governance, institutional structure, corporative governance and risk management as well as integrate water resource management is imperative. Experience in the water sector, the ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sectors is essential and being computer literate. Project management and financial management experience essential. Good written and verbal communication as well as a valid code 8 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provision of leadership to the section through the development and sharing of a vision and mission for the section, advice top management and legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Conduct strategic and business planning for the Section by participating as a key player in the Water Affairs Function strategic plan, developing and managing the budget for the section, and also to ensure that HRD policies are applied for all staff members within the section. Ensure effective implementation of policies and strategies for the Section function through the provision of broad financial strategy implementation for the section as well as amongst other ensuring effective financial planning for water resource management, considering risk to capital and revenue streams. Creation of an enabling policy, legislative and best practise framework for the oversight and regulation of water management institutions by ensuring that policies are developed, roles and relationships are clarified regarding oversight and regulations and providing capacity building interventions as well as financial and operational support. Support and guide the implementation of a monitoring and regulatory framework for water management institutions. Provide support to CMA and WUA processes, support to the development of Strategic and Business Plans as well as guide the appraisal and approval of Business Plans. Manages the sub-directorate to ensure a functional and capacitated operational unit. Provides input and ensure that strategic sessions are attended, manage budget and provide input into the Directorate budget planning, management and reporting as well as ensuring that staff training is obtained as per development plan.
<u>ENQUIRIES</u>	:	Ms E Bofilatos Tel (012) 336 7562
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610

<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/124</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONAL DEVELOPMENT</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised Bachelor's degree or equivalent qualification coupled with relevant experience. An understanding of organisational development, cooperative governance and risk management as well as integrated water resource management is imperative. Extensive knowledge on Governance and Risk Management is essential. Experience in the water sector, the ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sector is essential and being computer literate. Project management and financial management experience essential. Good written and verbal communication as well as a valid code 8 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Ensuring the practical implementation of the water user associations, catchment management agencies and the development of catchment management strategies. Institutional Development, Oversight and Regulations. Being responsible and accountable for the Integrated Water Resources Management (IWRM) Project. Ensuring the development in association with the regional offices and stakeholders of the necessary policy and strategies for water management institutions and ensuring the implementation thereof. Drafting guidelines and procedures. Providing support to and auditing of regional offices regarding the establishment of water management institutions. Assisting with capacity building for regional offices and stakeholder groups. Working with stakeholder groups and the public in the fulfilment of these functions. Provide timeous response to Ministerial queries, Parliamentary questions as well as those from members of the public on catchment management related issues. Manage the subdirectorates resources including human, budget. Plan, organise, control and provide good leadership to the subdirectorates and stakeholder groups. Extensive travelling to consult with the public and to visit regional offices on a regular basis. Manages and oversees the formalization and implementation of compliance systems and procedures. Reviews and audits business plans and reporting. Development and implements coherent regulatory mechanisms for institutions in terms of viability, transformation and corporate governance. Ensure compliance with all applicable government regulatory requirements. Provide financial and economic expert advice regarding the sustainability.
<u>ENQUIRIES</u>	:	Ms E Bofilatos, Tel (012) 336 7562
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/125</u>	:	<u>ASSISTANT DIRECTOR: GROUND WATER RESERVE REQUIREMENT (RESOURCE DIRECTED MEASURES)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four year degree in earth/ natural sciences or equivalent qualification, plus relevant experience in the ground water resource management field. The candidate must have a good knowledge of the water related and relevant environmental management legislation and policies and also knowledge of the integrated earth science (e.g. hydrology, geology and related geoscience practices) integrated resource management and protection. The candidate must prove to have good interpersonal skills and further to this ability to project, and management abilities, skill and experience. Experience and ability to manage a multi-disciplinary scientific and technical team in a scientific environment is crucial. In addition to the requirement a valid code 08 driver's licence, excellent written and verbal communication skills, the successful candidate must further demonstrate to be innovative, and enthusiastic. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap, and GRDM is important however not a prerequisite. Due to the nature of these work requirements the candidate must also have the ability to interpret and coordinate skills and the ability to work with a wide range of external stakeholders.

<u>DUTIES</u>	:	Key Performance Areas: This position offers the opportunity to work in a challenging and stimulation environment and to make a significant contribution to the sustainable protection of water resources in the country. The duties pertaining to this position include assisting in management and co-ordination for the sub-directorate Groundwater Reserve Requirements, which will consist of a group of scientific and technical multi-disciplinary permanent staff and professional service providers. This position will also provide wherever needed scientific and technical support to internal and external stakeholders on groundwater management and provide information for reporting and auditing purposes. Business and financial management will be done in terms of the PFMA and MTEF.
<u>ENQUIRIES</u>	:	Mrs J Van Der Merwe, Tel (012) 336 7128
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/126</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: (2 POSTS) (MECHANICAL AND ELECTRICAL ENGINEERING)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year National Diploma in Electrical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience. Registered with the Engineering Council of South Africa as a Professional Technician. A valid driver's licence and willingness to travel. Analytical and innovative thinking as well as strong problem communication skills. Computer literate. Knowledge and experience of medium and low voltage electrical power supply system as well as estimating procedures, quality control techniques and the preparation of tender specification.
<u>DUTIES</u>	:	Key Performance Areas: The candidate will be involved with the design and drawing up of specifications for electrical installations for pump stations, water purification works, dams, large civil construction sites, etc. in addition, the incumbent will see to the compilation of the tender documents for the procurement of electrical plans, systems and installations, and subsequently, the adjudication process of tenders and the supervision of contractors in the execution of their contracts. He/she will also have to inspect new and existing electrical plant and installation at contractor's works and/or departmental sites. Render technical services to client and customers of the directorate and sub-directorate. The incumbent will be part of the sub-directorate. Electrical Design and will report to the Chief Engineer. Train young engineers and technicians in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms C Fourie, Tel (012) 336 8621
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/127</u>	:	<u>CHIEF GEOHYDROLOGICAL TECHNICIAN</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three year or four year tertiary qualification in Geohydrology or geology with majors in Hydrogeology with appropriate experience in geohydrological exploration and resource development, groundwater maintenance and data evaluation and dissemination. Experience on technical management level, negotiation and leadership qualities to lead and manage young geohydrological technicians is a requirement. Application of geophysical exploration methods to support groundwater studies for mapping of aquifer units will be an advantage. The incumbent must have a valid code08 driver's licence and must be willing to travel long distances frequently all over South and work from home.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will lead, manage and coordinate a team of geohydrological technicians responsible for groundwater characterization and monitoring, water drilling management, geotechnical advisory service and capturing and disseminating water resources data; supply

geotechnical support in terms of hydrological monitoring network development, network expansion and maintenance of monitoring equipment; business related responsibilities towards the care, operation and maintenance of land and borehole geophysical equipment; participate in business plans discussions, budget requirements and plan budget expenditure in terms of the financial early warning system; and arrange and participate in meetings/negotiations with land owners and members of the public to perform hydro-geological surveys on private/public land.

ENQUIRIES : Mr E van Wyk Tel (012) 336 8121
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building 610
CLOSING DATE : 18 July 2008

POST 27/128 : **CHIEF DEVELOPMENT EXPERT: MONITORING, EVALUATION AND REPORTING**

SALARY : R217 482 per annum
REQUIREMENTS : Recognized three year National Diploma or Degree in Social Science or Engineering with appropriate experience in analytical assessments and report writing. Good knowledge of Monitoring, Evaluation and Research methodologies. The incumbent should also have excellent communication and presentation skills, as well as analytical, report writing and liaison skills. Computer literacy is essential; with good knowledge of the MS Office suite, working knowledge of SPSS and data analysis methods and tools. The incumbent should be able to show a firm understanding of the water and sanitation sector, water sector legislation, and knowledge of the public sector and government, as well as Management of Consultants. Possession of a valid code 08 driver's license is also a requirement.

DUTIES : Key Performance Areas: The incumbent will monitor and report on the performance of Water Sector programmes; facilitate reporting of programme performance to various departmental management structures; and facilitate knowledge sharing with other sector departments. Key responsibilities will include; conducting of monitoring site visits; capturing, analyzing and reporting of monitoring data; as well as monthly and quarterly reporting of progress in water sector programmes. The incumbent will also be expected to perform administrative duties, attend workshops and meetings, plan and coordinate meetings and events as well as deputizing the Head of the Unit.

ENQUIRIES : Ms. E. Scheepers tel (012) 336-8720
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 18 July 2008

POST 27/129 : **ASSISTANT DIRECTORS/SPECIALISTS – (AQUATIC BIOMONITORING) (JE 2989)**

SALARY : R196 815 per annum
CENTRE : East London and, Port Elizabeth
REQUIREMENTS : Applicants must be in possession of a senior certificate and a 3 year tertiary qualification in one of the following biology, chemistry, hydrology, zoology, botany and/or physics. The following will serve as recommendations: Computer literacy, sound knowledge of Microsoft office and project management Good verbal and written communication skills Ability to work under pressure. Valid Drivers License Willingness to travel throughout the Eastern Cape Province Relevant experience

DUTIES : The successful candidate will report to the Resource Protection Manager and be responsible for the following duties: Supervise, Implement and Monitor:- Routine Biomonitoring and Sampling Data capturing and Database management Assist technical staff on river surveys Water Use application input (Sec. 21 i and c) Information management River Health Programme and produce State of Rivers Reports Mentoring and skills transfer Supervise junior staff of the subsection Assist in the training, development of personnel to do implementation of policies

ENQUIRIES : PL Gasal-Lubelwana (043) 7010352
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
FOR ATTENTION : Ms B Slabbert

<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 27/130</u>	:	<u>SENIOR COMMUNITY DEVELOPMENT OFFICER (WATER MANAGEMENT INSTITUTION GOVERNANCE)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised Bachelor's degree or equivalent qualification coupled with relevant experience. An understanding of organisational development, cooperative governance, institutional structures, corporative governance and risk management as well as integrated water resource management is imperative. Extensive knowledge on Governance and Risk Management is essential. Experience in the water sector, ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sectors and being computer literate is essential. Project management and financial management experience is also essential. Good written and verbal communication as well as a valid code 08 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the facilitation of Public Participation Processes into CMA's Process. Institutional Framework: Be responsible for developing and communicating generic and WMA specific policies and guidelines on the institutional arrangements between WMI and other institutions. Establishment and development of CMA. WUA and non-statutory bodies. Organisation and operation of CMA, WUA and non-statutory bodies. Institutional Development: promote, facilitate and oversee the process of establishing and developing CMAs and WUAs through the DWAF Regional Offices, including review of proposals for establishment and delegation of functions. Administering the process of CMAs and WUAs establishment, development and oversight as well as advisory committees. WMI Oversight: develop the requirements and guidelines for CMA and WUA organisation and functioning, and perform the institutional regulations. Business Plans: receiving and approving CMA and WUA business plans as well as oversight of CMA and WUA operations against annual reports and business plans. Cooperative Governance: Provide linkages between organs of state, government departments and other institutions. Ensuring the practical implementation of the water legislation as it relates to water management institutions, with particular reference to the establishment of water user associations, catchment management agencies and the development of catchment management strategies. Ensuring the development in association with the regional offices and stakeholders of the necessary policy and strategies for water management institutions and ensuring the implementation thereof. Providing support to and auditing of regional offices regarding the establishment of water management institutions. Extensive travelling to consult with the public and to visit regional offices on a regular basis.
<u>ENQUIRIES</u>	:	Ms E Bofilatos Tel (012) 336 7562
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/131</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: WATER SECTOR PROGRAMME MANAGEMENT SUPPORT</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three or four year National Diploma or Degree in Finance/ Public Administration from a Technikon or a University with at least 3 years relevant experience. Experience in project and programme management, negotiation and communication skills will be of advantage. Knowledge of the Water Services Act, Division of Revenue Act and Public Finance and Management Act are also an advantage. Strong report writing skills and computer literacy (in particular Ms Word, Excel and Power Point) are crucial.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent's duties will entail the following: Assisting the Chief Director with tracking and monitoring tasks, including the development and management of a personal organisation and tracking system; Keeping track of performance of units to ensure that service standards are met;

Managing the Chief Director's working schedule in co-ordination with the secretary; Ensuring continuous flow of work on days when Chief Director may be out of office; Acting as a secretary to most meetings of the Chief Director and make follow ups stemming from such meetings; Checking and controlling submissions to ensure compliance with format, task directives and instructions; Maintaining proper records and managing administrative support services; Ensuring that a register of all incoming and outgoing mail is kept; Keeping abreast of all requirements on regular and ad-hoc reports and initiate and co-ordinate the compilation of such reports; Being fully aware of departmental requirements related to the Chief Directorate's monthly , quarterly and annual reports and ensuring submissions on time; Compiling the budget and monitoring expenditure; Coordinating the Chief Director's programme and rendering logistical support; Coordinating appropriate submissions, supporting documents and presentations for meetings and other events; Managing enquiries directed to the Chief Director as the functional leader for WSPMS policy and responding to enquiries as arranged; Representing the Chief Director in selected meetings of the Department; and Information management and communication on behalf of the Chief Director's office.

ENQUIRES APPLICATIONS : Mr Kalinga Pelpola (012) 336-8798
 : The Director General, Department of Water Affairs and Forestry, Private Bag X 313, PRETORIA
FOR ATTENTION CLOSING DATE : Ms C. Mazibuko, ZwaMadaka Building, Room 610
 : 18 July 2008

POST 27/132 : **PRINCIPAL DEVELOPMENT EXPERT: WATER SECTOR BUDGET COORDINATION (2 POSTS)**

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three or four year National Diploma in Finance from a Technikon or a University with appropriate experience. Experience in project and programme management, negotiation and communication skills will be of advantage. Knowledge of the Water Services Act, Division of Revenue Act and Public Finance and Management Act are also an advantage. Strong report writing skills and computer literacy (in particular Ms Word, Excel and Power Point) are crucial.

DUTIES : Key Performance Areas: The successful person will be responsible for the execution of the Financial Programmes within the Operations Branch of the Department of Water Affairs and Forestry. Liaising with the departmental regions to compile the MTEF budget, adjustment estimates, options, rollovers and financial commitments. Analysis and allocation of the budgets submitted by the regions. Compilation, analysis and comparison of actual monthly expenditure and forecasts received from the regions to the allocated budget. Advising regions on over or under expenditure and any special intervention programmes that need to be implemented. Analysis and advising on the possible reallocation and shifting of funds between regions. Liaising with regions by visiting them and assisting them in the implementation of Head Office driven policies and procedures. This includes financial and programme management initiatives. Assist the Chief Director: Water Sector Programme Management Support to manage programmes 2 and 3, and the Masibambane programme by compiling reports and indicating through these reports where intervention is needed in order to alleviate delivery constraints; and Tracking business plans and advising the regions if the project will be value for money and if programme conditions are being met.

