



DATE OF ISSUE: 11 JULY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 28 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 **11 August 2008**

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DEPARTMENT OF CORRECTIONAL SERVICES

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

- APPLICATIONS** : Applications must be sent to the relevant addresses as indicated: National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001 (Ms Malotane M J: 012 307 2540 or Mr Chauke M H: 012 307 2643)
 Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300 (Ms Mholo J: 051 404 0268/051 4040270)
 Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200 (Ms Xhego N: 043 706 7834)
 Gauteng Region: Head Recruitment, Private Bag X393, Pretoria, 0001 (Ms J Botha: 012 420 0192)
 Limpopo/Mpumalanga/North West Region: Head Recruitment, Private Bag X142, Pretoria, 0001: (Mr Boswell W 012 323 4818: Limpopo/Mpumalanga/N West Region)
 Western Cape Region: Head Recruitment, Private Bag X01, Edgemead, 7404: (Ms Sanders M: (021 550 6059)
 KwaZulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 (Ms Nel A J: 033 355 7372)
- CLOSING DATE** : 25 July 2008
- NOTE** : Application must be accompanied by a Z83 form/internal application form, certified copies of ID, qualifications and CV. No e-mail and/or faxed application forms will be accepted. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication will be restricted to short listed candidates only.

OTHER POSTS

- POST 28/01** : **DEPUTY DIRECTOR: INTERNATIONAL CONFERENCES (AFRICA RELATIONS)**
 Directorate: International Relations
- SALARY** : R346 590 per annum
- CENTRE** : National Head Office (Pretoria)
- REQUIREMENTS** : Grade 12 and recognized three year degree or diploma in Research Methodology included in the curriculum. Knowledge and understanding of all facets of corrections in South Africa. Ability to liaise with external governments and organizations. Coordinate research activities, planning, coordinating, administration, implementation, networking, communication and interpersonal skills. Knowledge of government structures. Understanding of South Africa's foreign policy within the community of nations. Must be computer literate. Valid driver's licence.
- DUTIES** : Promote cooperation, active collaborative and initiatives with African penological institutions. Identify and liaise with African penological institutions. Coordinate the department's liaison function with international organizations. Advise and remind Department of Correctional Services about its commitment to international organizations. Liaise with foreign embassies and international organizations to present and argue for the Department of Correctional Service's positions on issues relating to corrections. Ensure Department of Correctional Services successful hosting and participating in meetings with foreign delegations. Prepare department of Correctional Services inputs for consideration during meetings with foreign delegations. Take minutes and follow up on the implementation of decisions take at these meetings. Assist in promoting study visits between penological institutions. Research and develop inputs for Department of Correctional Service's attention. Enforce guidelines to align international travel with Department of Correctional Service strategic objectives. Advise on all international travel within Department of Correctional Services in line with travel policy. Ensure that the visit reports are compiling and implemented. Attend all government meetings assigned. Make meaningful

inputs into the discussion. Provide reports and follow up on the implementations. Work closely with Department of Foreign Affairs on bilateral and multilateral issues. Develop Department of Correctional Services inputs and forward to DFA. Advise Department Correctional Services regarding Department of Foreign Affairs policy direction and changes. Organize conferences. Provide inputs to the annual budget. Coordinate the departments preparations and participation in international activities. Provide inputs and advice on issues of international relations to other branches. Serve as a link person between Department of Correctional Services and Department of Foreign Affairs on matters of international relations relating to other branches. Liaise with foreign embassies on issues of corrections. Compile memorandums for senior officials. Implement work assigned from the strategic plans. Analyze, prepare and present documents to senior management. Discuss and develop memorandums of understanding with identified countries. Liaise with other government departments for their inputs such as the Presidency, Justice and Constitutional Affairs. Liaise with foreign embassies to coordinate inputs into the process.

ENQUIRIES : Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office

POST 28/02 : **DEPUTY DIRECTOR: OFFENDING BEHAVIOUR ASSESSMENT**
Directorate: Risk Profile Management

SALARY : R346 590 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Criminology and / or Psychology as major subjects coupled with relevant experience. Knowledge and experience in both quantitative and qualitative research. Knowledge and experience in assessment of offenders. Knowledge and experience in Finance and Personnel Management. Must be computer literate. Valid driver's licence.

DUTIES : Develop policies and mechanisms to manage the assessment of offending behaviour for determination of risks and needs, offence patterns (types of crimes committed) and intervention needs. Management of personnel and finance. Develop risks assessment and classification tools for offenders. Contributed toward training of Correctional Assessment officials. Monitor and evaluate the implementation of assessment and classification tools. Determine research areas and conduct research related to assessment and classification of offenders. Serve as nodal communication / liaison point for sub-directorate. Develop bi-annual national offender population profiles.

ENQUIRIES : Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office

POST 28/03 : **DEPUTY DIRECTOR: COORDINATOR: PERFORMANCE MANAGEMENT & MONITORING**
Free State/N Cape Province

SALARY : R346 590 per annum
CENTRE : Free State/N Cape Region (Regional Office)
REQUIREMENTS : Grade 12 and recognized three year degree/diploma Human Resource Management/Human Sciences and relevant experience. Must be computer literate. Valid driver's licence. Knowledge of relevant policy frame work. Ability to communicate effectively. Presentation and networking skills.

DUTIES : Coordinate the implementation of policy with regard to performance management systems and assessment procedures. Facilitate training and/or seminars/workshops to Management Areas and/or their delegates. Provide advice/clarity on departmental policies on the performance assessment processes. Facilitate the performance assessment cycles of DCS Employees (Levels 3-12). Assist with liaison/discussions with employee organizations and effectively coordinate performance ratings (merit lists) to employees of the Region per respective year under review.

ENQUIRIES : Ms Mholo J Tel no: 051 404 0268/051 4040270: Free State/Northern Cape Region

POST 28/04 : **DEPUTY DIRECTOR: CENTRE COORDINATOR: CORRECTIONS**
Gauteng Region

SALARY : R346 590 per annum

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Region (Pretoria Local)
	:	Grade 12 and recognized three year degree/diploma. Experience of offender administration. Valid driver's licence. Top secret security classification, Must be analytical thinker. Sound communication skills. Ability to plan and organize.
<u>DUTIES</u>	:	Manage case management administration. Manage unit management in the correctional centre. Manage centre administration regarding the admission and release of inmates. Control over the movement of offenders and detainees in the correctional centre. Effective utilization of available inmate accommodation. Manage correctional programmes. Manage personnel, logistic, finance and administration. Management of overcrowding.
<u>ENQUIRIES</u>	:	Ms Botha J Tel no: 012 420 0179/Mr Masango SS (012 420 0179): Gauteng Region
<u>POST 28/05</u>	:	<u>DEPUTY DIRECTOR: COORDINATOR: EMPLOYEE RELATIONS AND PERSONNEL DISCIPLINE</u> Limpopo, Mpumalanga and North West Region
<u>SALARY CENTRE REQUIREMENTS</u>	:	R346 590 per annum
	:	Limpopo, Mpumalanga and Northwest Region (Regional Office)
	:	Grade 12 and recognized three year degree/ diploma in Labour Relations and experience in negotiations in labour Disputes. Experience in facilitating problem solving sessions. Valid driver's licence. Dynamism. Ability to plan, and organize. Sound communication skills.
<u>DUTIES</u>	:	Implement employee relations and personnel discipline policy in the region. Manage collective Bargaining,, grievance procedure and disciplinary system. Undertake employee relations and personnel discipline research. Plan activities. Manage personnel and finances.
<u>ENQUIRIES</u>	:	Mr Morake J Tel no: 012 323 4818 – Limpopo/ Mpumalanga/ North West Region
<u>POST 28/06</u>	:	<u>DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE (2 POSTS)</u> Kwazulu/Natal Region
<u>SALARY CENTRE REQUIREMENTS</u>	:	R346 590 per annum
	:	KwaZulu/Natal Region (Glencoe, Ncome)
	:	Recognized degree/diploma in Accounting or Financial Management with proven management experience. Proven knowledge of the Public Finance Management Act and Treasury Regulations, relating to Financial Management and Accounting. Procurement & Public Finance Administration on management level. Excellent verbal/written communication and initiative skills. Strong leadership qualities.
<u>DUTIES</u>	:	The Department requires the services of a person with extensive knowledge of, exposure to and experience in the financial and procurement management environment to exercise control in this regard. The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act (PFMA). This includes performing the duties of Chief Financial Officer by ensuring optimal utilization of resources, support with regard to the management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management.
<u>ENQUIRIES</u>	:	Ms Nel A J Tel no: 033 355 7372: Kwazulu/Natal Region
<u>POST 28/07</u>	:	<u>DEPUTY DIRECTOR: MANAGER: EDUCATION AND TRAINING</u> Kwazulu Natal Region
<u>SALARY CENTRE REQUIREMENTS</u>	:	R346 590 per annum
	:	Kwazulu Natal Region (Durban)
	:	Grade 12 and recognized three year degree/diploma in Education and relevant experience. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organize. Sound communication skills.
<u>DUTIES</u>	:	Responsible for the administration of education and training. Manage budget of education, training and advice the Regional Commissioner. Responsible for personnel development within the region. Responsible for the total establishment of the region. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role-players regarding education and recreation opportunities.