ENQUIRES APPLICATIONS : Ms A Mzaca, tel (012) 336-7939
 : The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION CLOSING DATE : Ms C Mazibuko, ZwaMadaka Building, Room 610
 : 18 July 2008

POST 27/133 : **CONTROL INDUSTRIAL TECHNICIAN: MONITORING, EVALUATION AND REPORTING**

SALARY : R174 243 per annum
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Recognized three year National Diploma or Degree in Social Science or Engineering with appropriate experience in analytical assessments and report writing. Good knowledge of Monitoring, Evaluation and Research methodologies. The incumbent should also have excellent communication and presentation skills, as well as analytical, report writing and liaison skills. Computer literacy is essential; with good knowledge of the MS Office suite, working knowledge of SPSS and data analysis methods and tools. The incumbent should be able to show a firm understanding of the water sector, Strategic Framework for Water Services and water sector legislation, as well as knowledge of the public sector and government. Possession of a valid code 08 driver's license is also a requirement.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will monitor and report on the performance of Water Sector programmes; facilitate reporting of programme performance to various departmental management structures; and facilitate knowledge sharing with other sector departments. Key responsibilities will include; conducting of monitoring site visits; capturing, analyzing and reporting of monitoring data; as well as monthly and quarterly reporting of progress in water sector programmes . Collate and consolidate all data received from 9 regional reports, sector departments and DWAF National reports. The incumbent will develop and support the implementation of the monitoring process, evaluate the performance of M&E&R in the region and give guidance where necessary. The incumbent will also be expected to perform administrative duties, attend workshops and meetings, as well as plan and coordinate meetings and events.
<u>ENQUIRIES</u>	:	Ms. E. Scheepers, tel (012) 336-8720
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/134</u>	:	<u>ASSISTANT DIRECTOR: BUSINESS SUPPORT</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year recognized Bachelor's degree (RVQ 13) in Business Management or (equivalent qualification) plus appropriate experience. Extensive knowledge and understanding of government legislation (PSA, PSR, PFMA, T Regulation) Computer literacy, good verbal and written communication skills and understanding of the Regulatory Framework. Good project management, staff management and presentation skills. Working ability and knowledge of strategic planning, financial management, and business process re-engineering and report writing. Computer literate (MS Word, MS Excel and MS PowerPoint and MS Outlook). Good communication skills (written and verbal). Good working knowledge and experience in the application of job evaluation process (Equate system). Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Reporting to the Deputy Director: Administration Coordination, the prospective incumbent will be responsible for providing comprehensive business support services to the business units and ensure quality delivery of support and performance to the Business unit in the achievement of set targets. Provide high level intervention, Responsible for the capacity building training and development, coordinate work place skills plan and training reports of the Chief Directorate, management of all professional service payment. Supervision of staff and people empowerment. Implementing and administering practices concerning conditions of service and service benefits, resolving queries, preparing reports, recruitment and selection processes and ensuring efficient records management.
<u>ENQUIRIES</u>	:	Mr W Nkabinde, Tel 012 336 6776
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/135</u>	:	<u>SENIOR DEVELOPMENT EXPERT: SPECIALIST PROGRAMME SUPPORT</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Recognised three-year degree or diploma plus appropriate experience. Project Management, Contract Management and Community Development are crucial. The following will serve as strong recommendations: Technical and Financial background, Knowledge and understanding of Public Administration, Computer Literacy and a valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Monitor execution of Water Sector Projects within existing policy and strategy. This would involved monitoring progress against budget, time and agreed Key Performance Indicators. Review Water Sector Projects or Programmes against monthly reports, which involve gathering information from Projects Implementing Agents (PIA's), Employment Representatives (ER's) and Regions and consolidating it into National Report. Check reports against contracts and liaise with ER's, PIA's and Regions on concerns from the reports. Assist the Director: Sector Performance Monitoring Support in the implementation of Masibambane Water Sector Support Programme. Roll out alternative delivery mechanisms. Manage the process of piloting the delivery mechanisms in Municipalities and DWAF. Assist and support Local Government in the implementation of Programmes. Serve on Adjudications Panel of tenders being advertised and awarded by the Directorate.
<u>ENQUIRIES</u>	:	Ms E Scheepers, tel (012) 336-8720
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/136</u>	:	<u>CHIEF PERSONNEL OFFICER (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	Degree or Diploma or Grade 12 or equivalent qualification plus appropriate experience at a supervisory level. Extensive working knowledge of PERSAL. Computer Literacy; ability to organise and co-ordinate; logical and innovative thinker who is receptive to new ideas and suggestions; ability to work under pressure; knowledge of Public Service legislation and Regulations. Valid drivers license
<u>DUTIES</u>	:	Successful candidate will be required to guide, develop and train sub-ordinates. Will be involved in the advertising of posts, drafting of adverts, submission writing, attending interviews and shortlisting, handling of Conditions of service, Appointments, translation in rank; evaluation of staff; posts, PMDS; writing of submissions. Generating PERSAL management reports The incumbent will also provide advice and support to line managers and other role- players on correct HRM practices and deal with verbal and written queries.
<u>ENQUIRIES</u>	:	Ms R Alberts Tel (043) 6045482
<u>APPLICATIONS</u>	:	Department of Water Affairs and Forestry, Private Bag X7485, King William's Town, 5600. Attention: Ms B Slabbert
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 27/137</u>	:	<u>SENIOR STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R132 054 per annum
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	An appropriate Bachelors degree majored with Accounting/ Diploma in Accounting and at least three years experience in financial management • Exposure to BAS/IOGIS would be an added advantage • Knowledge of PFMA, Treasury Regulations, DORA, Public Service Act and GAAP. • A valid drivers licence • Computer Literacy is essential • Communication Skills (verbal and written) •Supervisory and Training skills • Good verbal and written communications skills is essential• Prepared to work under pressure
<u>DUTIES</u>	:	Reporting to Assistant Director Financial Management • Assist with compilation of budgets • Manager and analysis of financial reports • Confirm availability of funds for all payments • Authorise payments on BAS, Logis and PERSAL • Monitor over and under expenditure • Compile responses to Audit Queries • Clearing of all Suspense accounts monthly • Journalising all misallocated expenditure • Controlling Payroll Management • Ensure the management and development of staff • Manager financial and other resources within the section • Compiling monthly financial reports to management

ENQUIRIES : Mr Cyril Samuels at 043 – 6045400
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry,
Private Bag x 7485, King Williams Town . 5600
FOR ATTENTION : Ms B Slabbert
CLOSING DATE : 11 July 2008

POST 27/138 : **CONTROL AUXILIARY SERVICES OFFICER**

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate with Mathematics and appropriate experience in managing hydrological data; computer literacy and knowledge of the Hydstra programme; ability to work independently and proactively; good written and verbal communication skills; knowledge of administrative systems: Ms Word, Excel and Outlook; and a valid code 08 driver's licence will be required. Experience in supporting scientists; general office administration; monitor work flow and collate progress reports; technical report writing skills; willingness to travel; and willingness to train subordinates will serve as recommendations.

DUTIES : Key Performance Areas: The successful incumbent will provide administrative and technical support to scientists; auditing of hydrological data; supervision of personnel regarding quality management of hydrological data; feedback, advise and support to regional offices in terms of the quality of their data; co-ordinate, process and control quality of data and integrated systems; assist in the improvement of data on the national Hydrological Database; compilation of dam balance reports; updating of weekly state of reservoir bulletins; assist in the development and maintenance of standards and procedures for hydrological data and data dissemination; assist in training for all personnel involved in processing of hydrological data with the help of the Hydstra software, mainly in the regional offices; partake in visits to gauging stations for data evaluation; evaluate the quality of historical data and filling in of missing data; improve hydrological time series; and general office administration.

ENQUIRIES : Mr H Wolfaardt Tel (012) 336 7964
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building 610
CLOSING DATE : 18 July 2008

POST 27/139 : **DEVELOPMENT EXPERT: SOCIAL DEVELOPMENT SUPPORT AND CROSS-CUTTING ISSUES**

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Social Sciences Degree or Development Studies. Proven track record in Water Services. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Experience on strategic facilitation. Computer literacy. Possession of a valid code 08 driver's license.

DUTIES : Key Performance Areas: Facilitate lesson learning and sharing on good practice and capacity building of water sector practitioners within the SADC region. Creation of an enabling environment for Gender mainstreaming in the broader water services programme and provision of guidance and support to sector gender units. Facilitate and ensure appropriate training and skills development to sector gender-mainstreaming practitioners. Assist in the strategic formulation of wellness programmes in the Department with a particular emphasis on the HIV/AIDS component. Implementation and strengthening of the HIV/Aids Workplace Programme within a broader integrated Employee Wellness framework.

ENQUIRIES : Ms R Simelane, tel: (012) 336-8662
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka 610
CLOSING DATE : 18 July 2008

POST 27/140 : **CHIEF REGISTRY CLERK: ADMINISTRATION SUPPORT SERVICES**

SALARY : R117 501 per annum

<u>REQUIREMENTS</u>	:	Grade 12 certificate plus appropriate experience and computer literacy. Sound interpersonal skills, Computer literacy, sound planning and organisational skills, good verbal and written communication skills and administrative abilities. Knowledge and Practise of National Archives Act of 1996.
<u>DUTIES</u>	:	Key Performance Areas: Provide high quality administrative support to the Chief Directorate: Water Sector Programme Management Support. Maintain well organized record keeping and functional filing system. Create and maintain effective document management in the Unit. Ensure proper functioning of the office of the managers and coordination of daily activities. Responsible for maintaining faxing and making of photocopies. Recording incoming and outgoing mail, reports and distribute to relevant stakeholders. Ensure quality assurance and compliance. Draft and forward invitations to relevant stakeholders. Proper preparation, recording of meetings, appointments and agendas. Accurate minute taking and assist with compilation of reports. Arrange logistical requirements for the admin support offices. Ensure efficient flow of information. Ensure proper functioning of registry. Liaise from time to time with the Main Registry Services.
<u>ENQUIRIES</u>	:	Mr W Nkabinde Tel (012) 336-6776
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/141</u>	:	<u>ADMINISTRATIVE OFFICER (MULTILATERAL RELATIONS)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year tertiary qualification and knowledge of International Relations. Experience or knowledge of Multilateral Relations Water Resources Management will be advantageous. Excellent interpersonal and communication (written and verbal) skills. Good liaison and organizational skills. Office administration and project management skills. Knowledge and experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet. A valid driver's license. Applicants should be willing to travel internationally. Preference will be given to persons whose candidature will improve the representivity of the Directorate.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative assistance and work closely with staff in Official Development Assistance and Multilateral Relations in the region and in global forums. Provide coordination with respect to office activities and project/programme information. Liaise with department officials and other stakeholders. Respond to and refer correspondence of the office. Provide general administrative, logistical and secretarial support. Assist with preparation for meetings, workshops and other appointments of office. Assist to write reports and contribute to office documents and presentations.
<u>ENQUIRIES</u>	:	Mr G Morake, (012) 336 6985
<u>APPLICATIONS</u>	:	The Director General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C. Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/142</u>	:	<u>SENIOR SECRETARY GRADE IV</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate / Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills. Ability to handle confidential matters. Driver's License will serve as an added advantage. Willingness to work after hours when required.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Chief Director. Provide reception services including call screening, receiving as well as attending to

messages and provide hospitable reception of visitors to the Directorate. Provide secretarial services to the Directorate. Maintain an effective filing system in the office of the Director. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipments and stationery in the Directorate. Applicant should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.

ENQUIRIES : Ms S Naidoo, (012) 336 8981
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Mrs C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 18 July 2008

POST 27/143 : **CHIEF PROVISIONING ADMIN CLERK (ACQUISITION MANAGEMENT)**

SALARY : R 106 335 per annum
CENTRE : King William's Town
REQUIREMENTS : Grade 12 plus three years experience in SCM, acquisition management. Knowledge of SCM, PPPFA, PFMA, TREASURY REGULATIONS, NT PRACTISE NOTES. Computer literacy. Good writing and verbal communication skills. Ability to work under pressure and as a team member. Supervisory skills

DUTIES : Managing and supervising the work flow in acquisition management section. Monitor and assist with the opening of bids. Monitor the tender/price quotation register and the supplier database. Check submissions and ensure that they are compiled in terms of the SCM policies. Advise end users on applying the relevant policies and delegations in the procurement processes. Render advice and guide lines for both internal and external clients. Check the agenda before circulating to the Regional Bid Committee. Receive minutes from the scribe and circulate immediately to Bid Committee members. Do follow ups on submission sent to DBC. Advise committee on feedback from DBC

ENQUIRIES : Ms A Gqirana Tel 043 604 5400
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
FOR ATTENTION : Ms B Slabbert
CLOSING DATE : 11 July 2008

POST 27/144 : **CHIEF PROVISIONING ADMIN CLERK (LOGISTIC MANAGEMENT)**

SALARY : R106 335 per annum
CENTRE : King William's Town
REQUIREMENTS : Grade 12 plus three years experience in SCM logistics management. Knowledge of SCM, PPPFA, PFMA, PROCUREMENT DELEGATION AND PAS. Good writing and verbal communication skills, ability to work under pressure, good supervisory skills.

DUTIES : Managing and supervising the work flow in the logistic section. Checking and pre-auditing of requisitions. Checking and authorizing orders. Checking and authorizing of payments. Managing the 0-9 files. Checking of the procurement statement. Assist with audit queries. Advise chief users in applying the delegations in the procurement of goods and services.

ENQUIRIES : Ms A Gqirana
APPLICATIONS : The Chief Director: Eastern Cape, Department of Water Affairs & Forestry, Private Bag X 7485, King William's Town. 5600
FOR ATTENTION : Ms B Slabbert
CLOSING DATE : 11 July 2008

POST 27/145 : **CHIEF AUXILIARY SERVICES OFFICER**

SALARY : R94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate with Mathematics, Science or Geography; computer literacy and appropriate knowledge and practical experience in the Hydstra software package will be required. Willingness to travel; a valid code08 driver's licence; teaching experience; excellent communication skills and technical report writing skills will serve as recommendations.

DUTIES : Key Performance Areas: The successful incumbent will partake in the improvement of data on the national Hydrological Database; render a support service to the regions; partake in the development and maintenance of standards and procedures for hydrological data processing and dissemination in the Hydstra environment; partake in training for all personnel involved in processing of hydrological data with the help of the Hydstra software, mainly in the regional offices; partake in visits to gauging stations for data evaluation; provide advanced data dissemination and other Hydrological Data Information products. Evaluate the quality of historical data and fill in missing data; and improve hydrological time series.

ENQUIRIES : Mr E Holemans Tel (012) 336 8002

APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building 610

CLOSING DATE : 18 July 2008

POST 27/146 : **SENIOR ADMINISTRATION CLERK GRADE III (2 POSTS)**

SALARY : R 85 362 per annum

CENTRE : King William's town

REQUIREMENTS : A Senior Certificate coupled with extensive experience in administration duties. Computer literacy i.e. Microsoft Word , Microsoft Excell and excellent report writing skill.

DUTIES : The successful candidate will be responsible for typing office correspondence, rendering administration support within the section i.e. opening and filing of new files, doing invoice reconciliations, preparation and management of telephone account, maintenance of Departmental Labour Saving Devices

ENQUIRIES : Mabizela T (Tel-043 6045511/082 803 0466)

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

FOR ATTENTION : Ms B Slabbert

CLOSING DATE : 11 July 2008

POST 27/147 : **SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III (ASSET MANAGEMENT) (2 POSTS)**

SALARY : R 85 362 per annum

CENTRE : King William's Town

REQUIREMENTS : Senior certificate (gr12), experience/exposure in asset management. Knowledge of the SCM processes, Computer literacy, Valid code 08 drivers license. Must be able to travel

DUTIES : Ensure proper control of the Departmental assets. Mark assets with unique asset numbers. Update asset register. Control and maintain physical movement of assets. Identify assets for disposal and update asset register. Perform physical asset verification. Maintain lease asset register. Perform reconciliation. Correct differences through journals

ENQUIRIES : Ms A Gqirana Tel 043 604 5400

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

FOR ATTENTION : Ms B Slabbert

CLOSING DATE : 11 July 2008

POST 27/148 : **SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III (ACQUISITION MANAGEMENT)**

SALARY : R85 362 per annum

CENTRE : King William's Town

REQUIREMENTS : Grade 12, experience in acquisition management. Knowledge of the SCM processes, computer literacy, good verbal and communication skills. Knowledge of the PPPFA, PFMA, practice notes and SCM circulars

DUTIES : Maintaining of the tender and price quotation register. Obtain bid, quotation and project numbers from Head Office. Opening of Bids and Price quotations. Preparation of submissions to the Regional Bid Committee. Managing of contracts, GIVE assistance to internal and external clients, issue letters to unsuccessful bidders, prepare agenda for Regional Bid Committee.

ENQUIRIES : Ms A Gqirana Tel 043 604 5400

<u>APPLICATIONS</u>	:	The Chief Director: Eastern Cape, Department of Water Affairs & Forestry,
<u>FOR ATTENTION</u>	:	Private Bag X 7485, King William's Town. 5600
<u>CLOSING DATE</u>	:	Ms B Slabbert
	:	11 July 2008
<u>POST 27/149</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE II (ADMINISTRATION SUPPORT)</u>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification coupled with appropriate experience in general administration. Post matric qualification in IT and/or public administration would be an added advantage. Hands on experience on office management. Computer literacy: preferably in Microsoft Office Package (MS Word, Power Point, Excel and Outlook). Knowledge of working with Information Systems and IT Equipment. A working experience in Provisioning and Procurement Administration will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Organize and arrange meetings. Take minutes during meetings, distribute minutes and make follow-ups on the action plans. Emanating from the meeting. Arrange accommodation, venues and conference facilities for the Directorate. Maintain, update and upgrade the filing system of the Directorate. Order and maintain the supply of stationery, office equipment and furniture. Register and maintain the database of assets of the Directorate. Ensure inventory control and provide support in respect of faxing, scanning, and photo-copying services for the Directorate.
<u>ENQUIRIES</u>	:	Ms G Motlhaoleng, Tel (012) 336 8547.
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka 610
<u>CLOSING DATE</u>	:	18 July 2008

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

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

FOR ATTENTION : Ms Arti Sing

CLOSING DATE : 18 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.

MANAGEMENT ECHELON

POST 27/150 : **CHIEF DIRECTOR: BBBEE REF NO: 70052264**
Directorate: BBBEE
Reports to: DDG: Governance

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

CENTRE : Matlotlo House

REQUIREMENTS : Masters Degree in Economics; Relevant experience: 6-10 years management experience.

DUTIES : Established Provincial BBBEE monitoring and Evaluation Unit/Component within DED. Developed efficient and effective monitoring and evaluation framework and systems. Developed efficient and effective reporting framework and mechanism/systems. Compiled consolidated quarterly and annual BBBEE reports. Quarterly and annual Impact assessment reports of the BBBEE strategy. Implemented communication/education strategy to build understanding and commitment to BBBEE amongst internal and external stakeholders. Substantially increased participation and support of BBBEE strategy ents, Local Government, private sector, and civil society within the province. Efficient and effective management of the unit/component Manage the monitoring, evaluating and reporting on the implementation of the BBBEE strategy by GPG departments, Private Sector and Civil Society. Ensure on going commitment to and support for BBBEE strategy within the province. Advise HODs, DDGs in the DED and Municipalities BBBEE related matters.

ENQUIRIES : Mr. Sphiwe Nhlapho, Tel No: (011) 355 - 8540

POST 27/151 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 70052267**
Directorate: Financial Management
Reports to: Chief Financial Officer

SALARY : R540 429per annum (all inclusive packages)

CENTRE : Johannesburg

REQUIREMENTS : A 3-year tertiary qualification in Supply Chain Management. Procure-to-Pay SAP experience is essential. Minimum 3 years experience as a Deputy Director. Thorough knowledge of the Public Sector Supply Chain Management legislation including BBBEE and SMME environment. Experience in fixed assets management and reporting. Successful candidate must have character to deal with poor work performance and must have problem solving skills.

DUTIES : Ensure that Supply Chain Management systems and processes are optimally designed, effective and well managed . Create awareness of procurement rules and strengthen controls around procurement processes . Enforce procurement rules, policies and procedures without hampering delivery. Monitor demand plans and reduce number of Deviations . Act as secretariat to the Departmental Acquisition Council and ensure smooth running of DAC . Ensure that DAC members are adequately trained and that they keep abreast of developments . Ensure that policies and procedures are in line with latest legislations, regulations practice notes and pronouncements . Ensure that the choice of suppliers does not conflict with BBBEE expenditure targets . Ensure that invoices are paid within 30 days of date of receipt and handle suppliers' queries . Ensure that expediting

and exception reports are monitored and followed up closely. Establish sound working relationship with counterparts at the GSSC . Serve on Bid Evaluation Committees when necessary. Ensure that a proper asset register is maintained and reconciled to the general ledger on a monthly basis . Ensure that proper controls exist around acquisition, maintenance, existence, disposal and reporting for fixed assets . Ensure that fixed assets valuation complies with the latest accounting standards and that policies are updated accordingly . Ensure that policies and procedures for fixed assets are properly implemented and reviewed periodically. Generate monthly commitment reports . Ensure that disclosure notes for accruals, commitments and fixed assets are prepared for inclusion in Annual Financial Statements. Responsible for monthly fixed assets reporting to Provincial Treasury . Handle audit requests and queries. Coordinate monthly BBBEE expenditure reports per programme.

ENQUIRIES : Mr. Sipiwe Nhlapo, Tel No: (011) 355- 8540

POST 27/152 : **DIRECTOR: TRANSVERSAL BBBEE SUPPORT REF NO: 70052265**
Directorate: BBBEE

SALARY : R540 429 per annum (all inclusive package)
CENTRE : Matlotlo House
REQUIREMENTS : 3 year Degree in Economics related fields) Relevant Experience: 3 – 5 yrs management. Proven relevant experience and proven ability to work creatively and independently.

DUTIES : Monitored and evaluated progress on the attainment of targets as per GPG performance matrix. Develop, review, and evaluate the implementation of an assessment framework to measure its impact on BBBEE and other socio-economic objectives in the Province. Assess and evaluate the impact of the BBBEE strategy. Develop, implement, and manage monitoring and evaluating systems. Prepare and consolidate quarterly and annual reports. Provide an advisory support to GPG to ensure compliance. Oversee the administrative support service.

ENQUIRIES : Mr. Sipiwe Nhlapho, Tel No :(011) 355 - 8540

POST 27/153 : **DIRECTOR: PRIVATE AND CIVIL SECTOR SUPPORT REF NO: 70052266**
Directorate: BBBEE
Reports to: CHIEF DIRECTOR: BBBEE

SALARY : R540 429 per annum (all inclusive package)
CENTRE : Matlotlo House
REQUIREMENTS : Postgraduate Degree in Economics. 3 years experience as a Manager; Proven relevant experience and proven ability to work creatively and independently.

DUTIES : Monitor and evaluate progress on the attainment of targets as Per GPG performance matrix. Develop and implement monitor, evaluate systems with regard to implementation of the BBBEE strategy. Assess and evaluate the impact of the BBBEE strategy. Develop, review, and evaluate the implementation of assessment systems to measure its impact on BBBEE and other socio-economic objectives in the Province.

ENQUIRIES : Mr. Sipiwe Nhlapho, Tel No: (011) 355 - 8540

OTHER POSTS

POST 27/154 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 70052268**
Directorate: Financial Management
Reports to: Director: supply chain management

SALARY : R311 358 per annum (all inclusive packages)
CENTRE : Johannesburg
REQUIREMENTS : A 3-year tertiary qualification in Supply Chain Management. Minimum 2 years Procure-to-Pay SAP experience. Minimum 2 years experience as an Assistant Director. Thorough knowledge of the Public Sector Supply Chain Management legislation including BBBEE and SMME environment.

DUTIES : Responsible for smooth running of Supply Chain Management systems and processes. Monitor controls around procurement processes. Encourage compliance to procurement rules, policies and procedures without hampering delivery. Assist in monitoring demand plans and reduce number of Deviations. Act as secretariat to the Departmental Acquisition Council and ensure smooth

running of DAC in the absence of the Director. Responsible for expediting and exception reports. Maintain all records related to tenders Monitor processing of requisitions, orders, GRV's and invoices for timely payments to suppliers. Maintain a register of Deviations. Establish sound working relationship with counterparts at the GSSC. Serve on Bid Evaluation Committees when necessary.

ENQUIRIES : Mr. Sipiwe Nhlapo, Tel No: (011) 355- 8540

POST 27/155 : **PERSONAL ASSISTANT: CHIEF DIRECTOR BBBEE REF NO: 70052319**

Directorate: BBBEE

Job Purpose: To provide secretarial support to the Chief Director; BBBEE.

SALARY : R106 335 per annum (plus benefits)

CENTRE : Matlotlo House

REQUIREMENTS : Office Management Diploma/ Secretarial Diploma or related experience. Understanding of Public Service and must have worked in an office environment of a Director and Higher. 3 -5 Secretarial experiences. Core Skills, Competencies, and Requirements: Language skills and the ability to communicate well with people at different levels and from different backgrounds . Good telephone etiquette, Computer literacy, Ability to do research and analyse documents and situations, Self management and motivation, Basic knowledge of financial administration. Strong organizational skills, including ability to manage multiple tasks simultaneously; Ability to communicate effectively both orally and in writing; Ability to gather data, compile information, and prepare reports; Ability to analyse and solve problems; Ability to make administrative/procedural decisions and judgments; Ability to create, compose, and edit written materials; Records maintenance skills; Willingness to work long and irregular hours.

DUTIES : Provide administrative, secretarial and office support to the Chief Director al , such as logging correspondence, handle queries, preparing acknowledgements, typing -letters, memos, documents, and reports; answering telephones, emailing, faxing, making photocopies, filing and ordering of stationery; Perform front-line functions for both internal and external stakeholders wishing to have an audience with the CD, including receiving of visitors. Manage and maintain the Chief Directors diary, and confirm appointments. Organize meetings and workshops, take and disseminate minutes and workshop reports; Prepare presentations and assist the Chief Director in compiling consolidated reports. Ensure duplication, updating and safe keeping of all records and documents. Assist the Chief Director by sourcing relevant information, internet searches, newspapers, and magazines as required from time to time; Provide financial administrative support, for example, assist in the compilation of budgets and monitoring of expenditure in the Division; with processing of invoices and payments; Provide logistical support such as making travel and accommodation arrangements; Handover delegated tasks from the Chief Director to staff, follow-up on progress and provide feedback to the Chief Director and any other relevant parties; Set up and maintain systems that will contribute towards improving efficiencies in the office; Provide general management and maintain a professional appearance of the office; Perform miscellaneous job related duties as assigned.

ENQUIRIES : Mr. Sipiwe Nhlapho, Tel No: (011) 355 - 8540

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

FOR ATTENTION : Ms Arti Singh

CLOSING DATE : 28 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

<u>POST 27/156</u>	:	<u>LIBRARIAN, SENIOR REF NO: 70052471</u> Directorate: Multimedia - LTSM
<u>SALARY</u>	:	R106 355 – R123 456 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B.Bibl or equivalent degree/diploma plus relevant years experience in library service. Applicant with prior learning, either by means of experience or alternative courses may also apply Communication skills, Computer skills, and analytical skills. In-depth knowledge of education management and interaction with legislative framework and policy in inclusive education (white paper 6) and other relevant policies. Team player & ability to work under pressure. Facilitation & training skills. Valid drivers license
<u>DUTIES</u>	:	Assist with the management of administrative counter duties. Assist with information requests and give user guidance. Promote/market lending services and resource available. Identify user needs and assist in developing the resources collection accordingly. Be involved with the compiling of bibliographies. Participate in general library activities as required.
<u>ENQUIRIES</u>	:	B. Dlamini Tel: (011) 355 - 0763
<u>POST 27/157</u>	:	<u>LIBRARIAN, SENIOR (2 POSTS) REF NO: 70052473</u> Directorate: Multimedia - LTSM
<u>SALARY</u>	:	R106 355 – R123 456 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B.Bibl or equivalent degree/diploma plus relevant years experience in library service. Applicant with prior learning, either by means of experience or alternative courses may also apply Communication skills, Computer skills, and analytical skills. In-depth knowledge of education management and interaction with legislative framework and policy in inclusive education (white paper 6) and other relevant policies. Team player & ability to work under pressure. Facilitation & training skills. Valid drivers license
<u>DUTIES</u>	:	Assist with cataloguing, classification & indexing of printed and audio-visual resources according to AACR2, the 21 st DD. Classification system and SAMARC/USMARC.
<u>ENQUIRIES</u>	:	B. Dlamini Tel: (011) 355 - 0763
<u>POST 27/158</u>	:	<u>ADMINISTRATION CLERK, CHIEF REF NO: 70052472</u> Directorate: Branch: Curriculum Management & Development
<u>SALARY</u>	:	R106 355 – R 123 456 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	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. Knowledge on Procurement. Good interpersonal skills and communication skills (verbal & written). Computer literacy, administrative, analytical and organizational skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provide administrative support on the unit. Ensure that procurement processes are carried out effectively and efficiently within the current line structure. Manage contract orders, renewals and amendments and update electronic records. Monitor orders and deliveries. Effective follow up mechanisms. Prepare, maintain and update procurement report. Quality control services and deliveries and report any deficiencies or discrepancies. Supervise staff.
<u>ENQUIRIES</u>	:	Gideon van Branden Tel: (011) 355 – 0155
<u>POST 27/159</u>	:	<u>REGISTRY CLERK, CHIEF REF NO: 70052470</u> Sub-Directorate: Human Resource Administration Section/Unity: Human Resource Administration
<u>SALARY</u>	:	R106 355 – R123 456 per annum
<u>CENTRE</u>	:	District: Gauteng West (Krudersdorp, Randfontein, Bekkerdal, Westonaria, Mohlakeng, Kagiso, Meiserville, Acadville, Toekomsrus)
<u>REQUIREMENTS</u>	:	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. Knowledge and skills in archives and mailing procedures (National Archiving Systems), Recording information and maintaining an Document Control System. Communication skills (verbal & written). Computer literacy (MS Word, Excel, Outlook) and typing skills. Ability to work under pressure and work in a team. Good interpersonal relations. Maintain a high level of confidentiality when dealing with all files.

DUTIES : Maintain the filing system. Ensures smooth running of the registry office. Monitor all movement of files. Safekeeping and disposal of documentation in terms of the Archives Act. Quarterly Audit of all files. Storage and retrieval of documents and files. Effective electronic document Management System. Prepare documents on post daily and ensure collection by courier/messenger. Data capturing. Liaising with other Departments to transfer and dispose records. Compiling of monthly statistics and reports. Supervise staff.

ENQUIRIES : Ms. Louisa Dhlamini, Tel No: (011) 660-4581

POST 27/160 : **LIBRARIAN REF NO: 70052469**
Directorate: Multimedia – LTSM

SALARY : R 85 633 - R 99 107 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 in LIS. Computer literate (MS Word, Excell, PowerPoint). Good organizational and communication skills. Able to work under pressure.

DUTIES : Render customer service at information desk. Inter-library loans. Registration of users. Research information from internet & other databases. Cataloguing of serials. Book selection and exhibitions.

ENQUIRIES : B. Dlamini Tel: (011) 355 - 0763

GAUTENG YOUTH COMMISSSION

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 : 18 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.

MANAGEMENT ECHELON

POST 27/161 : **SENIOR MANAGER: POLICY DEVELOPMENT, MONITORING AND EVALUATION REF NO: 70052355**

SALARY : R540 429 per annum (all Inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have minimum 5 years Managerial experience, Relevant experience in policy writing and research. Monitoring & evaluation experience, financial management skills, Knowledge of government planning cycle and PFMA are critical. A thorough understanding of youth development in Gauteng is critical. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.

DUTIES : Coordinate the development of youth development policies and mainstreaming of youth development in the province. Recommend policy directions based on research to enable the Commission to formulate and lobby for certain policy interventions to benefit young people. Liaise with the national, provincial and local spheres of government and other youth organizations and non-governmental organizations in the Province on youth policy issues. Co-ordinate, facilitate and conduct research in relation to monitoring and evaluation. Maintain and develop effective networks with government, civil society and the research community. Source-in relevant and applicable research from credible tertiary and research institutions by the GYC. Monitor and review the impact of government's

		<p>policies on youth in the province and inform the provincial government on new and emerging trends and issues relating to youth. Monitor and evaluate service delivery improvement programs. Develop youth mainstreaming Monitoring and Evaluation System for GYC. Ensure compliance with statutory and other requirements relating to youth development mainstreaming. Manage the staff and budget of the unit. Perform any other function delegated by the CEO. Develop monthly, quarterly and annual management reports.</p>
<u>ENQUIRIES</u>	:	Puleng Ratlabala Tel No. (011) 333-1179
<u>NOTE</u>	:	Successful candidates will be subjected to a competency assessment to establish public sector senior management competencies.
<u>POST 27/162</u>	:	<u>SENIOR MANAGER: HR MANAGEMENT AND INFORMATION TECHNOLOGY</u> <u>REF NO: 70052358</u>
<u>SALARY</u>	:	R540 429 per annum (all Inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have minimum 5 years managerial experience plus HR management experience. Knowledge of organizational design will be an added advantage. Sound knowledge of the Public Service Regulations, Employment legislations, Skills development and the PFMA. A thorough understanding of youth development in Gauteng is critical. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.
<u>DUTIES</u>	:	Drive and oversee the development and policy, strategy and procedure for HR Resource management for the GYC. Document and manage GYC HR policies, procedures and guidelines. Ensure implementation of all HR legislation, policies and procedures. Implement and manage GYC employee development and performance management systems. Manage the of recruitment, selection and appointment in terms of related policies and legislation. Management of job evaluations and organizational structure. Ensure the GYC's compliance with the relevant statutory framework. Provide administrative and logistical support to the GYC and the business units. Establish a mini registry for the GYC. Ensure effective management of departmental processes and procedures on human resources related records. Monitor and evaluate compliance with sound records management practices. Manage the staff and budget of the unit. Perform any other function delegated by the CEO. Ensure effective and efficient IT service. Develop monthly, quarterly and annual management reports.
<u>ENQUIRIES</u>	:	Puleng Ratlabala Tel No: (011) 333-1179
<u>NOTE</u>	:	Successful candidates will be subjected to a competency assessment to establish public sector senior management competencies.
<u>POST 27/163</u>	:	<u>SENIOR MANAGER: PROGRAMMES AND ADVOCACY REF NO: 70052356</u>
<u>SALARY</u>	:	R540 429 per annum (all Inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have relevant tertiary qualification and a minimum of 5 years managerial experience. Sound knowledge of project management, strategic, analytical and planning skills, financial management and PFMA. A thorough understanding of youth development in Gauteng is critical. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.
<u>DUTIES</u>	:	Ensure the integration of youth development programmes into the mainstream programme of government. Manage transversal youth development programmes in Gauteng in order to ensure the enhancement of youth development. Render advocacy campaigns to government and public entities aimed at lobbying for direction of social and economic resources towards youth development. Ensure the design and implementation of flagship programmes/projects initiated by the GYC. Advice on the implementation of flagship programmes. Coordinate and facilitate the mainstreaming of youth development in the policies and programmes of the provincial government. Build and strengthen the capacity of the Interdepartmental Committee on youth affairs and Intergovernmental forum in mainstreaming youth development. Provide assistance with strategic alignment of youth development to government policies. Monitor and evaluate the implementation of the Gauteng Youth Development Strategy and other flagship programmes. Evaluate the effectiveness of policy and programmes in meeting the objectives of the GYC and that of government with respect to youth

development. Work with departments to strengthen coordination and collaboration of programmes. Manage the staff and budget of the unit. Perform any other function delegated by the CEO. Develop monthly, quarterly and annual management reports.

ENQUIRIES : Puleng Ratlabala Tel No. (011) 333-1179
NOTE : Successful candidates will be subjected to a competency assessment to establish public sector senior management competencies.