<u>ENQUIRIES</u>	:	Ms Nel A J Tel no: 033 355 7372: KwaZulu/Natal Region
<u>POST 28/08</u>	:	<u>DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE</u> Kwazulu Natal Region (2 Posts) Eastern Cape Region
<u>SALARY CENTRE</u>	:	R346 590 per annum Kwazulu Natal Region (Embongweni Max, Qalakabusha Correctional Centre) Eastern Cape Region (Kirkwood)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Sound communication skills. Valid driver's licence. Knowledge and understanding of the Public Service Act, Regulations and Labour Relations Act. Ability to plan/organize. Must be computer literate.
<u>DUTIES</u>	:	Manage operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implement policies and procedures.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Mr Mwehle Z P Tel no: 043 706 7872/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/09</u>	:	<u>DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES</u> Kwazulu Natal Region
<u>SALARY CENTRE</u>	:	R346 590 per annum Kwazulu Natal Region (Empangeni)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree or diploma in Human Resource Management and extensive management experience. Sound knowledge of Human Resource and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedures and code of all relevant legislations. Knowledge of PFMA.
<u>DUTIES</u>	:	The incumbent will be accountable for managing human resources provisioning, utilization, development, special programmes (EAP, HIV/AIDS, Equity) and employee relations in the management area.
<u>ENQUIRIES</u>	:	Ms Nel A J Tel no: 033 355 7372: KwaZulu/Natal Region
<u>POST 28/10</u>	:	<u>ASSISTANT DIRECTOR: PLACEMENT MONITORING</u> Directorate: Pre-Release Settlement
<u>SALARY CENTRE</u>	:	R174 243 per annum National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/ diploma in Penology/ Criminology/ Correctional Services Administration and relevant experience. Valid drivers licence. Sound communication and interpersonal skills. Must be computer literate. Experience as Chairperson / Vice Chairperson of Parole Board and Parole Board Administration will be an added advantage. Knowledge of DCS release policies.
<u>DUTIES</u>	:	Develop and maintain policy with regard to: day parole, parole, correctional supervision, release on medical grounds, correctional supervision an parole board. Monitor the implementation of policy. Update departmental orders. Personnel and financial administration.
<u>ENQUIRIES</u>	:	Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/11</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL LEARNING ASSESSMENT</u> Directorate: External Training
<u>SALARY CENTRE</u>	:	R174 243 per annum National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/ diploma in Human Resource or ODETDP (NQF 5) or Administration. Sound experience in Human Resource Development. Relevant supervisory experience preferably within HRD environment. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Facilitate and coordinate the setting of standards of all training interventions. Conduct assessment of the organization to determine the level of learning among the officials. Conduct an assessment and standard processes in DCS. Facilitate

		accreditation of the training centres in DCS. Participate in Standards generating bodies on behalf of DCS.
<u>ENQUIRIES</u>	:	Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/12</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION</u> Directorate: Correctional Programmes
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Social Science/Criminology/Sociology and relevant experience. Valid drivers licence. Must be computer literate. Sound communication, planning, organizing and report writing skills. Ability to work under pressure.
<u>DUTIES</u>	:	Design and develop monitoring and evaluation instruments. Benchmark nationally and internationally for the development of monitoring and evaluation systems. Monitor and evaluate policy and programme implementation. Evaluate impact of programmes. Network with external service providers /organizations/ stakeholders to optimize service delivery. Manage project, personnel and finance.
<u>ENQUIRIES</u>	:	Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/13</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (5 POSTS)</u> Directorate: Internal Audit
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree / diploma majoring in Auditing / Internal Auditing and Accounting. Sound relevant internal audit experience and should have potential to lead a team. Knowledge of the Public Financial Management Act, Correctional Services Act standard for professional practice of Internal Auditors. Ability to work under pressure and meet deadlines. Knowledge of team mate audit software. Must be computer literate. Report writing, project management, sound communication (written and verbal), planning /organizing, analytical and presentation skills. Valid driver's licence.
<u>DUTIES</u>	:	Provide inputs in the development of Internal Audit three year rolling and annual plans. Assist management with facilitating of risk management. Plan and execute audit assignments. Supervise and review audit progress on an ongoing basis and provide guidance to subordinates where necessary. Prepare draft report and conduct follow-up audits. Assist in other audit tasks when required. Provide guidance and training to subordinates.
<u>ENQUIRIES</u>	:	Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/14</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH AND DESIGN</u> Directorate: Risk Profile Management
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Human Science. Knowledge and experience in research and programme development. Knowledge and experience on monitoring and evaluation tools. Experience on personnel and financial management. Must be computer literate. Sound communication (verbal and written) and administrative skills. Valid driver's licence.
<u>DUTIES</u>	:	Research on programmes targeting offending behaviour. Benchmark correctional programmes targeting offending behaviour (nationally and internationally). Design, develop and source programmes targeting offending behaviour for all categories of offenders including youth and females. Quality assurance of correctional programmes by external service providers. Endorse internally developed correctional programmes. Train relevant officials on the implementation of the Correctional Programmes. Facilitate the implementation of policy and policy procedures. Network with internal, external stakeholders and

		role players in relation to correctional programmes. Manage resources and projects. Participate in strategic planning of the Directorate.
<u>ENQUIRIES</u>	:	Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/15</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION SECRETARY</u> Directorate: Equity and Recreation
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or equivalent qualification with administrative support experience. Valid driver's licence. Must be computer literate. Administrative support, planning, organizing, good communication, analytical thinking, conflict management, listening and report writing skills.
<u>DUTIES</u>	:	Ensure smooth administration of documentation in relation to both document flow system in the office of the DC and records management/filing system. Ensure documentation quality control in relation to documentation drafting and content, appropriate route lists. Development of administrative procedures for the Chief Directorate and compliance by members of the Chief Directorate: Inter-governmental Relations with return dates required on tasks allocated. Ensure the drafting of routine letters/memorandums. Development of standard format letters for receipt of correspondence and documentation proactively acknowledging correspondence indicating referral to relevant person/process and typing of letters/memorandums on instruction of the DC. Process the content of incoming and outgoing documentation, thorough study of incoming documentation and advising the DC. Coordinate relevant documentation and ensure processing as single entity where relevant and indication of return dates and urgency/priority of content of document. Ensure compliance by Directors with return dates. Ensure compliance within the office with return dates and ensure the DC complies with return dates. Ensure appropriate filing of documents. Manage and control inventory. Provide financial management support to the DC.
<u>ENQUIRIES</u>	:	Ms Malotane M J Tel no: 012 307 2540/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/16</u>	:	<u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT</u> Free State/N Cape Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Free State/N Cape Region (Goedemoed Med B)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Analytical ability. Good communication skills. Professionalism and ability to plan/organize.
<u>DUTIES</u>	:	Supervise work undertaken by the personnel clerk. Act as labour relations officer for the Correctional Centre. Supervise the work undertaken by the registration clerk. Act as information officer for the correctional centre. Manage logistical administration. Responsible for the equipment used by the component. Manage personnel and administration. Determine duty register/leave arrangements. Allocate staff to specific duties. Manage financial administration. Budget for funds and be accountable for expenditure in terms of the component. Manage merit assessment of staff. Act as loss control officer for the correctional centre. Supervise utility staff.
<u>ENQUIRIES</u>	:	Ms Mholo J Tel no: 051 404 0268/051 4040270: Free State/Northern Cape Region
<u>POST 28/17</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING</u> Gauteng Region (2 Posts) Kwazulu Natal Region (2 Posts)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Gauteng Region (Baviaanspoort, Boksburg) Kwazulu Natal Region (Kokstad, Glencoe)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer

	literate. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management and presentation skills. Proven experience in a BAS environment.
<u>DUTIES</u>	: Implement financial accounting policy in the management area in accordance with current procedures. Plan and execute financial accounting inspections. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Compile, coordinate and distribute MTEF allocation. Load and balance budget on BAS. In- year- monitoring and overall expenditure control. Effective risk management to ensure compliance with the risk management plan of Department of Correctional Services. Effective management of debtors. Proper maintenance of control accounts and financial reporting.
<u>ENQUIRIES</u>	: Ms Botha J Tel no: 012 420 0179/Mr Masango SS (012 420 0179): Gauteng Region Ms Nel A J Tel no: 033 355 7372 : KwaZulu/Natal Region
<u>POST 28/18</u>	: <u>ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE</u> Free State/N Cape Region Kwazulu Natal Region (2 Posts) Western Cape Region
<u>SALARY CENTRE</u>	: R174 243 per annum Free State/N Cape Region (De Aar) Kwazulu Natal Region (Durban Med C, Newcastle) Western Cape Region (Dwarsrivier)
<u>REQUIREMENTS</u>	: Grade 12 and recognized three year degree/diploma with relevant experience. Sound communication skills (Written and Verbal). Valid driver's licence.
<u>DUTIES</u>	: Manage operational support, corrections, development and care, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implement policies and procedures.
<u>ENQUIRIES</u>	: Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Nel A J Tel no: 033 355 7372: KwaZulu/Natal Region Ms Sanders M Tel no: 021 550 6059: Western Cape Region
<u>POST 28/19</u>	: <u>ASSISTANT DIRECTOR: PRINCIPAL: SOCIAL WORK SERVICES</u> Free State/N Cape Region Gauteng Region (4 Posts) Kwazulu Natal Region (3 Posts) Eastern Cape Region Western Cape Region (4 Posts)
<u>SALARY CENTRE</u>	: R174 243 per annum Free State/ N Cape Region (Upington) Gauteng Region (Pretoria Community Corrections, Pretoria Central, Baviaanspoort (Emthonjeni), Modderbee (Devon)) Kwazulu Natal Region (Qalakabusha, Embongweni Max, Durban Med B) Eastern Cape Region (East London Med A) Western Cape Region (Goodwood, Cape Town Comm. Corr, Breede River (Worcester) Brandvlei Med)
<u>REQUIREMENTS</u>	: Grade 12 and BA Degree in Social Work. Registration with the South African Council for Social Services. Valid driver's licence. Conversant with acts, policies and legislation pertaining to social work practice. Ability to interpret policy/legislative matters and operate within the management area. Sound communication, negotiation, conflict management and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	: Provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.
<u>ENQUIRIES</u>	: Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region

Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
 Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
 Ms Sanders M Tel no: 021 550 6059: Western Cape Region

<u>POST 28/20</u>	:	<u>ASSISTANT DIRECTOR: PRODUCTION WORKSHOPS AND AGRICULTURE</u> Eastern Cape Region Western Cape Region
<u>SALARY CENTRE</u>	:	R174 243 per annum Eastern Cape Region (Regional Office) Western Cape Region (Drakenstein)
<u>REQUIREMENTS</u>	:	Grade 12 and three year degree/diploma in Agricultural Sciences/Economic Sciences. Sound experience of agricultural and production workshop management. Valid driver's licence. The incumbent must be dynamic and professional. Ability to plan and organize events properly. Sound communication skills. Must be computer literate. Thorough knowledge of project management.
<u>DUTIES</u>	:	Coordinate policy. Quality assessment of agricultural and production workshops services. Develop/maintenance of production workshops and service standards in the management areas. Management of production workshop labour. Manage the environment, production workshop equipments and occupational safety (OHS Act). Manage personnel and finances.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Sanders M Tel no: 021 550 6059: Western Cape Region
<u>POST 28/21</u>	:	<u>ASSISTANT DIRECTOR: MANAGER CORRECTIONS</u> Free State/N Cape Region Eastern Cape Region
<u>SALARY CENTRE</u>	:	R174 243 per annum Free State/N Cape Region (Grootvlei) Eastern Cape Region (Kirkwood)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and experience of offender administration. Valid driver's licence. Analytical ability. Sound communication skills. Ability to plan and organize.
<u>DUTIES</u>	:	Manage case management administration and unit management in the correctional centre. Manage admission and release of inmates. Control over the movement of offenders and detainees in the correctional centre. Effective utilization of available inmate accommodation. Manage correctional programmes. Manage personnel, logistical and financial management administration.
<u>ENQUIRIES</u>	:	Ms Mholo J Tel no: 051 404 0268/051 4040270: Free State/Northern Cape Region Mr Mwehle Z P Tel no: 043 706 7872/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/22</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: EDUCATION AND TRAINING</u> Kwazulu Natal Region Western Cape Region
<u>SALARY CENTRE</u>	:	R174 243 per annum Kwazulu Natal Region (Empangeni Area Commissioner) Western Cape Region (Malmesbury)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Education and relevant experience. Post graduate degree will be an added advantage.
<u>DUTIES</u>	:	Implement educational programmes for offenders. Implement educational policies at correctional facilities in the management area. Set standards for educational services in accordance with the Government Education Department. Quality assessment of educational services. Ensure service level standards for education and training. Manage finance and personnel.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372): KwaZulu/Natal Region Ms Sanders M (021 550 6059): Western Cape Region

<u>POST 28/23</u>	:	<u>ASSISTANT DIRECTOR: SUPERVISOR PROCUREMENT ADMINISTRATION</u> Free State/N Cape Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Free State/N Cape Region (Upington)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Knowledge of Supply Chain Management, legislation and related prescripts. Knowledge of Government Procurement Processes. Sound communication skills. Experience in the procurement field. Must be computer literate.
<u>DUTIES</u>	:	Manage administration of procurement process with regard to capital equipment in a fair, equitable, transparent, competitive and cost-effective manner. Manage/ensure that specifications and bid documents are in order prior to the invitation of bids. Manage the advertisement of bids. Manage the evaluation of bids and submission of recommendation to the relevant bid adjudication committee. Attend recommendation meetings. Attend SABS-meetings. Liaise with external and internal clients.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<u>POST 28/24</u>	:	<u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: OPERATIONAL SUPPORT</u> Gauteng Region (2 Posts) Kwazulu Natal Region Western Cape Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Kwazulu Natal Region (Ncome Med A) Gauteng Region (Leeuwkop, JHB Female) Western Cape Region (George)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Deal with requests by offering assistance with troublesome offenders and counseling agitated/suicidal inmates. Fire fighting and first aid skills. Good knowledge of medical, social work, education, psychological and religious activities in a prison environment. Good interpersonal and negotiation skills. Strategic planning ability.
<u>DUTIES</u>	:	Execute control regarding the functions which include safe custody, physical care, treatment and community re-integration of offenders. Execute control regarding the establishment and rendering of security. Advise the Head of Correctional Centre regarding policy directives. Manage safe custody (internal and external security). Manage development and care, asset maintenance and health care services.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/25</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: SUPPLY CHAIN MANAGEMENT</u> Free State/N Cape Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Free State/N Cape Region (Upington)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience in Supply Chain Management. Must be computer literate. Valid driver's licence. Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA (Preferential Procurement Policy Framework Act), Procurement and Logistical procedures.
<u>DUTIES</u>	:	Manage sub-ordinates. Implement Supply Chain Management in the Management Area. Assist management with PAS/Logistic systems and Asset Management. Administrate bids. Undertake procurement inspections.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<u>POST 28/26</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL CATEGORIES</u> Kwazulu Natal Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Kwazulu Natal Region (Regional Commissioner)