POST 27/164 : **MANAGER: STRATEGIC SUPPORT REF NO: 70052357**

SALARY : R540 429 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A relevant degree or diploma in Public Management/ risk management or the accounting and auditing field. Five (5) years relevant experience in the internal, external audit, risk management, internal control and accounting field, at least three (3) of which must be at managerial level. Must have sound knowledge and understanding of auditing, internal control and risk management principles, the PFMA, financial prescripts and corporate governance codes. **SKILLS / COMPETENCIES:** Ability to plan, direct and manage multi projects on risk management, fraud prevention and internal controls. Ability to prepare reports and risk mitigation proposals related to the GYC's strategic and operational plans. Strong analytical skills, good interpersonal relations, ability to work effectively with officials across all levels within the Commission. Strong computer skills, especially Excel, Word and the specific computer audit and data mining software. Organise multiple and complex tasks. Strong managerial skills, ability to manage a team of people. Strong attention to detail. Communication skills (writing, verbal and reading). Self starter who is able to work independently and as part of a team. Strong influencing and negotiation skills. Valid Code 08 driver's license.

DUTIES : Ensure strategic support to Office of CEO. Facilitate strategic planning and quarterly report sessions. Responsible for compiling annual report. Provide legal advise support service. Co-ordinating organisational development .i.e. organisational culture and corporate management. Champion the compliance to effective and efficient customer service (Batho Pele Principles). Facilitate, co-ordinate and audit Commission's risk programme based on GPG risk strategy and framework. Facilitate and manage all internal audits. Co-ordinate and ensure effective liaison with Internal Audit and the Office of the Auditor - General. Ensure implementation of the recommendations by the Office of the Auditor - General and Internal Audit. Develop internal risk policy and procedures including risk framework. Develop risk mitigation strategy to address Commission's risk in a co-ordinated manner. Conduct a full scope of Commission's risk project management. Conduct risk awareness programme in all units. Participate in provincial risk management forum/ anti-fraud/ corruption forum. Ensure that a three (3) year rolling audit plan is formulated on an annual basis with risks assessments performed according to this plan. Ensure compliance to Treasury Regulations in relation to internal audit function. Develop and implement an effective fraud prevention plan. Investigate incidents of fraud, theft, losses, damages, corruption and maladministration practices and recommend corrective action to the CEO. Perform other related tasks and projects as directed by the CEO & CFO.

ENQUIRIES : Puleng Ratlabala Tel No. (011) 333-1179
NOTE : Successful candidates will be subjected to a competency assessment to establish public sector senior management competencies.

OTHER POSTS

POST 27/165 : **OFFICE MANAGER: OFFICE OF THE CEO REF NO: 70052352**

SALARY : R311 358 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A relevant degree or diploma in Public Management/ Grade 12 and Office Management Experience or Relevant tertiary qualification in Business Administration, Public Administration or Management, 3- 5 years experience in Executive Office. **SKILLS/COMPETENCIES:** Office Management experience, Report Writing experience, Project Management Experience, High level communication (written and verbal) and administration. Strong managerial skills,

	ability to manage a team of people. Strong attention to detail. Communication skills (writing, verbal and reading). Valid Code 08 driver's license.
<u>DUTIES</u>	: Ensure the effective flow of documents in the Office of the CEO. Read all incoming mail and make necessary corrections before forwarding it to the CEO. Co-ordinate inputs from offices and compiling final reports from all managers regarding financial, strategic, functional, political and legal issues. Compile submissions. Ensure that reports are received and sent on time. Attend to telephone enquiries and respond to written complaints. Ensure that the CEO has all the relevant documents for meetings and ensure that records are kept of decisions taken. Manage the budget of the Office of the CEO. Arrange meetings on behalf of the CEO in line with the Commissions Year Planner. Prepare agendas and minutes of meetings. Follow-up on decisions taken during meetings. Accompany the CEO to official Commission functions. Liaise with internal and external stakeholders. Prepare presentations and reports. Supervise staff in the Office of the CEO.
<u>ENQUIRIES</u>	: Puleng Ratlabala Tel No. (011) 333-1179
<u>NOTE</u>	: Successful candidates will be subjected to a competency assessment to establish public sector senior management competencies.
<u>POST 27/166</u>	: <u>MANAGER YOUTH ECONOMIC DEVELOPMENT PROGRAMMES REF NO: 70052359</u>
<u>SALARY</u>	: R311 358 per annum (all Inclusive package)
<u>CENTRE</u>	: Johannesburg
<u>REQUIREMENTS</u>	: The successful candidate should have an equivalent qualification and/or proven experience in managing programmes and at least 2 years managerial experience. Project management will be an added advantage. The candidate should also have proven knowledge of report writing, planning, organizing and financial management skill. A thorough understanding of youth development challenges in Gauteng. A valid driver's license is essential. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.
<u>DUTIES</u>	: Ensure the design and implementation of flagship programmes/projects initiated by the GYC. Advice on the implementation of flagship programmes. Coordinate and facilitate the mainstreaming of youth development in the policies and programmes of the provincial government. Build and strengthen the capacity of the Interdepartmental Committee on youth affairs and Intergovernmental forum in mainstreaming youth development. Provide assistance with strategic alignment of youth development to government policies. Monitor and evaluate the implementation of the Gauteng Youth Development Strategy and other flagship programmes. Analyse information for report purposes. Work with departments to strengthen coordination and collaboration. Prepare quarterly reports for the unit. Prepare in conjunction with the Policy Unit, statutory compliance reports for the GYC. Manage the staff and budget of the unit. Perform any other function delegated by the CEO.
<u>ENQUIRIES</u>	: Puleng Ratlabala Tel No. (011) 333-1179
<u>NOTE</u>	: Successful candidates will be subjected to a competency assessment to establish public sector senior management competencies.
<u>POST 27/167</u>	: <u>DEPUTY MANAGER: INFORMATION TECHNOLOGY REF NO 70052353</u>
<u>SALARY</u>	: R157 686 per annum (plus benefits)
<u>CENTRE</u>	: Johannesburg
<u>REQUIREMENTS</u>	: The successful candidate should have Grade 12, A+, N+ or equivalent qualification. The candidate must at least have 1 years technical skill experience in information technology. The candidate should also have proven knowledge of report writing, planning and organizing. A thorough understanding of youth development in Gauteng is critical. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.
<u>DUTIES</u>	: Provide operational support in the GYC Network. Maintain server and network devices. Maintain SLA and external vendors. Identify IT procurement needs/ equipment. Mentor, coach and manage unit staff. Manage hardware and software problem and resolutions. Manage escalated problems and translate customer requirements. Provide support to management. Management of information. Perform hardware, software, and application installations,

		configuration and upgrades. Manage hardware, software, and application problems, and installations. Manage the interpretation and translation of customer requirements. Perform quality checks. Ensure satisfied user community. Develop monthly, quarterly and annual management reports.
<u>ENQUIRIES</u>	:	Puleng Ratlabala Tel No. (011) 333-1179
<u>POST 27/168</u>	:	<u>PERSONAL ASSISTANT TO THE CEO REF NO: 70052361</u> Directorate: Office of the CEO
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have thorough proven knowledge, understanding and 2-5 years experience in the secretarial and/or office management field, as well as a Grade 12 qualification. A relevant tertiary qualification such as a National Diploma will be an added advantage. The candidate should have proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of reports skills. Computer literacy is essential and a valid drivers' license would be an added advantage.
<u>DUTIES</u>	:	Arrange business meetings for the CEO, including preparing agendas, minute taking and follow up on decisions taken during the meetings. Screen/ transfer calls and handle telephonic as well as other enquiries from internal and external clients. Manage the CEO's diary and office supplies. Type documents/ correspondence and conduct proper filing thereof. Handle travel and other logistical arrangements for meetings/ workshops/ events. Take minutes at meetings. Obtain, collate and compile information for management reports. Handle office correspondence and distribute accordingly. Co-ordinate inputs from relevant officials. Accompany the CEO on some visits if required to assist with administration and logistical arrangements. Scrutinize submissions/ reports and make abbreviated notes and/or recommendations for the CEO. Administer leave forms and telephone accounts for the component. Assist in the effective administration of the budget for the Office of the CEO. Co-ordinate and administer the payment of financial and procurement claims for the component. Keep up to date with regard to the applicable prescripts, policies and procedures to ensure effective and efficient support to the CEO.
<u>ENQUIRIES</u>	:	Puleng Ratlabala: (011) 333-1179
<u>POST 27/169</u>	:	<u>NETWORK CONTROLLER REF NO: 70052362</u>
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12, A+, N+ or equivalent qualification. The candidate must at least have 1 years technical skill experience in information technology. The candidate should also have proven knowledge of report writing, planning and organizing. A thorough understanding of youth development in Gauteng is critical. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.
<u>DUTIES</u>	:	Provide support to the Manager. Provide technical assistance and IT support services for GYC employees. Provide support end-user devices, software and applications. Perform Desktop application support service. Perform Desktop technology support service. Coaching and mentoring of interns/learnerships. Ensure satisfied user community. Perform technical support of transversal applications. Management of information. Perform hardware, software, and application installations, configuration and upgrades. Manage hardware, software, and application problems, and installations. Interpret and translate customer requirements. Perform quality checks. Ensure satisfied user community. Develop monthly, quarterly and annual management reports.
<u>ENQUIRIES</u>	:	Puleng Ratlabala Tel No: (011) 333 -1179
<u>POST 27/170</u>	:	<u>ADMINISTRATIVE OFFICER: ECONOMIC DEVELOPMENT PROGRAMMES REF NO: 70052363</u>
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg

<u>REQUIREMENTS</u>	:	The successful candidate should have an equivalent qualification and/or proven experience in managing programmes. Project management will be an added advantage. The candidate should also have proven knowledge of report writing, planning and organizing. A thorough understanding of youth development challenges in Gauteng. A valid driver's license is essential. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.
<u>DUTIES</u>	:	Ensure implementation of GYC flagship programmes. Assist in conceptualization of departmental programmes. Ensure implementation of Gauteng Integrated Youth Development Strategy. Ensure effective collaboration with stakeholders on similar programmes. Co-ordinate outreach programmes. Co-ordinate implementation of Youth Economic Opportunities Roadshow Programme. Prepare monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Puleng Ratlabala Tel No. (011) 333-1179
<u>POST 27/171</u>	:	<u>PERSONAL ASSISTANT: SENIOR MANAGER (OFFICE OF THE CFO) REF NO: 70052364</u> Directorate: Office of the CFO
<u>SALARY</u>	:	R106 335 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have thorough proven knowledge, understanding and 2-5 years experience in the secretarial and/or office management field, as well as a Grade 12 qualification. A relevant tertiary qualification such as a National Diploma will be an added advantage. The candidate should have proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of reports skills. Computer literacy is essential and a valid drivers' license would be an added advantage.
<u>DUTIES</u>	:	Arrange business meetings for the Senior Managers, including preparing agendas, minute taking and follow up on decisions taken during the meetings. Screen/ transfer calls and handle telephonic as well as other enquiries from internal and external clients. Manage the Senior Manager's diary and office supplies. Type documents/ correspondence and conduct proper filing thereof. Handle travel and other logistical arrangements for meetings/ workshops/ events. Take minutes at meetings. Obtain, collate and compile information for management reports. Handle office correspondence and distribute accordingly. Co-ordinate inputs from relevant officials. Accompany the Senior Managers on some visits if required to assist with administration and logistical arrangements. Scrutinize submissions/ reports and make abbreviated notes and/or recommendations for the Senior Manager. Administer leave forms and telephone accounts for the component. Co-ordinate and administer the payment of financial and procurement claims for the component. Keep up to date with regard to the applicable prescripts, policies and procedures to ensure effective and efficient support to the Senior Managers.
<u>ENQUIRIES</u>	:	Puleng Ratlabala, Tel No: (011) 333-1179
<u>POST 27/172</u>	:	<u>OFFICE ASSISTANT: OFFICE OF THE CEO REF NO: 70052406</u> Directorate: Office of the CEO
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	The successful candidate should have thorough proven knowledge, understanding and 2-5 years experience in the secretarial and/or office management field, as well as a Grade 12 qualification. A relevant tertiary qualification such as a National Diploma will be an added advantage. The candidate should have proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of reports skills. Computer literacy is essential and a valid drivers' license would be an added advantage.
<u>DUTIES</u>	:	Efficient and effective answer and divert telephone calls. Receive and distribute documents/faxes. Welcome all clients that visit Office of the CEO for meetings and other business within the Commission. Record and distribute telephone messages. Update of internal telephone list. Inform CEO's office during arrival of clients/stakeholders. Provide specified administrative support and assistance to Office of the CEO. Book meetings for the CEO and senior managers. Manage

boardroom bookings and arrange parking for meetings. Record all correspondences.

ENQUIRIES : Puleng Ratlabala: (011) 333-1179

POST 27/173 : **MESSENGER/DRIVER REF NO 70052354**

SALARY : R58 290 per annum

CENTRE : Johannesburg

REQUIREMENTS : The successful candidate should have completed or in the process of completing an ABET qualification as a minimum requirement, and is in possession of a Code 08 or Code 10 valid driver's license. A public driver's permit (PDP) will be an added advantage. The successful candidate will have basic numeracy, literacy, interpersonal and organizing skills. The successful candidate must further have clear understanding of messenger services, collection and delivery of documents.

DUTIES : Collect and deliver official documents between the Commission and its stakeholders. Collect and deliver official documents between the Department of Sport, Arts, Culture & Recreation and other Government Departments. Transport officials to and from official workshops. Assist with the transport of goods to and from official events. Assist with the successful execution of functions in the registry office. Keep and maintain a register of documentation received and delivered. Ensure proper running of postal service.

ENQUIRIES : Puleng Ratlabala Tel No. (011) 333-1179

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 27/174 : **CHIEF EXECUTIVE OFFICER REF NO: 70052456**
Directorate: George Mukhari Hospital

SALARY : R635 874 per annum (all inclusive package) (5 year performance contract)

CENTRE : Dr George Mukhari Hospital

REQUIREMENTS : Appropriate tertiary qualification in health sciences. Honours degree will be an added advantage. 3 -5 managerial experience in Hospital Management for Director level upwards. A valid drivers licence. Advanced computer literacy.

DUTIES : Responsible for giving strategic direction of the hospital in the context of legislative requirement, Strategic Programme of Action and the Quality Health Care Programme of the Department. Responsible for the overall management of the resources(i.e. Human resources, Financial resources, Supply chain management, Health information, and information technology). Monitor and evaluate performance of the hospital and its employees. Co –ordinate the activities of the hospital from operational to strategic level. Ensure that both clinical and non - clinical quality and standards are maintained and improved. Recommendations: Strategic thinker, excellent negotiator, high skilled communicator, people centred and service – oriented leader and a decision maker. Honesty, loyalty, integrity, trustworthy, transparency and openness. Knowledge in protocols and policy formulation, experience in multi – disciplinary teams and project management, organization and facilitation skill. Prepared to work irregular hours (i.e. after hours, during holidays and over the weekend) travel extensively. Work under pressure and able to initiate strategies that enhance performance of the staff in general. Ability to engage the community in managing the hospital. Efficient management administration of Dr. George Mukhari Hospital, which includes its finances, the effective utilisation and training of staff, the maintenance of discipline, the promotion of sound labour relations and the appropriate use and care of government property. Ensuring the effective

performance of the hospital as the whole. Ensuring that appropriate internal control and reporting systems are established and maintained. Providing leadership to ensure the achievement of priorities and outputs of the strategic plan and health care transformation. Ensure that all requirements imposed by way of legislations and directives from legal entities are complied with. Develop and ensure the implementation of continuous quality assurance programmes. Participate centrally in the rationalisation of tertiary institutions.

ENQUIRIES : Dr Sandile Mfenyana, Tel No: (011) 953 4515 / 082 413 4809
CLOSING DATE : 22 July 2008

OTHER POSTS

POST 27/175 : **SENIOR SPECIALIST (CARDIO – THORACIC SURGERY) REF NO: 70052457**
 Directorate: Clinical Services

SALARY : R 424 149 per annum (All inclusive package)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professional Council of South Africa as a Specialist in Cardio – thoracic Surgery plus a minimum of 2 years experience.
DUTIES : Perform both thoracic and cardiac operations of a complicated nature. Teach undergraduate and post graduate students. Supervise graduate students. Participate in research and research projects. Monitor and evaluate sub – ordinates.

ENQUIRIES : Dr R.F. Chauke, Tel No: (012) 521 4233
CLOSING DATE : 22 July 2008

POST 27/176 : **DEPUTY DIRECTOR REF NO: 70052485**
 Directorate: Management, Leadership and Skills Development

SALARY : R424 149 per annum (all inclusive remuneration package of which a portion could be Structured according to the individual's needs)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Relevant degree. HRD, research, IT & management skills. At least 5 years relevant experience (research, IT & HRD). Appointment subject to a competency assessment.

DUTIES : Utilise appropriate system to improve administration, co-ordination & marketing of HRD & EWP in the GDoH. Enable HR planning, monitoring, evaluation & decision making through an effective knowledge management system. Use appropriate system to leverage, make available increased knowledge for effective management, improve service delivery & facilitate organizational learning. Manage intellectual capital. Ensure appropriate HR research & Innovation. Create mechanisms & structure for sharing of knowledge in the GDoH. Manage the Sub-directorate, Knowledge Management, Research & Innovation, Including the budget & staff.

ENQUIRIES : Ms P.J. Bassed Tel No: (011) 355 3039
CLOSING DATE : 25 July 2008

POST 27/177 : **SPECIALIST (RADIOLOGY) (2 POSTS) REF NO: 70052458**
 Directorate: Clinical Services

SALARY : R391 026 per annum (all inclusive package)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professional Council of South Africa as a Specialist in Radiology. Knowledge and skills in Radiology as well as learning and teaching experience.

DUTIES : Management of Registrars. Teaching of medical students. Conduct Research. Ensure patients records are adequate. Participate in general matters which are of benefit to society. Provide specialist services to the Hospital. Undertake any other duty as directed by the head of the department. Representing the department in interdepartmental meetings. Implement financial management system. Ongoing evaluation of services and quality. Judicious allocation of scarce health resources. Ensure to the adherence to relevant health and public service legislation.

ENQUIRIES : Prof .V.Mngomezulu Tel No: (012) 529 3872
CLOSING DATE : 22 July 2008

<u>POST 27/178</u>	:	<u>SPECIALIST (NUCLEAR MEDICINE) REF NO: 70052460</u> Directorate: Clinical Services
<u>SALARY</u>	:	R391 026 per annum (all inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the Health Professional Council of South Africa as a Nuclear Physician. Special knowledge and skills in Nuclear Medicine as well as teaching experience.
<u>DUTIES</u>	:	Train undergraduate and post – graduate students. Develop and maintain a sub – speciality interest and service in accordance with the needs of the department. Evaluate and develop sub – ordinates including registrars, medical officers and radiographers. Conduct research. Ensure quality care and clinical governance.
<u>ENQUIRIES</u>	:	Dr O.E.Ramafi, Tel No: (012) 521 5753
<u>CLOSING DATE</u>	:	22 July 2008
<u>POST 27/179</u>	:	<u>PRINCIPAL MEDICAL OFFICER: FAMILY MEDICINE REF NO: 70052451</u> Directorate: Medicine
<u>SALARY</u>	:	R311 358 per annum (All inclusive package)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	MBChB with completion of Internship and Community Service. Recommendations: Experience in a Department of Family Medicine. ATLS/ ACLS strongly recommended.
<u>DUTIES</u>	:	Clinical consultant for PHC sister/ Junior Medical Officers/ Interns consultants in HIV Clinics. Orientation of interns and newly appointed doctors. On call for Emergency medicine Unit (6 calls/ month). Attend to patients in short-stay ward. In-service training of junior doctors. Training of final year medical students. Assist with logistic arrangement in Family Medicine Clinic. Has to lead junior doctors by example and be a clinical consultant in the broad field of Family Medicine – with emphasis on: Ambulatory care of chronic disease, Management of HIV/ Aids patients, Management of Mental Health patients (emphasis on acute psychotic patients).
<u>ENQUIRIES</u>	:	Prof. H.P. Meyer or Dr. L.M. Phantsi, Tel: (012) 373 – 1018/9/6502
<u>CLOSING DATE</u>	:	21 July 2008
<u>POST 27/180</u>	:	<u>OPERATIONAL MANAGER NURSING (PCH) PN-B3 REF NO: 70052272</u>
<u>SALARY</u>	:	R235 659 per annum (plus benefits)
<u>CENTRE</u>	:	Moroka Clinic
<u>REQUIREMENTS</u>	:	Proof of registration with SANC as a Professional Nurse and a minimum of 9 years experience in the Public Health Services plus 1 year post basic qualification.
<u>DUTIES</u>	:	Ensure clinical nursing practices by the nursing team in accordance with the scope of practice. Demonstrate a basic understanding of HR policies and practices. Good communication skills and be part of the multi-disciplinary team. Ensure that the facility adheres to the principles of Batho Pele.
<u>ENQUIRIES</u>	:	Mrs. S.G.Dhlamini, Tel No: (011) 674-1200 / 082 418 2846
<u>CLOSING DATE</u>	:	11 July 2008
<u>POST 27/181</u>	:	<u>SENIOR MEDICAL OFFICER (RADIOLOGY) REF NO: 70052227</u> Directorate: Clinical Services
<u>SALARY</u>	:	R217 482 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as a Medical Practitioner. 2 years post Community Service experience.
<u>DUTIES</u>	:	Perform radiological procedures at allocated stations. Writing reports of all the procedures done. Booking of patients. Attending of academic meetings. Ensure co –ordination of all the activities necessary for quality and effective patient care. Adhering to relevant health and public service legislation including Batho Pele Principles and Patients Right Charter. Screen requests for special investigations / procedures in order to minimise unnecessary investigation, decrease patient's exposure to radiation and to lessen cost. Undertake any other duty as directed by the head of the department / Specialist. Provision of medical services to the Hospital.
<u>ENQUIRIES</u>	:	Prof V. Mngomezulu, Tel No: (012) 529 3872

CLOSING DATE : 22 July 2008

POST 27/182 : **RESCUE INSTRUCTOR REF. NO.: 70052269**
Directorate: Professional Development and Training

SALARY : R217 482 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : National Diploma: Emergency Medical Care/Ambulance Emergency Technology or Critical Care Attendant/Ambulance Emergency Care Attendant qualification. Must be computer literate especially in Microsoft Word, Excel and Power Point. Valid driver's license with PDP. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Current registration with the Health Professions Council of South Africa (HPCSA). Completed vehicle rescue, fire and high angle 1 courses. Good physical condition, willing to undergo fitness assessment. Recommendations: Completed all 12 rescue modules or Advance Medical Rescue Course. Rescue Instructor qualified. Registered Assessor. Minimum of one year training experience. Code 10 driver's licence.

DUTIES : Understand and work within the EMC rescue education training and development environment. Instructor for specific rescue modules. Responsible for specific rescue store rooms and equipment maintenance. Attend rescue incidents in the province when needed. Any other duties as may be required by the Principal. Must be willing to work after hours when required during a disaster. Experiential learning with the Learners at the College.

ENQUIRIES : Mr LA Malotana, Tel No: (082) 807-6867
CLOSING DATE : 11 July 2008

POST 27/183 : **OPERATIONAL MANAGER (NIGHT SUPERVISOR) REF.NO:70052404**
Directorate: Nursing Administration

SALARY : R 205 563 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Diploma/Degree in nursing and registration with a SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience in nursing after registration with the council. Be able to work independently, good communication, problem solving and decision making skills.

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

ENQUIRIES : Ms N.C.Nhlangothi, Tel No: (012) 841-8363
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 18 July 2008

POST 27/184 : **MEDICAL OFFICER (RADIOLOGY) REF NO: 70052228**
Directorate: Clinical Services

SALARY : R174 243 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Medical Practitioner. 2 years post Community Service experience.

DUTIES : Perform radiological procedures at allocated stations. Writing reports of all the procedures done. Booking of patients. Attending of academic meetings. Ensure co-ordination of all the activities necessary for quality and effective patient care. Adhering to relevant health and public service legislation including Batho Pele Principles and Patients Right Charter. Screen requests for special investigations / procedures in order to minimise unnecessary investigation, decrease patient's exposure to radiation and to lessen cost. Undertake any other duty as directed by the head of the department / Specialist. Provision of medical services to the Hospital.

ENQUIRIES : Prof .V. Mngomezulu, Tel No: (012) 529 3872
CLOSING DATE : 22 July 2008

<u>POST 27/185</u>	:	<u>ASSISTANT DIRECTOR: ENVIROMENTAL HEALTH REF NO: 70052487</u> Directorate: Public Health
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Degree or National Higher Diploma in Environmental Health. Computer, leadership & problem solving skills. Ability to work under pressure & a code 8 driver's licence. Three years experience as Chief Environmental Health Officer.
<u>DUTIES</u>	:	To Co-ordinate and control the malaria, water and sanitation programme. Responsible for food safety both in informal & formal food sector. Participate in inter-provincial and inter-sectoral co-ordination and collaboration. Co-ordinate National food sampling runs. Assist the directorate to design intervention strategies around environmental health issues and develop norms and standards. Provide technical advice and support in relation to priority programmes of environmental health including staff training.
<u>ENQUIRIES</u>	:	Mr K.A. Marumo, Tel No: (011) 355 3479
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 27/186</u>	:	<u>TRANSPORT OFFICER REF NO: 70052481</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng Wide (Johannesburg, Tshwane including Odi & Themba Districts, Metsweding, Sedibeng, West Rand)
<u>REQUIREMENTS</u>	:	"Ambulance Emergency Assistant qualification or higher". A relevant 3 year tertiary qualification or Grade 12 with relevant fleet management experience in EMS. At least 5 years experience in supervisory/ management position. Knowledge of transport procedures and good understanding of management and maintenance of Departmental Fleet. Computer literacy. Supervisory/ management experience. Knowledge of transport procedures and good understanding of vehicles practices. Budget and financial management. Valid driver's licence.
<u>DUTIES</u>	:	Management and maintenance of Departmental fleet. Ensure vehicles are roadworthy, licensed on time & arrangement & arrange for servicing of vehicles. Handle vehicle accident matters. Regular inspection and maintenance of vehicles. Handle vehicle accident matters. Regular inspection and maintenance of vehicles. Ensure optimal utilization of vehicles. Handle a variety of clerical tasks relating to transport administration e.g. back ups on ELS system for vehicles, do monthly reports and submit to managers, take reports of accidents, theft and losses to Government Garage. Supervision of subordinates. Perform any other duties as delegated by supervisor.
<u>ENQUIRIES</u>	:	Mr T.T. Rambau Tel No: (011) 564 - 2001
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 27/187</u>	:	<u>STATION MANAGER: EMS REF NO: 70052480</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	All Gauteng Regions: (A, B, C) Including Odi/ Themba and Metsweding
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with extensive experience in an EMS management capacity. Computer skills, financial management, human resource management, planning & organizing. Registered with HPCSA as an Ambulance Emergency Assistant or higher. A relevant management qualification will be an added advantage.
<u>DUTIES</u>	:	Assist in the co-ordination of activities in the Directorate. Responsible for the management of resources and the implementation of strategies, policies and procedures. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care officials. Liaise with relevant stakeholders. Compile regular reports with recommendations and implement changes. Supervise subordinates. Perform any other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr C.Theu, Tel No: (011) 564 - 2003
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 27/188</u>	:	<u>CHIEF RADIOGRAPHER REF NO: 70052478</u>

Directorate: Administration

SALARY : R132 054 – 153 312 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12, Degree or National Diploma in Diagnostic Radiography with 5 years experience. Registered with H.P.C.S.A. Good communication and leadership skills, team work, reliability.
DUTIES : The applicant should have good managerial and supervisory skills to run an X-Ray Department. Administrative ability, Report writing and record keeping. To produce radiographs and assist in radiographic produces where needed. Adhering to the ALARA principles and radiation control measures. Knowledge of budgeting expenditure, stock taking and maintenance procedure. To be trained in or have a working knowledge of Radiation Control and Quality Assurance procedures, accountability and compliance with the National Patient Rights, ethics and Batho Pele Principles. Participate in C.P.D. programmes.
ENQUIRIES : Ms L. Ziotnick Tel No: (011) 531 - 4336
CLOSING DATE : 21 July 2008

POST 27/189 : **ADMINISTRATION CLINICAL ORGANISER REF NO: 70052479**
Directorate: Central Wits (Region A)

SALARY : R132 054 per annum (plus benefits)
CENTRE : Wits Dental Hospital
REQUIREMENTS : Grade 12 or equivalent. Registered as a Dental Assistant with the HPCSA. Five years actual dental assisting experience. Ability to work independently and under pressure. Good verbal and written communication skills. Conflict management and people skills. Knowledge of Government prescribed policies and regulations (PSA, PFMA, BCEE, and Labour Relations)
DUTIES : Oversee and manage the duties of Dental chair assistants and all other Support staff. Oversee the sufficient provision of dental consumables in the Poly clinics of the institution. Attending of meetings. Organise effective running of clinical area. Liaise with all stakeholders. Deal with HR, Financial and equipment issues of the clinical department. Manage skills development of staff in liaison with the Training Officer.
ENQUIRIES : Mr G. Delport Tel No: (011) 488 - 4898
CLOSING DATE : 21 July 2008

POST 27/190 : **ADMINISTRATIVE OFFICER REF NO: 70052466**
Directorate: Logistics Department

SALARY : R117 501 – 136 419 per annum (plus benefits)
CENTRE : Johannesburg Hospital
REQUIREMENTS : Grade 12 and diploma / degree certificate with extensive relevant experience. Good communication problem solving and organizational skills. Be able to communicate at all levels, research and manage projects.
DUTIES : Supervision of Logistics Department. Compile departmental reports, problem solving and conflict managing. Give input to all financial management and control the units cost centre. Training and development of staff, take minutes in important scheduled meetings. Be prepared to work under pressure and meet deadlines. Manage performance and enforce discipline. Experience or knowledge of the following departments: - Transport, Accommodation and Registry Departments.
ENQUIRIES : Mrs. MT Khubeka, Tel No: (011) 488 - 3805
CLOSING DATE : 18 July 2008

POST 27/191 : **SHIFT SUPERVISOR REF NO: 70052482**
Directorate: Emergency Medical Services

SALARY : R117 501 per annum (plus benefits)
CENTRE : All Gauteng Regions: (A, B, C) Including Odi/ Themba and Metsweding
REQUIREMENTS : Ambulance Emergency Assistant as minimum qualification. Appropriate emergency care certificate with at least 1 year relevant experience in supervisory/management positions. Computer literacy. Conflict management, disciplinary and interpersonal skills. A valid code C1 or higher driver's licence with a valid Professional Driver's Permit for transport of passengers.

<u>DUTIES</u>	:	Assist in the co-ordination of activities in the Directorate. Assist with the management of resources. Control administration at station. Assist with the control and implementation of emergency care services according to valid standards and indicators. Liaise with other relevant stakeholders. Compile regular reports with recommendations and Implement changes. Mentor, guide and supervise subordinates. Perform any other duties as delegated by supervisor. Provide Emergency Medical care and other related duties.
<u>ENQUIRIES</u>	:	Mr C.Theu, Tel No: (011) 564 - 2003
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 27/192</u>	:	<u>SENIOR SECRETARY-CEO'S OFFICE REF NO: 70052073</u> Directorate: CEO'S Office
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	Cullinan Care and Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent qualification. Three/Four years administration or secretarial experience. A Secretarial diploma will be an added advantage. Computer literacy and extensive knowledge and experience MS Word, Excel ,Power point and MS Outlook are essential. Must be a responsible person with good interpersonal skills and telephone etiquette, be able to work independently and as a team. Function optionally under pressure, be assertive and presentable. Have good knowledge of office work and excellent writing skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering general secretarial and support service to the office of the CEO. This include the following: Managing the diaries in the CEO's office, telephones e-mail and faxes. Responsible for arranging of meetings, conferences, refreshment, booking of venues and parking. Keep the office filing up to date as electronic filing data base. Record keeping of incoming and outgoing mail, take minutes of the meetings. General organizing and planning.
<u>ENQUIRIES</u>	:	Mr.T.J.Mokhopa, Tel No :(012)734 - 7078
<u>CLOSING DATE</u>	:	17 July 2008
<u>POST 27/193</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 70052475</u> Directorate: Patient Administration
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	Tara Hospital (Sandton)
<u>REQUIREMENTS</u>	:	Grade 10/12 or equivalent; 1 to 2 Years experience in patient administration and revenue collection; Knowledge of PFMS and Treasury Regulations and knowledge of debt management; computer literacy; good communication skills; supervisory skills; knowledge of registry and records management; knowledge and experience of PAAB and BAS.
<u>DUTIES</u>	:	Supervision of patient administration, revenue, debt and registry. Planning, facilitate and control activities in patient affairs and registry. Monitor and improve the utilization of PAAB system. Maintain discipline and sound labour relations practices. Monitor the movement of patient files and ensure that patient records are kept safely. Preparation of monthly reports of sections. Monitor performance and evaluation of staff. Handle queries.
<u>ENQUIRIES</u>	:	Ms MV Legodi, Tel No: (011) 535-3063
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/194</u>	:	<u>SENIOR ENVIROMENTAL HEALTH OFFICER REF NO: 70052486</u> Directorate: Public Health
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	Lanseria International, O.R. Tambo International Airport, City Deep
<u>REQUIREMENTS</u>	:	Degree or National Higher Diploma in Environmental Health. Computer, leadership & problem solving skills. Ability to work under pressure. Code 8 driver's licence. 4 years experience.
<u>DUTIES</u>	:	To render comprehensive port health services in Gauteng Province, prevent infectious and communicable diseases that may enter the country through means of air. Ensure safety of in-flight meals served on international and domestic flights. Ensure compliance to South African legislation of imported foodstuffs, cosmetics, disinfectants, medicines, hazardous substances and human remains. Ensure proper vector control at the airport to prevent vector borne disease from entering and leaving the country. An in-depth understanding of specialized