<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience. Valid driver's licence. Analytical ability. Sound communication skills. Dynamism and professional. Ability to plan and/organize.
<u>DUTIES</u>	:	Mainstream gender sensitivity in the region. Ensure that gender issues are mainstreamed. Manage projects and programmes pertaining to equity. Develop gender sensitivity. Manage equity affairs in the region. Promote gender sensitivity in the region. Ensure gainful employment of disabled persons. Monitor the implementation of gender policies. Monitor the transformation process. Co-chair the regional transformation unit. Manage personnel and financial administration. Must be accountable for sports and recreation. Maintain performance plans of subordinates.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
<u>POST 28/27</u>	:	<u>ASSISTANT DIRECTOR: INSPECTION SERVICES</u> Kwazulu Natal Region (2 Posts) Western Cape Region
<u>SALARY CENTRE</u>	:	R174 243 per annum Kwazulu Natal Region (Regional Office x 2) Western Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience in a correctional service environment. Knowledge of PFMA, Treasury Regulations, White Paper on Corrections, Public Service Regulations, HRM, Financial, Logistical, Transport Procurement and Asset Management Procedure Manuals.
<u>DUTIES</u>	:	Plan and compile an annual inspection programmes. Evaluate and identify risk areas that must form part of the inspection programmes. Determine compliance with relevant legislation, policies and procedures through inspections. Establish the causes for non-compliance and making recommendations for the rectification of deviations from policies. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions which are inspected with the correct interpretation of policy. Determine whether the theoretical policy framework is reconcilable with practical operations. Assist in the development and maintenance of inspection tools. Assist with proper management of finances and other resources allocated to inspectorate section.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/28</u>	:	<u>ASSISTANT DIRECTOR: MANAGER HR UTILIZATION</u> Eastern Cape Region Western Cape Region
<u>SALARY CENTRE</u>	:	R174 243 per annum Eastern Cape Region (Umtata) Western Cape Region (Pollsmoor)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Personnel Management, Human Resource Management, Behavioural Science or equivalent qualification with extensive experience in administration. Sound knowledge of Human Resources and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure and code and relevant legislation. Knowledge of PFMA
<u>DUTIES</u>	:	Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Department. Implement national human resources management policy in the region. Inspect personnel administration in the region. Manage remuneration control, housing subsidies, official accommodation, leave administration, transfer of personnel, finance and personnel.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Sanders M (021 550 6059): Western Cape Region

<u>POST 28/29</u>	:	<u>ASSISTANT DIRECTOR MANAGER PAROLEES AND PROBATIONERS</u> Kwazulu Natal Region (2 Posts)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Kwazulu Natal Region (Stanger Comcor, Durban Comcor)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Dynamism, professionalism and sound communication skills. Ability to plan and organize.
<u>DUTIES</u>	:	Manage monitoring services. Determine the conditions of house arrest and supervision for inmates serving sentences in the community. Participate in case review team for community corrections. Management of program. Identification of community service programs. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Disciplinary action against offending staff. Financial administration and budgeting of funds.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
<u>POST 28/30</u>	:	<u>ASSISTANT DIRECTOR: PERSAL MANAGER</u> Limpopo/Mpumalanga/North West Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Limpopo/Mpumalanga/North West Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree / diploma with relevant experience in Human Resource PERSAL environment. Proof of the PERSAL course. Valid driver's licence. Knowledge of legislations, regulations and procedures governing PERSAL. Interpersonal and managerial skills. Sound communication, presentation and negotiation skills. Must be computer literate.
<u>DUTIES</u>	:	Manage respective components from a PERSAL point of view. Ensure that all users in the region are orientated, trained and maintain a high standard of PERSAL training. Register users under her / his control on PERSAL and Biometrics systems and allocate PERSAL functions to them according to their allocated tasks. Ensure that the prerequisites and procedures of PERSAL are well executed. She / he is responsible for the effective utilization of the PERSAL functions and advise users on the operation of the system. Manage the interaction between users and their revisers. Execute control and audit measures by making use of PERSAL exception report. Evaluate / recommend National Personnel and Salary Controllers changes to the system in terms of the SCC system. Ensure that PERSAL is updated and complies with the National Minimum Information Requirements. Provide monthly and quarterly reports to the National PERSAL Management Directorate. Act as chairperson of the regional PERSAL forum. Represents the region in the National PERSAL Steering Committee.
<u>ENQUIRIES</u>	:	Mr Morake M J (012 323 4818) Limpopo/Mpumalanga/North West Region
<u>POST 28/31</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL SALARY CONTROLLER</u> Directorate: Persal Management
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year / diploma with relevant experience in Human Resource PERSAL environment. Proof of the PERSAL course. Valid driver's licence. Knowledge of legislations, regulations and procedures governing PERSAL. Interpersonal managerial and sound communication skills. Must be computer literate (Power point, Excel, Microsoft word). Analytical presentation and negotiation skills.
<u>DUTIES</u>	:	Manage and maintain PERSAL functionally (salary functions). Identify salary related training needs and conduct training to the users. Registration of users and allocation of salary functions in relation to their jobs and levels. Accountable for the effective utilization of the PERSAL i.e. inspection and training manual. Management of risk/fraud associated with PERSAL. Management and maintenance of salary information. Authorization of the suspense files transaction and verification with source document. Evaluation and recommendation to the PERSAL Controller, changes to the system in line with the SCC system. Manage and control PERSAL message and bring important issue to the attention of the PERSAL controller. Conduct Inspection on salary transactions. Customization

		and provisioning of management information. Advisory service to the clients. Management of access security on PERSAL.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/32</u>	:	<u>ASSISTANT DIRECTOR: AREA COORDINATOR: FINANCE</u> Eastern Cape Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Sada)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in accounting or financial management, with proven management experience. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to financial management and accounting, Knowledge of Procurement Administration and Public Finance Administration on management level. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive.
<u>DUTIES</u>	:	The Department requires services of a person with extensive knowledge of exposure experience in the finance and procurement management environment. Exercise control in the management area. As the Area Coordinator: Finance, the candidate must assist the Area Commissioner in execution of his/her duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensure optimal utilization of resources, support with regard to management of regional budgets within the framework of relevant legal directives, regulations, performing budget control and ensuring enforcement of financial discipline, performing responsibilities for logistics and procurement management.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/33</u>	:	<u>ASSISTANT DIRECTOR: PROCUREMENT</u> Gauteng Region
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Gauteng Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience in Procurement. Knowledge of BAS/LOGIS Systems. Knowledge of Supply Chain Management Legislation and prescripts. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Implement procurement policy and procedures in the Region. Bi/quotation administration and contract management in the Region. Train personnel in the Region. Ensure the updating and maintenance of a database of possible suppliers in the Region. Promote HDI's and SMME's in the Region. Inspect in the Region and manage subordinates.
<u>ENQUIRIES</u>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<u>POST 28/34</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH AND DESIGN</u> Directorate: Correctional Programmes
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Human. Knowledge and experience in research and programme development. Knowledge / experience in monitoring and evaluation tools. Knowledge / experience in personnel management. knowledge / experience in financial management. Sound communication skills (verbal and written). Good administrative skills. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Research on programmes targeting offending behavior. Benchmarking of correctional programmes targeting offending behaviour (nationally and internationally). Design, develop and sourcing of programmes targeting offending behaviour for all categories of offenders including youth and females. Quality assurance of correctional programmes by external service providers. Endorsement of internally developed correctional programmes. Training of relevant official on the implantation of the Correctional Programmes. Facilitate the implementation of policy and policy procedures. Networking with internal and external stakeholders and role players in relation to correctional programmes.

		Manage resources and projects. Participate in strategic planning of the Directorate.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/35</u>	:	<u>SENIOR CORRECTIONAL OFFICER: PROJECT COORDINATOR: RESEARCH AND DESIGN</u> Directorate: Correctional Programmes
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Human Science. Knowledge / experience in research and programme development. Knowledge / in monitoring and evaluation processes and tools. Ability to work as part of a team. Sound communication skills (verbal and written). Good administrative skills. Must be literate. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate research on programmes targeting offending behaviour. Assist in coordination and administration regarding the benchmarking of correctional programmes targeting offending behaviour. Participate in the design, development, sourcing and or searching of programmes targeting offending behaviour for all categories of offenders including youth and females. Coordinate submissions to the quality assurance committees for correctional programmes by external service providers to be quality assured. Coordinate submission of internally developed correctional programmes to the CDC Corrections, for endorsement. Train relevant official on the implementation of the Correctional Programmes. Facilitate the implantation of policy and policy procedure. Network with internal and external stakeholders and role players in relation to correctional programmes. Participate in strategic planning of the Directorate. Coordinate inputs on relevant documents. Assist in the general madministration of the Directorate. Assist with the financial management of the budget of the Directorate.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/36</u>	:	<u>SENIOR CORRECTIONAL OFFICER: PERSAL AUDITING</u> Directorate: Persal Management
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Service Administration, Part III. Knowledge of the PERSAL system. Sound knowledge and experience in Human Resource salary and information management. PERSAL course. Valid driver's licence. Knowledge of legislations, regulations and procedure governing PERSAL. Interpersonal, managerial, planning, organizing and sound communication skills. Must be computer literate (Power point, Excel, Microsoft word. Analytical, presentation and negotiation skills.
<u>DUTIES</u>	:	Enhance the integrity and maintenance of PERSAL data in line with the Departmental objectives. Responsible for the compliance to the National Minimum Information requirements. Monitor the effectiveness of the use of PERSAL information. Implement measures that will enhance the credibility and accessibility of the PERSAL information. Organize and develop information resource to met business needs.. Improvement of compliance with business process as well as related regulations, acts and legislation. Extra PERSAL data and scrutinize/customize in accordance with the needs of our clients in the following areas of performance. Human Resource planning, personnel management, financial management in respect of human resource expenditure, audit and control and exceptional and ad hoc report. Collect and summarize information on key performance areas and display on PERSAL Webpage.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/37</u>	:	<u>SENIOR CORRECTIONAL OFFICER: SELECTION (2 POSTS)</u> Directorate: Hr Admin and Utilization
<u>SALARY</u>	:	R145 920 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Head Office (Pretoria)
	:	Recognized three year degree/diploma in HRM or Human sciences with experience in Human Resources. The ideal candidate should have proven skills in both written and verbal communication are essential. The ideal candidate should be highly organized and able to work independently and as a team member. Must be computer literate. Report writing skills is essential.
<u>DUTIES</u>	:	Facilitate and co-ordinate the implementation of established Recruitment and Selection practices. Render personnel advice and liaison services to line functionaries. Act as secretariat during interviews. Assist in the formulation and implementation of departmental policies on selection. Develop new selection, Techniques / policies in line with prescribe legislation. Supervise and oversee personnel.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/38</u>	:	<u>SENIOR CORRECTIONAL OFFICER: COORDINATION (RESEARCH AND DESIGN)</u> Directorate: Risk Profile Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum
	:	National Head Office (Pretoria)
	:	Grade 12 and recognized three year degree/diploma in Criminology and / or Psychology as major subjects coupled with relevant experience or diploma in Correctional Services Administration Part III. Knowledge and experience in monitoring and evaluation. Knowledge and experience in Finance and Personnel Management. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate the research for determination of risk factors. Coordinate the research conducted on risk posed by the offender to the community, correctional officers and correctional centres. Coordinate the development and maintenance of a mechanism to establish and profile crime categories. Develop, coordinate and monitor implementation of policies, procedures and systems. Manage resources. Contribute to the development of assessment tool for specific categories of offenders. Participate in planning sessions. Coordinate developed policies and mechanisms to monitor and evaluate the implementation of offending behaviour assessment of offenders. Monitor and evaluate the implementation of the security classification and reclassification tools for sentenced offenders.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/39</u>	:	<u>SENIOR CORRECTIONAL OFFICER: COORDINATION (IMPACT ANALYSIS)</u> Directorate: Risk Profile Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum
	:	National Head Office (Pretoria)
	:	Grade 12 and recognized three year degree/diploma in Criminology and / or Psychology as major subjects coupled with relevant experience or diploma in Correctional Services Admin Part III. Knowledge and experience in Impact analysis. Knowledge in monitoring and Evaluation. Knowledge and experience in finance and personnel management. Must be computer literate.
<u>DUTIES</u>	:	Coordinate in developing policies, procedure, systems and mechanism to manage the profiling of the correctional centre populations, crime categories, offence patterns and its impact in the Department of Correctional Services to enable the department to achieve improved outcomes in terms of correctional needs. Conduct impact analysis on the security reclassification tool for sentenced offenders. Conduct impact analysis on the security classification tool for probationers and parolees. Manage Resources. Contribute to the development of assessment tool for specific categories of offenders. Participate in planning sessions.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<u>POST 28/40</u>	:	<u>SENIOR CORRECTIONAL OFFICER: COORDINATION (MONITORING AND EVALUATION)</u> Directorate: Risk Profile Management
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with Criminology and / or Psychology / or Correctional Services Administration Part III coupled with relevant experience. Good understanding of the skills development act, PFMA and SAQA act. Good understanding of the NQF system. Good understanding of skills development processes. Competency in monitoring and evaluation. Good communication, presentation, interpersonal and problem solving skills. Personnel management, project management, planning and organizing skills. Must be computer literate. Ability to work under pressure. Valid driver's licence.
<u>DUTIES</u>	:	Develop and monitor evaluation tools. Monitor skills development programmes. Facilitate alignment of skills development programmes with relevant legislation and policy directives. Measure effectiveness of skills development programmes. Financial and logistics management. Develop skills development plans. Organizing events. Activity control. Networking and administration. Maintain MIS support.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/41</u>	:	<u>SENIOR CORRECTIONAL OFFICER: MANAGER: AGRICULTURE</u> Free State Cape Region Gauteng Region (2 Posts) Western Cape Region (2 Posts)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Free State / Northern Cape Region (Goedemoed) Gauteng Region (Leeuwkop, Zonderwater) Western Cape Region (Helderstroom, Drakenstein)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Agriculture (Plant Production) or Correctional Service Part III and / or relevant experience. Presentation, interpersonal, problem solving and good communication skills. Must be computer literate.
<u>DUTIES</u>	:	Quality assessment of agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage the budget allocation. Train personnel. Manage personnel, logistics, finance and administration.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/42</u>	:	<u>PRINCIPAL FORMAL EDUCATIONIST</u> Kwazulu Natal Region (4 Posts) Eastern Cape Region (3 Posts) Western Cape Region (2 Posts)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Kwazulu Natal Region (Umzinto, Qalakabusha, Kokstad Med, Waterval Med A) Eastern Cape Region (Kirkwood, East London Med C, St Albans) Western Cape Region (Hawequa, Brandvlei Juvenile)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Education with relevant experience. Post graduate degree will be an added advantage. Must be computer literate.
<u>DUTIES</u>	:	Implement educational programmes for offenders. Implementation of education policy at correctional facilities in the management area. Setting standards for educational services in accordance with Government Education Departments. Quality assessment of educational services. Ensure service level standards for education and training. Manage finances and personnel.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region

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

<u>POST 28/43</u>	:	<u>SENIOR SOCIAL WORKER</u> Free State/Northern Cape Region (6 Posts) Kwazulu Natal Region (10 Posts) Gauteng Region (2 Posts) Eastern Cape Region (4 Posts) Western Cape Region (2 Posts)
<u>SALARY CENTRE</u>	:	R145 920 per annum Free State/N Cape Region (Goedemoed Med A, Goedemoed Med B, Grootvlei Med, Grootvlei Max, Douglas, Kroonstad Med B) Kwazulu Natal Region (Durban Female, Umzinto, Durban Community Corrections, Durban Med B, Qalakabusha, Kokstad Med, Port Shepstone, Embongweni Max, Ncome Med A, Waterval Med B) Gauteng Region (Modderbee (Nigel) Baviaanspoort Medium) Eastern Cape Region (Kirkwood X2, Umtata, ST Albans Maximum) Western Cape Region (Malmesbury Community Corrections, Drakenstein Med A)
<u>REQUIREMENTS</u>	:	Grade 12 and BA Degree in Social Work. Registration with the South African Council for Social Services. Valid driver's licence. Conversant with acts, policies and legislation pertaining to social work practice. Ability to interpret policy/legislative matters and operate within the management areas. Sound communication, negotiation, conflict and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders. Must be computer literate.
<u>DUTIES</u>	:	Provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Marketing social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. Conduct individual assessments.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/44</u>	:	<u>SENIOR CORRECTIONAL OFFICER: HEAD COMMUNITY LIAISON</u> Kwazulu Nata Region
<u>SALARY CENTRE</u>	:	R145 920 per annum Kwazulu Natal Region (Empangeni Community Corrections)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or with Correctional Services Administration Part III and/or experience of offender administration. Valid driver's licence. Top secret security classification. Analytical ability to plan/organize and sound communication skills. Must be computer literate.
<u>DUTIES</u>	:	Marketing of the concept of community supervision. Identification of community service opportunities. Develop community service programmes. Monitor community service operations.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
<u>POST 28/45</u>	:	<u>SENIOR CORRECTIONAL OFFICER: ASSET MAINTENANCE</u> Kwazulu Natal Region (2 Posts) Gauteng Region Eastern Cape Region
<u>SALARY CENTRE</u>	:	R145 920 per annum Kwazulu Natal (Qalakabusha, Waterval Med A) Gauteng Region (Zonderwater Med B) Eastern Cape Region (St Albans)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Technical Diploma or Trade Diploma / Correctional Services Administration Part III and/or relevant experience. Trade diploma/certificate will be an advantage. Valid driver's licence. Experience in building administration. Must be computer literate.