		principles of the port health environment, passenger and patient monitoring, national and international product quality standards and forensic and bacteriological laboratory procedures.
<u>ENQUIRIES</u>	:	Mr K.A. Marumo, Tel No: (011) 355 3479
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 27/195</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 70052452</u> Directorate: Patient Affairs
<u>SALARY</u>	:	R107 335 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and Office Management Diploma or certificate or 10 years appropriate experience. Recommendation: Ability to work independently. Sound interpersonal relations and good communication skills. Initiative and self confidence. Good conflict management and people skills. Knowledge and experience relevant to all aspects of patients administration including financial systems, PAAB, UPFS TARIFFS, patients classifications. Categories PFMA/ Treasury Regulations/ Treasury Instructions. The ability to interpret Directives and procedures pertaining to patient administration. Computer literacy: Excel and Word, an added advantage.
<u>DUTIES</u>	:	Supervision of line function staff and all administrative and financial functions in the Sub-component Patient Affairs. Control the recording of patients information in the patient administration section. Supervise the handling of cash, issuing of receipts and accounts, balancing and depositing of revenue daily. Organizing, Problem solving, maintaining discipline, conflict Resolution, verbal and written exchange of information, motivation of staff, team building staff evaluation. PMDS and job descriptions.
<u>ENQUIRIES</u>	:	Mr. Z.D. Lekhuleni, Tel No: (012) 318 – 6846
<u>CLOSING DATE</u>	:	21 July 2008
<u>POST 27/196</u>	:	<u>EMERGENCY CARE PRACTITIONER: INTERMEDIATE REF NO: 70052484</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng Wide (Johannesburg, Tshwane including Odi & Themba Districts, Metsweding, Sedibeng, West Rand)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Ambulance Emergency Assistant Certificate. Current registration with the HPCSA as an Ambulance Emergency Assistant. Previous experience in an Emergency Care Environment will be preferred. A valid code C1 driver's license. Successful candidates will be expected to work shifts.
<u>DUTIES</u>	:	Responsible for the treatment within the scope of practice of an Intermediate Life Support Practitioner and transport of patients as part of the Planned Patient Transport, including the provision of emergency medical care and related assistance at special events and Emergency Transport system under Emergency Medical Services. Responsible for the care and proper management of Emergency Medical Services resources. Perform any other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr C.Theu, Tel No: (011) 564 - 2003
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 27/197</u>	:	<u>SECRETARY: FINANCE AND PROCUREMENT REF NO: 70052320</u> Directorate: Finance and Procurement
<u>SALARY</u>	:	R94 326 – 109 515 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Standard 10 (Grade 12) certificate. 2 years public service experience. Must be computer literate (Ms Word, Ms Excel, Ms Access and Ms Power Point and Internet). Typist or secretarial office admin qualification will be an advantage. Must be familiar with public service policies and procedures. Must have excellent communication/ interpersonal and time management skills. Must have strong tolerance to stress. Person must be systematic, organized, assertive and have above average general insight. Must be prepared to work core –hours. Finance and/ or Procurement experience would be advantageous. Must be prepared to work overtime. The successful candidate will be required to pass a typing test.
<u>DUTIES</u>	:	Provide general administrative duties. Arrange appointments, keeping diary, render general receptionist and auxiliary services. Making and receiving

telephone calls. Typing of letters, minutes, reports, and making photocopies. Handling routine correspondence register. Perform all other secretarial duties as required.

ENQUIRIES : Ms. L. Noah, Tel: (011) 933 - 8136
CLOSING DATE : 21 July 2008

POST 27/198 : **MATERIAL RECORDING CLERK REF NO: 70052467**
 Directorate: Finance and Procurement

SALARY : R76 194 – 88 464 per annum (plus benefits)
CENTRE : Johannesburg Hospital
REQUIREMENTS : Grade 10 or equivalent qualification. Computer literacy. Knowledge of SAP / Medicom systems. Background knowledge of warehouse procedures will be an advantage. Sound knowledge of issues relating to procurement policies.
DUTIES : To perform administration / procurement duties in order to ensure that the procurement system as well as stores policies, requirements are adhere to and maintained. Receive stock as per purchase orders. Capture GRV on SAP/ Medicom systems provide information in the form of: Reports, Letters, Memos and etc. Control stock, issuing of stock to end users

ENQUIRIES : Mr. M Mbunda, Tel No: (011) 488 - 3082
CLOSING DATE : 18 July 2008

POST 27/199 : **DATA CAPTURER REF NO: 70052476**
 Directorate: Patient Administration

SALARY : R76 194 per annum (plus benefits)
CENTRE : Tara Hospital (Sandton)
REQUIREMENTS : Grade 10/12 plus relevant experience; Computer literacy; Knowledge of PAAB and DHIS; One year experience in a hospital environment and good communication skills.
DUTIES : Compilation of daily stats. Verification of patient data on PAAB. Submission of monthly stats on DHIS. Filing. Ordering of stationery. General office administration.

ENQUIRIES : Ms MV Legodi, Tel No: (011) 535-3063
CLOSING DATE : 18 July 2008

POST 27/200 : **EMERGENCY CARE PRACTITIONER: BASIC REF NO: 70052483**
 Directorate: Emergency Medical Services

SALARY : R76 194 per annum (plus benefits)
CENTRE : Gauteng Wide (Johannesburg, Tshwane including Odi & Themba Districts, Metsweding, Sedibeng, West Rand)
REQUIREMENTS : Grade 12 or equivalent. Basic Ambulance Assistant Certificate. Current and valid registration with HPCSA as a basic Ambulance Assistant. A minimum of 1 year previous operational experience in an Emergency Care environment will be preferred. A valid code C1 or higher driver's with a valid Professional Driver's. Permit for transport of passenger's. Successful candidates are expected to work shifts.
DUTIES : Responsible for the treatment of patients within the scope of practice of Basic Life Support Practitioner and transportation of patients as part of the Planned Patient Transport and Emergency Medical Services. Perform any other duties as delegated by the supervisor. Responsible for the care & management of EMS resources.

ENQUIRIES : Mr C.Theu, Tel No: (011) 564 - 2003
CLOSING DATE : 25 July 2008

POST 27/201 : **ADMINISTRATION CLERK REF NO: 70052462**
 Directorate: Professional Development and Training

SALARY : R68 955 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care, Pretoria
REQUIREMENTS : Grade 12, 2-3 years relevant office administration experience. Computer Literacy (Word, Excel, Ms Outlook, Powerpoint etc), Valid drivers' licence will be an added advantage.
DUTIES : Open files for learners on course. Typing of letters, minutes and other work related training documents. Handling telephonically and written enquiries,

		Assisting with transport duties, Knowledge of HPCSA regulations and policies. Assist with any other administrative duties i.e. making of copies and sending of faxes. General office administration and any other duties determined by College Management.
<u>ENQUIRIES</u>	:	Ms. S.P. Joubert, Tel No: (082) 807-6865
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/202</u>	:	<u>MATERIAL RECORDING CLERK: TRANSIT REF NO: 70052463</u> Directorate: Professional Development and Training
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Lebone College of Emergency Care, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, 2 years relevant experience. Good knowledge of PFMA and PAS. Knowledge of Supply Chain Policies, Treasury Regulations and Computer Literacy. Working on SAP system. Good communication skills. Valid drivers' licence will be an added advantage.
<u>DUTIES</u>	:	Receiving of the stock from the suppliers according to source documents. Check and compare the quantity and quality of goods. Liaise with End-user for verification of goods / equipment received. Do physical inspection of the items before acknowledgement. Complete RLS02/VA7. Dispatch equipment, furniture to Asset Controller. Dispatch stationery / medical consumables to store. Capturing RLS02 (GRV) on SAP system. Ensure proper recording safekeeping and filing of source documents. Medically fit to execute functions to transit duties. Any other duties determined by management.
<u>ENQUIRIES</u>	:	Ms. S.P. Joubert, Tel No: (082) 807-6865
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/203</u>	:	<u>MATERIAL RECORDING CLERK: STORES SECTION REF NO: 70052464</u> Directorate: Professional Development and Training
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Lebone College of Emergency Care, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, 2 years relevant experience. Good knowledge of PFMA and Supply Chain Policies, Treasury Regulations PAS. Computer Literacy and good communication skills. Valid drivers' licence will be an added advantage.
<u>DUTIES</u>	:	Responsible for the overall administrative management of stores. Receiving stock from transit clerk. Verify stock received according to VA7. Update of VA11A cards. Issuing stock to end-users. Apply FIFO principle. Control expiry dates. Safeguarding of stock. Regular spot checks on stock quantities. Safekeeping of store keys. Medically fit to execute functions to storeman duties. Any other duties determined by management. Apply Health and Safety Policy.
<u>ENQUIRIES</u>	:	Ms. S.P. Joubert, Tel No: (082) 807-6865
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/204</u>	:	<u>FINANCE CLERK REF NO: 70052465</u> Directorate: Professional Development and Training
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Lebone College of Emergency Care, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, with 2-3 years experience. Good understanding of PFMA and Treasury Regulations. Knowledge of SAP, BAS and Persal will be an advantage. Computer Literacy (Word, Excel, Ms Outlook). Good communication skills (written and verbal). Knowledge of Expenditure Control and Finance. Must be able to work under pressure. Disciplinary procedures. Valid drivers' licence will be an added advantage.
<u>DUTIES</u>	:	Reconciliation of suppliers account. Clearing of suspense accounts. Correction of misallocation by journalizing and compiling all other journals, capturing of invoices/payments in a spreadsheet. General office administration and any other duties determined by the College Management. Salary, Payroll and Tax administration. BAS / PERSAL reconciliation.
<u>ENQUIRIES</u>	:	Ms. S.P. Joubert, Tel No: (082) 807-6865
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 27/205</u>	:	<u>NURSING ASSISTANT GR 1, 2, 3 (3 POSTS) REF NO:70052403</u> Directorate: Nursing Administration

<u>SALARY</u>	:	R59 400 per annum (plus benefits) Salary will be paid according to experience.
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Registration with SANC as a Nursing Assistant. Good written and verbal communication skills and the candidate should be willing to work shifts.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with scope of practice as determined by the hospital. 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 24hour service and rotate to different units.
<u>ENQUIRIES</u>	:	Ms N.C.Nhlangothi, Tel No: (012) 841-8363
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	18July 2008
<u>POST 27/206</u>	:	<u>KEYBOARD OPERATING CLERK REF NO: 70052453</u> Directorate: Radiology
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Computer literacy in Microsoft Word, Excel and Power Point and experience as secretary. Recommendations: Secretarial and Administration experience. Good communication skills. Secretarial skills. Knowledge of asset control.
<u>DUTIES</u>	:	Keeping of diary, typing of letters, articles for publication call list, 60 wpm typing speech dicta phone typing etc. Making photocopies forms and faxing of letters and forms. Ordering of stationery from the University and hospital. Reporting of faulty equipment in department to Works department. Writing an order for repairing. Following up electronic mail send and receive emails. Liaising with hospital and record leave forms, packing discs etc. Keeping record of CPD points for Paediatrics meetings and other internal department meetings. Printing of CPD certificates at the end of the year. Filing of scan films and retrieval, typing articles for faculty day at University of Pretoria. Do bookings with University of Pretoria Continuing Education Private doctors attending Sonar course. Send brochures and follow up payment. Assist with research project. Getting quotations and writing orders for equipment and repairs from films. Filing of all copies of work. Organizing function. Managing and filing the X-Ray.
<u>ENQUIRIES</u>	:	Dr. N. Khan, Tel: (012) 318 - 6556
<u>CLOSING DATE</u>	:	21 July 2008
<u>POST 27/207</u>	:	<u>KEYBOARD OPERATING CLERK REF NO: 70052454</u> Orthopaedics
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus 3 years in secretarial. Computer literacy (Microsoft Word, Excel and Power Point, Outlook) plus ability to work independently. Recommendations: Communicate efficiently (verbal and written), and shortlisted candidates will be expected to undergo a typing and computer literacy test.
<u>DUTIES</u>	:	Manage the office and diaries of Chief Specialists and other doctors. Answer and make telephone calls, use computer skills for filling, statistics, database, examination papers, slide and lecture presentations. Transmit, receive facsimiles and make photocopies. Administer student marks and assignments. Arrange meetings and workshops, manage documents, plan and prepare timetable for students lectures, students, and other departments.
<u>ENQUIRIES</u>	:	Dr. N.S. Motsitsi, Tel: (012) 373 - 1011
<u>CLOSING DATE</u>	:	21 July 2008
<u>POST 27/208</u>	:	<u>DRIVER REF NO: 70052402</u> Directorate: Transport
<u>SALARY</u>	:	R49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	ABET level 3 or equivalent qualification. Coupled with relevant experience. Must be in possession of valid code 10 driver's licence and PDP. Ability to read and write. Good communication and interpersonal relation skills.

DUTIES : Be prepared to work under pressure. Transport of patients and staff. Collect, deliver post and correspondence. Assist Transport Officer and ensure that the use of vehicle is for official purpose only. Conduct routine maintenance of vehicle and ensure timeous reporting of defects that may arise. Responsible for control, safety and issue of vehicle, accessories, log books and report. Keep the vehicle clean at all times. Collection of blood products and delivery of specimens/ to blood bank. Maintain good work ethics and execute all transport duties as duly authorized.

ENQUIRIES : Mr S. Mamadisa, Tel No: (011) 812-5000
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 18 July 2008

POST 27/209 : **PROPERTY CARETAKER (7 POSTS) REF NO: 70052474**
 Directorate: Support Services

SALARY : R47 787 per annum (plus benefits)
CENTRE : Tara Hospital (Sandton)
REQUIREMENTS : ABET; Ability to utilize garden equipments such as lawn mower, brush cutters, etc.; Ability to read and write; Sound communication skills.

DUTIES : Mowing lawns and cutting edges and keep the structures on the grounds clean and tidy. Planting of trees, flowers, shrubs, grass and other plants in the garden. Maintenance of flowers and other beds by fertilizing, irrigating, weeding, and pruning where necessary. Cleaning of roads and removal of refuse from terrain. Ensure a clean and secure environment for patients. Perform any other delegated duties by supervisor.

ENQUIRIES : Mr T Mohapi, Tel No: (011) 535-3061
CLOSING DATE : 18 July 2008

POST 27/210 : **CLEANER (15 POSTS) REF NO: 70052477**
 Directorate: Support Services

SALARY : R47 787 per annum (plus benefits)
CENTRE : Tara Hospital (Sandton)
REQUIREMENTS : ABET; Ability to work shift and holidays; Ability to read and write; Sound communication skills

DUTIES : Cleaning floors, dusting, washing and polishing of furniture, walls, doors, frames, windows and lockers. Cleaning of outside areas and removal of waste bags. Cleaning of toilets, bathrooms and sluice rooms. Perform general cleaning and household in the hospital. Ensure a clean and secure environment for patients. Perform any other delegated duties by supervisor.

ENQUIRIES : Mr MJ Noge, Tel No: (011) 535-3082
CLOSING DATE : 18 July 2008

DEPARTMENT OF SOCIAL DEVELOPMENT

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

FOR ATTENTION : Ms Arti Singh
CLOSING DATE : 18 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.

MANAGEMENT ECHELON

POST 27/211 : **CHIEF DIRECTOR REF NO: 70052306**
 Directorate: Statutory Social Work

SALARY : R63 874 per annum (all inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Appropriate tertiary qualification and extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy

management, development, monitoring and evaluation; problem solving and decision-making; communication; analytical and advanced program / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of Statutory Social Work matters. Thorough understanding of the demographics of the Gauteng Province and the extent to which social work can address the inequitable socioeconomic realities within such. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

DUTIES : Overall management of the Chief Directorate: Statutory Social Work (including overseeing the development and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs; acquiring funding for such in accordance with Public Finance Management requirements and management of resources towards the achievement of strategic objectives), and manage the performance and performance agreements of managers in immediate span of control . Facilitate the optimal development and functioning of individuals, families, groups and communities in the province towards the upliftment of communities, especially those marginalized in the past. Promote the development, implementation, monitoring, evaluation, improvement and marketing of need-based, sustainable social work policies, programs and services aimed at empowering Focus Groups (children, families, youth, women, aged persons with disabilities): In accordance with all relevant legislations, Administer legislation, and promote the development, implementation, monitoring, evaluation, improvement and marketing of need based, sustainable policies, programs and services aimed at promoting crime prevention through development and restorative justice. Building of sound and sustainable relationships / partnership with all business sectors towards achievement of Departmental objectives. Oversee the collation and analysis of data on intervention, and reconfiguration for report purposes.

ENQUIRIES : Mr. A. Soorju, Tel No: (011) 355-7670

POST 27/212 : **DIRECTOR REF NO: 70052305**
Directorate: Communication

SALARY : R540 429 per annum (all inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Appropriate tertiary qualification and extensive proven marketing and managerial experience. Proven strategic leadership and business partnering. Policy Management and Development. Problem solving and decision making. Communication (including media liaison). Analytical and advanced programmed / project management skills. Knowledge of best practice communications strategies and the development, implementation, monitoring, evaluation and improvement of such. Knowledge of political and Socio-Economic matters. Proven track record of leading change management initiatives and apply innovative thinking. Excellent interpersonal relations. Valid driver's license. Computer literacy. The incumbent of this post should be prepared to travel.