		Dynamisms and professionalism. Ability to plan/organize. Sound communication skills.
<u>DUTIES</u>	:	Manage asset maintenance at the correctional centre. Co-ordinate policies. Quality assessment of building services. Develop/maintain building work standard. Manage capital, maintain projects, occupational safety, finances and personnel.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372): KwaZulu/Natal Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/46</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CENTER COORDINATOR: STAFF SUPPORT</u> Kwazulu Natal Region (2 Posts) Gauteng Region (2 Posts) Western Cape Region (3 Posts)
<u>SALARY CENTRE</u>	:	R145 920 per annum KwaZulu/Natal Region (Dundee, New Hanover) Gauteng Region (Devon, Boksburg Community Corrections) Western Cape Region (Breede River, Drakenstein Med, Drakenstein Maximum)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Analytical ability. Ability to plan/organize. Sound communication skills.
<u>DUTIES</u>	:	Personnel Management: Supervise the work undertaken by the personnel clerk and registration clerk. Act as labour relations officer for the centre. Act as information officer for the correctional centre. Responsible for the equipment used by the component. Determine duty register/leave arrangements. Allocate staff to specific duties. Financial administration, budgeting of funds and being accountable for expenditure in terms of the component. Merit assessment of staff. Act as loss control officer for the centre. Supervise utility staff.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372): KwaZulu/Natal Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/47</u>	:	<u>SENIOR CORRECTIONAL OFFICER: DH: CASE MANAGEMENT ADMINISTRATION</u> Gauteng Region Eastern Cape Region (2 Posts)
<u>SALARY CENTRE</u>	:	R145 920 per annum Gauteng Region (Pretoria C-Max) Eastern Cape Region (Kirkwood, East London Med B)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma, or Correctional Services Administration Part III and/or relevant experience. Ability to plan/organize and sound communication skills.
<u>DUTIES</u>	:	Manage admission and release of inmates. Control inmate's movement. Administrate inmate's cash. Maintain inmate's records. Administrate fine/bail payments. Administrate prison labour. Maintain safe custody by personnel. Manage inmates privileges.
<u>ENQUIRIES</u>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/48</u>	:	<u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER</u> Free State/N Cape Region (3 Posts) Kwazulu Natal Region (6 Posts) Gauteng Region Western Cape Region (2 Posts)
<u>SALARY CENTRE</u>	:	R145 920 per annum Free State/N Cape Region (Goedemoed Med A, Goedemoed Med B, Grootvlei Max) Kwazulu Natal Region (Embongweni Max, Embongweni Max Health Care, Ncome Med A x 2, Pietermaritzburg Med A, Ncome Med B)

		Gauteng Region (Zonderwater Med B) Western Cape Region (Goodwood, Brandvlei)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma, or Correctional Services Administration Part III and/or relevant experience. Must be computer literate. Knowledge of the Public Finance Management Act and Treasury Regulations.
<u>DUTIES</u>	:	Implement unit management within the unit. Ensure training of staff pertaining to unit management principles. Implement procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other roleplayers. Management of inmate development staff (PDS). Implement structured day programmes for the unit which includes the rostering of programmes in conjunction with the PDS. Implement the three meals system as part of the structured day programme. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Structured day programmes must make provision for the content of sentence plans. Compile case notes and recording on the case files. Assessment of offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of finance, personnel and logistical related matters.
<u>ENQUIRIES</u>	:	Ms Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Ms Sanders M (021 550 6059): Western Cape Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/49</u>	:	<u>SENIOR CORRECTIONAL OFFICER: UNIT MANAGER: (PAROLEES AND PROBATIONERS)</u> Kwazulu Natal Region Western Cape Region
<u>SALARY CENTRE</u>	:	R145 920 per annum Kwazulu Natal Region (Stanger Community Corrections) Western Cape Region (Breede River Community Corrections)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma, or Correctional Services Administration Part III and/or relevant experience. Dynamism and professionalism. Ability to plan/ organize and sound communication skills.
<u>DUTIES</u>	:	Manage monitoring services. Determine conditions of house arrest and supervision for inmates serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identification of community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Disciplinary action against offending staff. Manage financial administration and budgeting of funds.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/50</u>	:	<u>SENIOR CORRECTIONAL OFFICER: DH SECURITY</u> Kwazulu Natal Region (2 Posts) Gauteng Region (2 Posts)
<u>SALARY CENTRE</u>	:	R145 920 per annum Kwazulu Natal Region (Durban Med C, Waterval Med B) Gauteng Region (Krugersdorp Med, Leeuwkop Med C)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Valid driver's licence. Top secret security classification, analytical ability and sound communication skills. Ability to plan/organize.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Manage finance. Implement departmental policy. Advice management regarding security matters. Keep personnel up to date regarding security matters.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region

<u>POST 28/51</u>	:	<u>SENIOR CORRECTIONAL OFFICER: EMPLOYEE RELATIONS</u> Gauteng Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Gauteng Region (Boksburg)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma Labour Relations and /or relevant experience. Valid driver's licence. Computer literate.
<u>DUTIES</u>	:	Manage labour unrest. Manage collective bargaining. Manage grievances procedure/disciplinary system. Undertake labour relations research. Plan activities. Manage personnel and finance.
<u>ENQUIRIES</u>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<u>POST 28/52</u>	:	<u>SENIOR CORRECTIONAL OFFICER: DH: DEVELOPMENT</u> Eastern Cape Region Kwazulu/Natal Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Mthatha Medium) KwaZulu/Natal Region (Ncome Med A)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma, or Correctional Services Administration Part III or equivalent qualification in education skills. Registration with professional council and relevant management experience. Must be computer literate.
<u>DUTIES</u>	:	The incumbent will coordinate and manage the following: Formal education, skills development, arts and culture, recreation, ABET, effective medical care and hygienic standards in the management area.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
<u>POST 28/53</u>	:	<u>SENIOR CORRECTIONAL OFFICER: HEAD CORRECTIONAL CENTRE</u> Free State/N Cape Region (2 Posts) Eastern Cape Region (3 Posts)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Free State/N Cape Region (Barkly-West, Lindley) Eastern Cape Region (Umtata, Ngqeleni, Sterkspruit)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and relevant experience. Sound communication skills (Written and Verbal). Valid driver's licence.
<u>DUTIES</u>	:	Manage operational support, corrections, development and care, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implementation of policies.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/54</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CENTRE COORDINATOR: OPERATIONAL SUPPORT</u> Free State/N Cape Region Kwazulu Natal Region Eastern Cape Region (3 Posts) Western Cape Region (2 Posts)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Free State/Northern Region (Kuruman) Kwazulu Natal Region (Eshowe) Eastern Cape Region (Sada, East London (Cradock), Grahamstown) Western Cape Region (Ladismith, Uniondale)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Counsel agitated/suicidal prisoners. Fire fighting, first aid skills. Manage training. Sound knowledge of medical, social work, education, psychological and religious activities in the correctional centre environment. Sound interpersonal and negotiations skills. Strategic planning ability.

<u>DUTIES</u>	:	Manage security. Manage development services and care assistance to inmates furthering their studies. Manage care services. Manage the assessment of offenders by social workers. Manage health services. Supervise routine examination of offenders, patients and treat minor ailments to scope routine examination. Personnel, logistical and financial administration.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/55</u>	:	<u>SENIOR CORRECTIONAL OFFICER: MESS (CATERER)</u> Free State/N Cape Region Gauteng Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Free State/N Cape Region (Groenpunt) Gauteng Region (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma, or Correctional Services Part III and relevant experience. Valid driver's licence. Dynamism and professionalism. Ability to plan/organize. Sound communication skills. Trained as a caterer. Supervisory experience.
<u>DUTIES</u>	:	Control catering activities at the mess kitchen. Set strategic objectives and standards. Control training and development of inmates as cooks. Manage administrative duties. Advice management on nutritional matters.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<u>POST 28/56</u>	:	<u>SENIOR STATE ACCOUNTANT: DH FINANCE</u> Gauteng Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Gauteng Region (Zonderwater)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized degree or diploma in Accounting or Financial Management, with relevant experience. Sound communication skills. Must be computer literate. Able to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Project management and presentation skills. Proven experience in a BAS environment. Valid driver's licence.
<u>DUTIES</u>	:	Plan and execute management accounting inspections. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Compile, coordinate and distribute MTEF allocation. Load and balance budget on BAS. In-year-monitoring and overall expenditure control.
<u>ENQUIRIES</u>	:	Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<u>POST 28/57</u>	:	<u>SENIOR CORRECTIONAL OFFICER: DH: HUMAN RESOURCE MANAGEMENT</u> Free State/N Cape Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Free State/N Cape Region (Virginia)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Human Resource Management or Correctional Services Administration Part III, and/or relevant experience. Knowledge of Human Resource and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure and code and relevant legislation. Knowledge of the PFMA. Must be computer literate.
<u>DUTIES</u>	:	Manage the implementation of human resource policies. Co-ordinate staff privileges, leave, merit awards/bonuses and pension schemes. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation. Manage personnel investigation. Report irregularities. Rendering of advice. Manage housing subsidies. Receiving of application for housing. Capturing of approved subsidies on Persal. Manage transfers. Evaluation of applications for transfers. Budget transfer costs at state expense. Manage remuneration control.

<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region
<u>POST 28/58</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CENTRE COORDINATOR: CORRECTIONS</u> Free State/N Cape Region Kwazulu Natal Region Western Cape Region (2 Posts)
<u>SALARY CENTRE</u>	:	R145 920 per annum Free State/N Cape Region (Kroonstad) Kwazulu Natal Region (Umzinto) Western Cape Region (Buffeljagsriver, Breede River)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Administration Part III with experience of offender administration. Valid driver's licence. Analytical ability, sound communication, ability to plan and organizing skills.
<u>DUTIES</u>	:	Manage case management administration. Manage unit and correctional centre. Manage centre admission regarding the admission and release of inmates. Control over the movement of offenders and detainees in the correctional centre. Effective utilization of available inmate accommodation. Manage correctional programmes. Manage personnel, logistics, finance manage and administration.
<u>ENQUIRIES</u>	:	Ms Mholo J (051 404 0268/051 4040270): Free State/Northern Cape Region Ms Nel A J (033 355 7372) : KwaZulu/Natal Region Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/59</u>	:	<u>SENIOR STATE ACCOUNTANT: ACTIVITY CONTROL</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum National Head Office (Pretoria) Grade 12 and recognized three year diploma/degree with Accounting and Management Accounting as a major subject. Proven financial and management experience. Good knowledge of Public Financial Management Act, Treasury Regulation, and the Basic Accounting System. Good interpersonal relations. Sound communication skills. Professional person with integrity and ability to perform under pressure. Must be computer literate (Knowledge of BAS will be added advantage)
<u>DUTIES</u>	:	Responsible for control over expenditure items. Responsible for control, internal charge concept. Responsible for control over revenue items. Responsible for the checking of allocation expenditure against allocated budget. Manage office. Execute responsible of official as stipulate in Section 45 of the Public Finance Management Act (PFMA).
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/60</u>	:	<u>SENIOR STATE ACCOUNTANT: MISCELLANEOUS PAYMENT</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum National Head Office (Pretoria) Grade 12 and recognized three year diploma/degree with Accounting and Management Accounting as a major subject. Proven financial and management experience. Knowledge of Public Financial Management Act, Treasury Regulation, and the Basic Accounting System. Good interpersonal relations. Sound communication skills. Professional person with integrity and ability to perform under pressure. Must be computer literate (Knowledge of BAS will be added advantage)
<u>DUTIES</u>	:	Supervise and control the miscellaneous payment section. Provide training to subordinates. Check and authorize payment for Telkom. Manage the telephone exception account. Clearing of account on monthly basis. Manage office. Execute the responsibilities of official as stipulate in Section 45 of the Public Finance Management Act (PFMA).
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office

<u>POST 28/61</u>	:	<u>SENIOR CORRECTIONAL OFFICER: RECRUITMENT</u> Directorate: Hr Admin and Utilization
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Administration Part III Relevant experience in recruitment administration. Valid drivers' licence. Must be computer literate. Knowledge of PERSAL. Sound communication skills as well as interpersonal relationship
<u>DUTIES</u>	:	Compile National Advertisements and strategies in respect of positions. Develop policy for on appointments, re-appointments and interdepartmental transfer. Provide seminars and training. Manage data base and appointments of temporary employees. Issue of regret letters for all unsuccessful entry level candidates. Budget functions for the payments of expenses. Manage PERSAL Functions relating to appointments. Administer recruitment processes.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/62</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CORRECTIONAL ADMINISTRATION</u> Kwazulu Natal Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Kwazulu Natal Region (Regional Commissioner)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Administration Part III. Relevant administration and supervisory experience. Valid driver's licence. Must be computer literate. Thorough knowledge of the Public Finance Management Act and Treasury Regulations. Planning, organizing and sound communication skills. Able to operate general office equipment. Analytical thinker, conflict management, listening, administrative and report writing skills.
<u>DUTIES</u>	:	Execute general administrative functions. Handle correspondence, arrange internal and external meetings by sending out notices & drafting of agenda for meetings. Arrange meetings with stakeholders upon request. Administrative assistance to the Regional Commissioner by scheduling appointments, maintaining a proper filing system & organizing travel arrangements for management. General administration, i.e. logistics, transport and leave management of the project team.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
<u>POST 28/63</u>	:	<u>SPAO: LOGISTICS</u> Western Cape Region (2 Posts) Kwazulu Natal Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Western Cape Region (Brandvlei, Goodwood) Kwazulu Natal Region (Qalakabusha)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized degree or diploma in Supply Chain Management with relevant experience. Successfully attended PAS training and BAS training. Computer literate and advanced MS Office. Valid driver's licence.
<u>DUTIES</u>	:	Implement logistical policies/procedures in the management area. Manage stock, Logis/PAS system, and assets. Undertake logistical inspection/investigations. Manage logistical infrastructure. Manage and consolidate returns.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
<u>POST 28/64</u>	:	<u>SPAO: GENERAL STOCK PROCUREMENT</u> Western Cape Region Gauteng Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Western Cape Region (Regional Commissioner) Gauteng Region (Regional Office)

<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with relevant experience in procurement. Knowledge of BAS/LOGIS systems. Knowledge of procurement legislation and prescripts. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Manage general period contracts. Provide guidance and support to personnel in the Region on procurement policies and procedures. Training of procurement personnel in the Region. Ensure the updating and maintenance of a database of possible suppliers in the Region. Promotion of HDI's and SMME's in the Region. Inspect the Region. Sound communication skills.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region Ms Botha J: (012 420 0179)/Mr Masango SS (012 420 0179): Gauteng Region
<u>POST 28/64</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (2 POSTS)</u> Western Cape Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Western Cape Region (Goodwood, Voorberg)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Able to plan and organize events properly. Knowledge of Public Finance Management Act, Treasury Regulations and BAS. Knowledge of Project Management. Presentation skills. Proven experience in a BAS environment.
<u>DUTIES</u>	:	Implement financial accounting policy in the region in accordance with current procedures. Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. HR Management. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Management of Debts and Control accounts.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/66</u>	:	<u>SPAO: TENDER ADMINISTRATION</u> Western Cape Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Western Cape Region (Regional Commissioner)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Admin Part III and Valid driver's licence. Good communication skills. Must be computer literate. Sound knowledge of the PAS-system and experience of logistical and IT systems in the Department. Sound knowledge of the tender administration.
<u>DUTIES</u>	:	Commission the studies into possible bulk purchasing to address the requirements of the management area. Check tenders correctness. Act as chairperson of tender committees. Appointment of tender committees. Approval of priced quotations in accordance with delegated powers, price increases and as chairman of the sub-tender committee of tenders within delegated powers. Referral of alleged corruption with tenders to the Regional Commissioner / Inspectorate / Commissioner.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/67</u>	:	<u>COORDNIATOR: INFORMATION TECHNOLOGY</u> Eastern Cape Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Regional Commissioner)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and/or relevant experience. Analytical ability. Good communication skills and ability to plan/organize.
<u>DUTIES</u>	:	Monitor performance of network connections. Perform software and hardware rollout projects. Provide first line help desk and desk top support. Install and upgrades of software and hardware products. Configuration and setting up of computing and network equipment. Provide technical advice and support to IT users. Perform and restore backups on sites. Enforce and monitor strict adherence to ICT Policies.