DUTIES : Facilitate integration and co-ordination of communication within the Department and agencies. Sectorise the target audience. Maintain a high level of awareness of the Department and its program's. Facilitate an open relationship with the media. Effectively manage the integrated communication strategy (internal focus). Build relationship with the media and facilitate interaction between Department and the media. Overall management of the Directorate: Communications (including the development and overseeing the implementation of business plans outlining critical strategic/ service delivery and improvement interventions to be affected, acquiring funding for such in accordance with the Public Finance management requirements and management of resources towards the achievement of strategic objectives. Manage the performance and the performance agreements of staff in span of control.

ENQUIRIES : Ms. J .Baatjies,Tel No: (011) 355-7921

OTHER POSTS

POST 27/213 : **DEPUTY DIRECTOR REF NO: 70052317**
Directorate: Older Persons

<u>SALARY</u>	:	R 407 745 per annum (All inclusive package)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree in Social Work and Registration with the relevant Professional Council. Extensive proven managerial experience in particular in the field of Older Persons. Good communication, conflict management and resolution, problem solving, interpersonal and people management skills. Proven track record of leading change management initiatives and applying innovative thinking. Planning, strategic leadership and business partnering. Research and policy management. Knowledge of the Department's constitutional mandate and an understanding of the relevant policies, legislation and its relationship with the National and other Stakeholders. Understanding the current Social Development practices based on the integrated developmental approach. Ability to link hard and soft competencies to integrated Service Delivery Improvement Plans in the directorate. Knowledge and understanding of the Public Finance Management Act, Legislation, Policies and Regulations that underpin the delivery of Social Development Services. Project Management, Research and Analytical Skills. Ability to monitor and evaluate the impact of service delivery. Possess budgeting, administration, planning and organizing skills. Computer literacy, presentation and facilitation skills, including sound report writing abilities. A valid driver's license.
<u>DUTIES</u>	:	Implement relevant Legislation, Regulations and Policies with special focus on the Older Persons and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the department's strategic plan and service delivery needs, acquiring funding for such in accordance with the PFMA. Manage the budget and allocation of programmes for evaluation. Promote and monitor transformation in terms of service delivery through development and maintenance of an integrated holistic approach. Liaise with Departmental Partnerships, civil society and business. Co - ordinate service delivery in partnership with NGO's, CBO's and FBO's, implement monitoring and evaluation processes linked to empowerment programs. Respond to ministerial enquiries in terms of the Department's protocols. Liaise with Departmental Partnerships, civil society and business. Mentorship and professional development or guidance to staff and partners in service delivery. Manage research initiatives and trend analysis. Total quality management of service.
<u>ENQUIRIES</u>	:	Ms. D. Kgwedi, Tel No: (011) 355- 7701
<u>POST 27/214</u>	:	<u>DEPUTY DIRECTOR REF NO: 70052316</u> Directorate: Persons with Disabilities
<u>SALARY</u>	:	R407 745 per annum. (All inclusive package)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree in Social Work and Registration with the relevant Professional Council. Extensive proven managerial experience in particular in the field of people with disabilities. Good communication, conflict management and resolution, problem solving, interpersonal and people management skills. Proven track record of leading change management initiatives and applying innovative thinking. Planning, strategic leadership and business partnering. Research and policy management. Knowledge of the Department's constitutional mandate and an understanding of the relevant policies, legislation and its relationship with National and other Stakeholders. Understanding the current Social Development practices based on the integrated developmental approach. Ability to link hard and soft competencies to integrated Service Delivery Improvement Plans in the directorate. Knowledge and understanding of the Public Finance Management Act, Legislation, Policies and Regulations that underpin the delivery of Social Development Services. Project Management, Research and Analytical Skills. Ability to monitor and evaluate the impact of service delivery. Possess budgeting, administration, planning and organizing skills. Computer literacy, presentation and facilitation skills, including sound report writing abilities. A valid driver's license.
<u>DUTIES</u>	:	Implement relevant Legislation, Regulations and Policies with special focus on people with disabilities and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the department's strategic plan and service delivery needs, acquiring funding for such in accordance with the PFMA. Manage the budget and

allocation of programmes for evaluation. Promote and monitor transformation in terms of service delivery through development and maintenance of an integrated holistic approach. Liaise with Departmental Partnerships, civil society and business. Co - ordinate service delivery in partnership with NGO's, CBO's and FBO's, implement monitoring and evaluation processes linked to empowerment programs. Respond to ministerial enquiries in terms of the Department's protocols. Liaise with Departmental Partnerships, civil society and business. Mentorship and professional development or guidance to staff and partners in service delivery. Manage research initiatives and trend analysis. Total quality management of service.

ENQUIRIES : Ms. D. Kgweni, Tel No: (011) 355- 7701

POST 27/215 : **SOCIAL WORK MANAGER REF NO: 70052309**
Directorate: Older Persons

SALARY : R 344 052 per annum. (All inclusive Package)
CENTRE : Johannesburg Head Office
REQUIREMENTS : An appropriate Bachelor's degree in Social work. Registration with the South African Council for Social Service Professions plus eight years appropriate experience in the field of older persons. Extensive knowledge of the development, interpretation and application of legislation at a provincial and national level pertaining to older persons.

DUTIES : Render assistance with the execution of the functions of the Deputy Director in the sub directorate. Be responsible to assist with policy development, manuals, and guidelines and to administer and monitor the implementation of policy and legislation. Be responsible for the supervision and consultation of the Principal Social Worker for older persons. The successful candidate will have to assist the deputy director with the management of the budget for the unit and will have to take full responsibility for the unit in the absence of the deputy director. Be responsible for the allocation of programmes for evaluation to the relevant sections and manage DQAs and case audits and compile the reports.

ENQUIRIES : Ms. D. Kgweni, Tel No: (011) 355 -7701

POST 27/216 : **PRINCIPAL SOCIAL WORKER (2 POSTS) REF NO: 70052315**
Directorate: Persons with Disabilities

SALARY : R 174 243 per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : An appropriate Bachelors Degree in Social work. Registration with the South African Council for Social Service Professions plus five years appropriate experience in the field of persons with disabilities. Extensive knowledge of the legislation pertaining to older persons. Valid driver's licence.

DUTIES : Render assistance with the execution of the functions of the Social Work Manager and the Deputy director in the sub directorate. Be responsible to assist with policy development, manuals, guidelines and to monitor the implementation of policy and legislation. Will be responsible for the evaluation of programmes for Residential Facilities and Community Based Services for Persons with disabilities. Supervision of the Senior Social Worker.

ENQUIRIES : Ms. D. Kgweni, Tel No: (011) 355 7701

POST 27/217 : **PRINCIPAL SOCIAL WORKER REF NO: 70052313**
Directorate: Older Persons

SALARY : R174 243 per annum
CENTRE : Johannesburg Head Office
REQUIREMENTS : An appropriate Bachelors Degree in Social work. Registration with the South African Council for Social Service Professions plus five years appropriate experience in the field of older persons with extensive knowledge of the legislation pertaining to older persons. Valid driver's licence.

DUTIES : Render assistance with the execution of the functions of the Social Work Manager and the Deputy director in the sub directorate. Be responsible to assist with policy development, manuals, guidelines and to monitor the implementation of policy and legislation. Will be responsible for the evaluation of programmes for Residential Facilities and Community Based Services for Older Persons. Supervision of the Senior Social Worker.

ENQUIRIES : Ms. D. Kgweni (011) 355 7701

<u>POST 27/218</u>	:	<u>PRINCIPAL SOCIAL WORKER REF NO: 70052314</u> Directorate: Children & Families
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	B.A. Degree or equivalent qualification in Social Work. Extensive knowledge (minimum of 5 years) of relevant legislation with special reference to residential care, ECD, foster care and Child Protection matters. Valid Code 8 Driver's Licence. Registration with the Council for Social Work Professions. Communication skills (written and verbal). Computer literacy. Knowledge of budgeting and programme financing will serve as an advantage. The candidate must be able to work under pressure.
<u>DUTIES</u>	:	Facilitate and monitor the implementation & application of legislation, departmental policies and International Conventions relating to children and families. Monitor and evaluate service rendering by Regions to residential care and ECD facilities to ensure protection of children through DQA's, case audits and investigations. Facilitate the movement of children and participate in panels to prevent the unnecessary movement of children deeper into the system. Facilitate provincial activities with regards to children's homes and ECD facilities such as registration, capacity building etc. Coordinate, determine gaps, identify trends and provide progress reports on foster care. Coordinate and facilitate provincial and regional events on Child Protection. Manage and supervise the professional growth of staff. Evaluate business plans on policy matters and give input. Attend mandated meetings. Undertake any other duty on a similar/higher level as may be allocated.
<u>ENQUIRIES</u>	:	Ms. S. Shabudin, Tel No: (011) 355 7823
<u>POST 27/219</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 70052307</u> Directorate: Partnership and Financing
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	Appropriate Degree/Diploma and/or extensive experience. Sound Knowledge of Cash flow management, Costing procedures and Budget Compilation. Knowledge Governing Government Transport, Procurement, understanding and interpretation of relevant Policies and Legislation, which include the Public Finance Management relevant Policies and Treasury Regulations. Good Interpersonal and Communication Skills and Managerial skills. Computer literacy and the ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Assist in ensuring that sound financial management and control principles are established and maintained in relation to transfer payments to Non-Governmental Organizations (NGOs). Support the Manager with implementation of the PFMA Act. Compile financial reports as required. Support Management in compiling multi-term budget in line with the Strategic Plan of the Department. Ensure credibility of data with read to budget, expenditure and projections. Analyze annual financial statement submitted by Non-Government Organizations. Work Closely with Partnership Directorate. Provide financial management training to Regional Offices and identified NGO's. Train, support and supervise subordinates.
<u>ENQUIRIES</u>	:	Mr. T Msimanga, Tel No: (011) 355-7792
<u>POST 27/220</u>	:	<u>SENIOR SOCIAL WORKER (10 POSTS) REF NO: 70052308</u> Directorate: Older persons
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Social work. Registration with the South African Council for Social Service Professions. At least 3-5 years appropriate experience in the field of social welfare, in particular older persons.
<u>DUTIES</u>	:	Render assistance with the execution of the functions of the Principal Social Worker in the sub directorate. Be responsible to assist with policy development, manuals, guidelines and to monitor the implementation of the policy and legislation. Be responsible for the evaluation of programmes for Residential Facilities and Community Based Services for Older Persons.
<u>ENQUIRIES</u>	:	Ms. D. Kgwedi, Tel No: (011) 355 7701

<u>POST 27/221</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 70052312</u> Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	A three year Degree or diploma in IT or equivalent qualification with extensive knowledge of developing and maintaining databases; webpage development and maintenance. Interested individuals should have project management skills; be highly motivated, confident, enthusiastic, reliable, committed and result driven. Ability to work and deliver in highly pressured environment; report writing and interpersonal skills are a must. A valid driver's license. Knowledge of Geographic Information System or SAP would be an advantage as well as knowledge of monitoring and evaluation.
<u>DUTIES</u>	:	Develop webpage or any other applications on Excel to enable the monitoring and evaluation Directorate to collect, analyse and track programme performance. Maintaining of databases and the webpage. Monitor and evaluate current delivery constraints of all regions and head office. Provide input on strategic planning functions within the department and the regions. Provide inputs on the Department's integrated development principles and ensure they are achievable and that quality services are delivered. Use Monitoring and Evaluation to anticipate strategic shifts in addressing challenges. Compilation of the Department's annual report as well as monthly reports.
<u>ENQUIRIES</u>	:	Ms. D Kgwedi, Tel No: (011) 355- 7701
<u>POST 27/222</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 70052318</u> Directorate: Policy
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Head office
<u>REQUIREMENTS</u>	:	An appropriate three year degree or equivalent qualification. The following will serve as recommendations: Knowledge of public service transformation policies and processes, theory on public policy; strategic thinking, exposure to the social welfare field and a driver's license. Ability to understand and translate the mandate of the Department into policies and programmes that make an impact; ability to translate policy to inform prioritization, allocation of resources and budgetary processes; ability to integrate information, population development information and research results into effective decision making information; experience in the management of policy; policy processes, policy research, analytic thinking, networking, facilitation, communication skills, writing skills and computer literacy.
<u>DUTIES</u>	:	Assist in the effective and efficient management of policy at all levels within the Department; assist the monitoring and evaluation of policies; assist in policy advocacy processes; assist and participate in legislative processes affecting the Department; conduct policy audits and keep adequate and updated policy records.
<u>ENQUIRIES</u>	:	Mrs. R Makaphela, Tel No: (011) 355 7676 OR Mr. L Xipu (011) 355 7765
<u>POST 27/223</u>	:	<u>SOCIAL WORKER (2 POSTS) REF NO: 70052310</u> Directorate: Persons with Disabilities
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree or Diploma in Social Work. Valid Registration with the South African Council for Social Work Professions (SACSSP). Conversant with Acts, Policies and Legislation pertaining to Social Welfare Services in particular people with disabilities. Sound Communication, listening, problem solving, networking, interpersonal and negotiation skills. Ability to interpret policy and legislation and to meet service delivery demands and standards. Report writing skills. Driver's Licence.
<u>DUTIES</u>	:	Responsible for rendering of integrated social work services to disabled persons. Render assistance with the execution of the functions of the Senior Social Worker in the Sub directorate. Organizing own workload according to office objectives. Administrative accountability through effective record keeping. Networking and negotiating with service providers.
<u>ENQUIRIES</u>	:	Ms. D. Kgwedi, Tel No:(011) 355- 7701

<u>POST 27/224</u>	:	<u>SECRETARY (PERSONAL ASSISTANT) REF NO: 70052311</u> Directorate: Regions
<u>SALARY</u>	:	R 117 501 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng Region
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification and appropriate experience. Proven skills in both written and verbal communication in English. Good telephone etiquette and inter-personal relations. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience or knowledge on taking minutes. Ability to organise and prioritise work. Computer literacy, extensive knowledge and experience of MS Office (including Word, Excel and Power-point). Filing skills and ability to keep record of flow of documents.
<u>DUTIES</u>	:	Administer the document management system in the office of the relevant Manager. Maintain a filing system to file and retrieve documentation. Handling confidential documents. Operate standard office equipments (Fax, photocopying machine and telephone). Type correspondence such as reports, submissions and letters. Receiving the Manager's visitors. Attend to telephone calls, messages and referring appropriately where required. Liaise on behalf of the Director with departmental officials, other government departments, stakeholders and the public. Manage the diary of the relevant Manager. Coordination of meetings, workshops and conferences and perform administrative tasks such as taking minutes and arranging / serving refreshments. Make official travel arrangements for the relevant Manager. Processing of subsistence and travel claims and reconciliation timeously.
<u>ENQUIRIES</u>	:	Ms. K. Jacobs, Tel No: (016) 930-2000

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

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

APPLICATIONS : All applications to be forwarded to: Human Resource Department, Stanger Hospital, Private Bag X10609, Stanger, 4450.

FOR ATTENTION : Mr. P.B. Gumede Tel No.: 032 4376132

CLOSING DATE : 18 July 2008

NOTE : Directions to Candidates: The following documents must be submitted:-
*Application form (Z83) *Certified copy of matric certificate, not copies of certified copies. *Certified copies of highest educational qualifications, not copies of certified copies. *Curriculum Vitae *Certified copies of Identity document, not copies of certified copies. Candidates that do not follow the above directions will be disqualified. Persons with disabilities should feel free to apply for the post.

OTHER POSTS

POST 27/225 : **SENIOR RADIOGRAPHER REF NO: ST118/2008**

SALARY : R106 335 per annum plus scarce skills

CENTRE : KwaZulu Natal – Stanger Hospital

REQUIREMENTS : * Appropriate 3 years National Diploma / Degree in Diagnostic Radiography. *Current Registration with the Health Professions Council of South Africa. *At least 1 to 2 years post registration. Recommendation: *Basic knowledge of computed tomography (CT) will be an added advantage. *Basic computer knowledge. Knowledge, Skills, Training And Competencies Required: *Knowledge of diagnostic radiographic procedures and equipment. *Knowledge of radiation and safety regulations. *Good communication skills. *Good interpersonal skills. *Knowledge of relevant Health & Safety Acts.

DUTIES : Key Performance Areas: *Provide high quality diagnostic / sonographic diagnostic services. *Execute all clinical procedures competently to prevent complications. *Provide a 24 hour radiographic service. *Promote good health practices and ensure optimal patient care. *Perform reception, clerical and darkroom duties when required. *Participate in quality assurance and quality improvement programs. *Promote Batho Pele in the execution of all duties for effective and efficient service delivery. *Participate in monthly departmental meetings. *Participate in radiography / sonography and procedure development.

ENQUIRIES : Mr. P.B. Gumede (Tel. 032-4376132)

POST 27/226 : **RADIOGRAPHER/SONOGRAPHER REF NO: ST260/2008**

SALARY : R85 362 per annum plus scarce skills

CENTRE : KwaZulu Natal – Stanger Hospital

REQUIREMENTS : Appropriate 3 years National Diploma / Degree in Diagnostic Radiography. *Current Registration with the Health Professions Council of South Africa. Recommendation: *Basic knowledge of computed tomography (CT) will be an added advantage. Knowledge, Skills, Training And Competencies Required: *Knowledge of diagnostic radiographic procedures and equipment. *Knowledge of radiation and safety regulations. *Good communication skills. *Good interpersonal skills. *Basic computer skills.

DUTIES : Key Performance Areas: *Provide quality general diagnostic radiographic / sonographic service according to patients needs. *Execute all clinical procedures competently to prevent complications. *Provide a 24 hour radiographic/sonographic service. *Promote good health practices and ensure optimal patient care. *Perform reception, clerical and darkroom duties when required. *Participate in quality assurance and quality improvement programmes. *Promote Batho Pele in the execution of all duties for effective and efficient service delivery.

ENQUIRIES : Mr. P.B. Gumede (Tel. 032-4376132)

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200

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

OTHER POSTS

POST 27/227 : **DEPUTY MANAGER (REF NO P 157/2008)**
Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R407 745 per annum (Inclusive flexible remuneration package)
CENTRE : Cost Centre, Stanger
REQUIREMENTS : *An appropriate recognized Bachelor's Degree / National Diploma or equivalent qualification in Civil Engineering, plus *A minimum of 3 years appropriate and relevant experience in budgeting and cost control, plus *A strong management background with technical and administrative skills, plus *Practical demonstration of knowledge and skills. Knowledge, Skills, Training And Competencies Required: *Understanding of Public Service and Departmental policies, analysis, objective and implementation processes as well as project and financial management. *In-depth expert knowledge of financial policies, procedures and practices including administrative, budgeting and managerial functions. *Knowledge of Public Service reporting procedures, acts and Regulations and work environment. *Knowledge of planning and organizing. *Computer literacy. *A clear conceptual understanding of transformation within the Regional Directorate. *Knowledge and experience within a technical and engineering environment. *Knowledge of interpretation and application of policy, i.e. financial, administrative, technical, etc. *Research, policy formulation and managerial skills. *Problem solving and analytical thinking skills. *Strategic planning and co-ordination skills. *Team building skills. *Well-developed verbal and written communication skills including the ability to network. *Project and Financial management skills. *Motivation skills. *The ideal candidate should show a demonstrated interest in technical, engineering, financial, administrative and related fields. *He/she should also be an innovative thinker, be receptive to ideas and suggestions, be accurate, creative/innovative, a total quality controller, have honesty and integrity, believe in openness and transparency and be reliable.

DUTIES : *Render advice/guidance/assistance in respect of the application of policies and programmes specifically relating to matters of a monetary (budget) and departmental nature. *Timeous and correct dissemination and gathering of information, including those related to computer based information systems. *Accurate and informative liaison with all relevant officials and role-players. *Availability and compilation of statistics applicable to the Department (Financial,

etc.). *Organising all activities in such a manner that all organizational goals are achieved in the most effective manner for all Cost Centers within the Region. *Ensure management and staff are correctly advised and assisted as well as take corrective measures to ensure compliance thereto. *Determine the most efficient and effective work procedures and methods required in order to achieve Regional and subsequently Departmental goals and objectives. *Represent the Region at various meetings/forums pertaining to cost control and elsewhere when required. *Monitor and ensure quality control with regard to the various activities carried out within the various Cost Centers.

ENQUIRIES : Mr S C Majola Tel. No.: 031 – 700 2222
FOR ATTENTION : Mr B Hornsby
CLOSING DATE : 18 July 2008
NOTE : It is the intension of this Department to fill this post with a person from the disabled community or an African or Indian female.

POST 27/228 : **DEPUTY MANAGER: POLICY FORMULATION & EMPLOYMENT EQUITY (REF. NO. P 163/2008)**

SALARY : R407 745 per annum (Inclusive flexible remuneration package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : *An appropriate recognised Bachelor's Degree / National Diploma in the human resource management field; plus a minimum of 3 years' experience in a human resource policy formulation environment; plus *Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: *Understanding of policy research, analysis and developmental processes. *Extensive knowledge of human resources and related fields. *Understanding of all human resource prescripts, practices and procedures. *Knowledge of all Public Service and related legislation. *Ability to interpret and apply policy. *Analytical and innovative thinking skills. *Report writing skills. *Workshop presentation and facilitation skills. *Computer literacy. *Interpersonal skills, professional and friendly. *Communication skills. *Leadership and managerial skills. *The ideal candidate should be a visionary and a creative and innovative thinker. He / she should also be able to engender teamwork and be honest and trustworthy.

DUTIES : *Formulate strategies, policies and procedures for all human resource matters aligned to key human resource strategies and facilitate the implementation, consultation sessions and liaise with relevant stakeholders in the development and implementation policies / procedures. *Manage the resources of the component. *Manage all employment equity initiatives, including employment equity plan, policy and reports. *Co-ordinate, monitor and evaluate the effectiveness of implemented human resource policies and analysis of national / provincial policy environment and identify critical areas for interventions. *Represent the Department on task teams and provide input into multi-functional policy and strategy responses with regard to human resource policies.

ENQUIRIES : Ms C Zwane Tel. No.: 033 – 355 8916
FOR ATTENTION : Mr B Hornsby
CLOSING DATE : 18 July 2008
NOTE : It is the intension of this Department to fill this post with a person from the Disabled Community or an African female

POST 27/229 : **CHIEF INDUSTRIAL TECHNICIAN (ROAD CONTROL AND PROJECT DOCUMENTATION) (REF NO P 161/2008)**

Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R145 920 per annum
CENTRE : Cost Centre, Ulundi
REQUIREMENTS : *Degree / National Diploma in Civil Engineering; plus 3 years technical / scientific experience/ civil engineering environment; plus a valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of budget, expenditure and business plan. *Knowledge of legislation, policy, regulations, procedures and methods pertaining to the public sector. *Knowledge of project management. *Working knowledge of administrative procedures. *Knowledge of procurement procedures. *Knowledge of technical matters in civil engineering environment. *Knowledge of construction and management. *Project management skills. *Conflict Management skills.

		*Computer literacy. *Good negotiation and facilitation skills. *Presentation and facilitation skills. *Planning and organization skills. *Verbal and written communication skills. *Ability to chair meetings. *Good organizational and management leadership skills. *Public speaking skills. *Interpersonal relations. *Ability to exercise tactfulness. *The ideal candidate should be responsible, conscientious, patient, committed to organisational values and believe in fairness. He / she should also be a team builder, lead by example and be receptive to ideas and suggestions.
<u>DUTIES</u>	:	*Provision of advise and assistance with regard to technical related matters to staff in order to develop and execute business plans in line with the Departmental strategy. *Assist the Area manager in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Supervise/ Manage materials and services effectively (Quality Control). Provide mentorship to the Vukuzakhe contractors as well as the in house team. * Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
<u>ENQUIRIES</u>	:	Mr LXX Mtambo Tel. no: 035 - 787 2917
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>CLOSING DATE</u>	:	18 July 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 27/230</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN: PROJECT IMPLEMENTATION (3 POSTS)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Area Office, Hluhluwe (2 posts) (Ref. No. P159/2008) Area Office, Jozini (1post) (Ref. No. P160/2008)
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree / National Diploma in Civil Engineering / Surveying or equivalent qualification plus, A minimum of 1 year appropriate experience .A valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: * Knowledge of financial matters. *Knowledge of Human Resource. *Knowledge of planning and organizing. *Knowledge of construction management. *Project Management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Ability to chair meetings. *Good organization management and leadership skills *The ideal candidate should be a team builder, responsible , conscientious and lead by example. *He/she should be receptive to ideas and suggestions, believe in fairness.
<u>DUTIES</u>	:	Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. *Assessing projects for the business plan in line with Departmental objectives . *Ensure proper utilization of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessments, estimates, workshop adjudication and implementation of projects
<u>ENQUIRIES</u>	:	Mrs T K Maphumulo Tel. no: 035 - 5620261
<u>FOR ATTENTION</u>	:	Ms P B Gumede
<u>CLOSING DATE</u>	:	18 July 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 27/231</u>	:	<u>FIELD SUPPORT OFFICER (REF NO P158/2008)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Area Office, Jozini (Empangeni Region)
<u>REQUIREMENTS</u>	:	*A Junior Certificate and / or successful completion of the Road Works Foreman Course; plus a minimum of 3 years technical / scientific experience; plus a valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of maintenance manuals and safety regulations. *Knowledge of costing system and general administrative procedures. *Knowledge of weekly work and plant returns. *Knowledge of service delivery programme. *Knowledge of departmental reporting structure and RRTF's. *Knowledge of legislation / policies and procedures pertaining to the Public Sector. *Knowledge of disciplinary procedures and EPMDS.

*Planning and organisational skills. *Ability to learn, understand and apply.
 *Problem solving skills. *Supervisory skills. *Communication and Numeracy skills. *Computer literacy. *The ideal candidate should be responsible, punctual, conscientious, efficient and have cultural awareness and empathy. *He / she should also be receptive to ideas and suggestions, believe in teamwork and comply with the code of conduct.

DUTIES

: *Effective and efficient supervision, management and assessment of maintenance and Zibambele Teams. *Conduct regular inspection of roads.
 *Effective and efficient allocation and management of daily work plant to respective areas. *Provide guidance with regard to selection of Zibambele teams and ensure adherence standards. *Timely report loses / thefts / IOD's and accidents and compile necessary forms / statements.

ENQUIRIES

: Mrs L Mkhwela Tel. No: 035-562 0261

CLOSING DATE

: 18 July 2008

FOR ATTENTION

: Mrs S McCarthy

NOTE

: It is the intention of the Department to fill this post with a person from the disabled community or an African Female.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

In line with the Employment Equity of the Western Cape at the Department of Economic Development & Tourism it is our intention to promote representativity within the filling of the post.

APPLICATIONS : Response Handling, Private Bag X15, Tyger Valley, Cape Town, 8000
FOR ATTENTION : Priscilla Leyland
CLOSING DATE : 4 August 2008
NOTE : It will be expected of candidates to be available for the selection interviews on a date, time and place as determined by the Department. The Department is seeking a highly dynamic and motivated professional to manage the metals and engineering industries portfolio.

MANAGEMENT ECHELON

POST 27/232 : **DIRECTOR: SERVICES INDUSTRIES (PRIMARILY THE ICT AND BUSINESS PROCESS OUTSOURCING (BPO) SECTORS) Y5/08/76**

SALARY : All-inclusive salary package: R540 429 per annum
CENTER : Cape Town
REQUIREMENTS : The Department is seeking a dynamic, highly motivated leader to head up the services directorate, with the key responsibilities to lead the ICT and call centre sector programmes for the provincial government. This position requires a high level of knowledge and expertise on the issues regarding the telecommunications environment and the development of the ICT and BPO sectors. This will need to be translated into innovative projects and programmes to dynamise the sectors, with experience in policy making, project implementation, programme management and research, preferably at a senior management level being a pre-requisite for the position. The minimum qualifications for this position is a post graduate degree in economics or equivalent qualification, with at least 6 years experience at a management level and in the field of industrial/sector research or development. Experience in the above service sectors at either a policy, research or project/ programme implementation level is necessary. Excellent and demonstrable networking skills are critical. Further requirements include: a valid driver's license, good communication skills in at least two (2) of the three (3) official languages of the Western Cape. The following will serve as strong recommendations: Demonstrable leadership and management experience • detailed knowledge of the South African economy • strong range of players across industry, academia and the public sector • a good knowledge of the global, national and regional opportunities and forces at play within the services sectors • good writing and IT skills • good understanding of economic data and the ability to draw inferences from them • experience in running and developing programmes • insight into or knowledge of services industries. good understanding of economic data and the ability to draw inferences from them • experience in running and developing programmes • insight into or knowledge of manufacturing industries.

DUTIES : Relevant to both posts: strategy development and implementation of programmes and projects within the services sectors • represent provincial government on the various fora and special purpose vehicles • interact closely with key role players in industry, local and national government and academic institutions • outsource research on issues pertaining to the sector • coordinate and drive focused sector initiatives • develop support strategies for SMME's to enter and thrive.

ENQUIRIES : Mr Gwynne-Evans at ☎ (021 483 3859) or Ms J Johnston at ☎ (021 483 3840)

POST 27/233 : **DIRECTOR: RESOURCE-BASED SECTORS (AGRI-PROCESSING SECTORS, FISHING, AND AQUA-CULTURE) Y5/08/77**

SALARY : All-inclusive salary package: R540 429 per annum
CENTRE : Cape Town
REQUIREMENTS : The Department is seeking a dynamic, highly motivated leader to head up the resource-based directorate, with the key responsibilities to lead specific interventions within specific resource-based sectors for the provincial government. This position requires a high level of knowledge and expertise on

the issues regarding resource-based sectors. This will need to be translated into innovative projects and programmes to dynamise key sectors, with experience in policy making, project implementation, programme management and research, preferably at a senior management level. The minimum qualifications for this position is an appropriate post graduate degree in agricultural-economics or equivalent, with at least 6 years experience at a management level and in the field of industrial/sector research or development. Experience in the resource-based sectors at either a policy, research or project/ programme implementation level is necessary. Excellent and demonstrable networking skills are critical. Further requirements include: a valid driver's license, good communication skills in at least two (2) of the three (3) official languages of the Western Cape. The following will serve as strong recommendations: •Demonstrable leadership and management experience • detailed knowledge of the South African economy • strong interpersonal skills • experience in dealing pro-actively with a wide range of players across industry, academia and the public sector • a good knowledge of the global, national and regional opportunities and forces at play within the resource-based sectors • good writing and IT skills • good understanding of economic data and the ability to draw inferences from them • experience in running and developing programmes • insight into or knowledge of resource based industries.

- DUTIES** : relevant to both posts: • strategy development and implementation of programmes and projects within the resource-based sectors • represent provincial government on the various fora and special purpose vehicles • interact closely with key role players in industry, local and national government and academic institutions • outsource research on issues pertaining to the sector • coordinate and drive focused sector initiatives • develop support strategies for SMME's to enter and thrive.
- ENQUIRIES** : Mr N Gwynne-Evans at ☎ (021 483 3859) or Ms J Johnston at ☎ (021 483 3840)

DEPARTMENT OF HEALTH

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

- CLOSING DATE** : 25 July 2008
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

- POST 27/234** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2**
(South Cape/Karoo Region)
- SALARY** : Grade 1: R 160 470 (PN-B1) per annum plus a non-pensionable rural allowance of 12% of basic annual salary.
Grade 2: R 197 358 (PN-B2) per annum plus a non-pensionable rural allowance of 12% of basic annual salary.
- CENTRE** : Constitution Street Primary Health Care and Mobiles
- REQUIREMENTS** : Grade 1 and Grade 2: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Post-basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council (i.e. R48) Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. The following will serve as recommendations: Good labour relations with staff. Ability to function under pressure. Ability to work in team. Willingness to work through lunch hour from time to time as needed. Be able to adapt and manage change. Manage conflict situations and display problem solving skills.

<u>DUTIES</u>	:	Practice as Clinician according to the scope of nursing practice as laid down by the South African Nursing Council. Quality Comprehensive Community Health Care. Control all stock, items and use of consumables. Assist with the control of staff regarding discipline, duty roster, safety, ethics and quality of care. Provide in-service training to nursing and cleaning staff as required. Rotate between clinics and mobiles.
<u>ENQUIRIES</u>	:	Ms DE Nortje, tel.no. (023) 414-8200
<u>APPLICATIONS</u>	:	The Director: South Cape/Karoo Region, Private Bag X6592, George, 6530
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>POST 27/235</u>	:	<u>SENIOR ARTISAN SUPERINTENDENT</u> Directorate: Engineering and Technical Support
<u>SALARY</u>	:	R157 686 per annum.
<u>CENTRE</u>	:	Directorate: Engineering and Technical Support (Zwaanswyk Workshops)
<u>REQUIREMENTS</u>	:	A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of section 27 of the Act referred to. National Diploma (N-stream) (or equivalent qualification) or State Competency Certificate or registration with the Engineering Profession of South Africa Act (Act 114 of 1990). Extensive appropriate experience. Computer literacy.
<u>DUTIES</u>	:	Supervision of workshop staff. Control over workshops, equipment, tools, plant and spares. Assistance with the training of engineering staff. Supervision and assistance with the execution of engineering projects/repairs at hospitals and institutions. Liaison with engineering management and private sector. Planning/scheduling of staff, projects, plants and equipment. Budgeting and expenditure control in respect of workshop. Drafting of specifications and monthly reports and equipment schedules.
<u>ENQUIRIES</u>	:	Mr IC Kriedemann, tel. no. (021) 918-1569.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	:	Mr RA Merton