<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/68</u>	:	<u>SENIOR CORRECTIONAL OFFICER: ADMINISTRATION ASSISTANT: SECURITY</u> Kwazulu Natal Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Kwazulu Natal Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma and or Correctional Service Administration Part III and / or relevant experience. Clerical and administration experience as well as planning and organizing skills. Experience of security work at correctional centres. Must be computer literate. Valid driver's licence.
<u>DUTIES</u>	:	Undertake correspondence with regards to the distribution,, receiving, control and return dates of all correspondence. Technical presentation, proof reading and final preparation of documents. Arrange meetings, venues, equipment, preparing agenda, taking minutes, distributing finalized minute, diarizing decisions taken and follow up of sections / specific subsections in the region. Administrating primary measurements for security as well as the gathering and maintain objective matrixes per correction centre. Gather ad hoc management information.
<u>ENQUIRIES</u>	:	Ms Nel A J (033 355 7372) : KwaZulu/Natal Region
<u>POST 28/69</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL DIRECTIVES AND POLICIES</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma with Accounting and / or Management Accounting as a major subject. Sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Basic Accounting System. Ability to work independently and as part of a team. Sound communication skills. (verbal and written) and interpersonal relations. Must be professional with integrity. Ability to work under pressure and handle confidential matters. Must be computer literate.
<u>DUTIES</u>	:	Maintain delegations regarding the Public Financial Management Act (PRMA) and Treasury Regulations. Maintain the financial accounting procedure manual. Manage the Financial Circular administration procedure and the Directive's notice administration procedures, function as Activity Controller for the Directive. Assist with the management of the payroll for the Directorate: Financial Accounting. Manage the office.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/70</u>	:	<u>SENIOR STATE ACCOUNTANT: PROGRAMME CONTROLLER: CORRECTIONS</u> Directorate: Management Accounting
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Accounting Management field preferably with Cost and Management Accounting and relevant experience in budgeting / or minimum 4 years experience. Must be computer literate (Word, Excel and PowerPoint). Valid driver's licence. Knowledge of the Public Finance Management Act, Treasury Regulations, METF, government budgeting process and other government financial policies and procedures. Knowledge of BAS, PERSAL and LOGIS. Strong leadership qualities. Initiative and drive. Sound communication skills. (verbal and written). The successful candidate must be able to work abnormal overtime.
<u>DUTIES</u>	:	Analyze and control budget, expenditure and advice management on the best decision to take in line with the achievement of the departmental strategic objectives. Ensure economical, effective and efficient utilization of budget allocated to the department. Mange master copy of the relevant programmes budget and ensure timely distribution, capturing and maintenance in the financial system. Ensure alignment of departmental strategic and operational plans with

the budget. Provide weekly and monthly actual and projected state of expenditure for the relevant programme. Monitor and ensure the correct allocation of expenditure against the departmental allocated budget. Advise on the re-prioritizing of funding on detecting planning deviations and report areas of risk to the relevant programme manager. Reporting relevant and critical financial management information to management and external stakeholders. Ensure compliance with the PFMA, Treasury Regulations, departmental and treasury guidelines for the compilation and submission of the Medium Term Expenditure Framework (METF), estimates of national expenditure, Cash flow projections, adjustment estimate budget submissions and final appropriation statement. Compilation of policies and procedures on budget control and ensure that they are correctly implemented. Ensure effective utilization and control of resources allocated to the sub-directorate: Budget Control.

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

POST 28/71 : **SENIOR STATE ACCOUNTANT: FINANCIAL SUPPORT**
Branch: Operations and Management Support

SALARY : R145 920 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Grade 12 and recognized three year degree/diploma in Accounting Management with relevant management experience in Government Financial Systems. Sound communication and presentation skills. Valid driver's licence. Must be computer literate. Ability to plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Knowledge of project management. Proven experience in B AS environment.

DUTIES : Ensure effective, efficient, transparent and economical utilization of resources by means of budgetary control and implementing departmental procurement processes. Ensure the correctness of financial administration and accounting processes for the branch of the CDC Operations and Management Support. Financial management support. Budget and expenditure management. Report on financial management matters. Supervise financial procedures in the office of the CDC: Operations and Management Support. Process the CDC: OMS claims and advances. Oversee all procurement, process and manage documentations.

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

POST 28/72 : **CORRECTIONAL OFFICER: SALARIES AND QUALIFICATIONS**
Directorate: Hr Administration and Utilization

SALARY : R117 501 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and traceable experience in remuneration of office administration and policy implementation. Must be computer literate. Must know how to use PERSAL. Knowledge of Remuneration policies, Public Service Regulations/ Act, Labour Relations Act, BCA ABD SAQA. Good interpersonal and sound communication skills.

DUTIES : Ensure the correctness of salaries of new appointees. Coordinate the structuring and implementation of the MMS and SMS packages. Monitor the correct implementation of the CORE. Ensure correct rewarding for previous experience. Ensure the correct recognition for qualifications. Ensure compliance with the implementation of remuneration policies. Render service to clients (employees by handling enquires / investigations and rectifications. Ensure good and effective communication between Head Office and practice. Liaise with external institutions. Supervise personnel.

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

POST 28/73 : **CORRECTIONAL OFFICER: TRANSPORT (2 POSTS)**
Eastern Cape Region

SALARY : R117 501 per annum
CENTRE : Eastern Cape Region (Umtata X2)

<u>REQUIREMENTS</u>	:	Grade 12 with relevant experience. Ability to plan/organize. Sound communication and negotiation skills. Ability to solve problems.
<u>DUTIES</u>	:	Implement transport policy in the management area. Undertake/Manage transport. Plan activities. Manage transport infrastructure and finance.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/74</u>	:	<u>CORRECTIONAL OFFICER: PERSAL CONTROLLER (2 POSTS)</u> Eastern Cape Region
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Mount Fletcher, Middledrift)
<u>REQUIREMENTS</u>	:	Grade 12 with relevant experience in Human Resource/PERSAL environment. PERSAL training and valid driver's licence will be essential. Analytical ability, environmental exposure, presentation, negotiation, evaluation and planning skills. Must be computer literate.
<u>DUTIES</u>	:	Manage PERSAL in their respective components. Ensure that all PERSAL users and supervisors in the management area are properly trained and ensure continuous training as and when enhancements are effected. Registration of supervisors and users and allocation of specific functions in relation to their jobs and levels. Monitor interaction between the users and supervisor. Authorize suspense file transactions and verify with source documents. Evaluation and recommendations to the PERSAL controller and monitor changes to the system in line with the SCC system. Maintenance of post establishment on PERSAL (including aspects such as employment out of adjustment). Human resource utilization (promotions, movements, transfers, relocations, translation in rank, demotion and service termination). Service benefits e.g. salary payment, allowance, medical assistance, remunerated overtime, rewards for performance, housing assistance and bursaries. The planning of activities and the management of personnel and finance.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/75</u>	:	<u>CORRECTIONAL OFFICER: CENTRE COORDINATOR OPERATIONAL SUPPORT</u> Eastern Cape Region
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Mthatha)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma or Correctional Services Administration Part III and/or relevant experience. Firearm, use of two-way radios, interpersonal skills in dealing with requests by offering assistance with troublesome offenders and counselling agitated/suicidal offenders. Manage training. Knowledge of first aid and fire fighting. Sound knowledge of medical, social work, education, psychological and religious activities in correctional centre process. Strategic planning ability.
<u>DUTIES</u>	:	Execute control regarding the functions which include safe custody, physical care, treatment and community integration of offenders. Execute control regarding the establishment and rendering of security. Advise the head correctional centre regarding policy directives. Manage safe custody (internal and external security). Manage development and care, asset maintenance and health care services.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/76</u>	:	<u>CORRECTIONAL OFFICER: TAX CONTROL</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and recognized three year degree/diploma in Accounting/ Financial Management or with Mathematics / Accounting and two (2) years relevant experience finance experience. Must be computer literate. Knowledge of Public Finance Management Act (PMFA) and Treasury Regulations. Ability to work independently and as part of the team. Sound communication (verbal and

		written) skills. Knowledge of financial accounting processes and procedures. Ability to work under pressure independently and handle confidential matters.
<u>DUTIES</u>	:	Control the completion of tax on termination of service cases. Issue and distribute employee's duplicate tax certificates. Handle and answer tax and related enquiries. BAS and PERSAL inputs.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/77</u>	:	<u>CORRECTIONAL OFFICER: CLERK AFTER CARE</u> Western Cape Region
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Western Cape Region (Regional Office)
<u>REQUIREMENTS</u>	:	Grade 12 with extensive experience in administrative work. Sound communication skills. Must be computer literate.
<u>DUTIES</u>	:	Ensure that the correspondence, which has been prepared for the signature of the Head Corrections, Regional Coordinator Social Reintegration are in line with the policy and other statutory obligations and of high standard. Ensure that the memorandums are communicated to the relevant offices in time. Attend to inquiries/ information needed from Head Office and respond in due time under the signature of the Regional Coordinator Social Reintegration. Liaise with external organizations. Handling representation from community. Taking down minutes.
<u>ENQUIRIES</u>	:	Ms Sanders M (021 550 6059): Western Cape Region
<u>POST 28/78</u>	:	<u>CORRECTIONAL OFFICER: GARNISHEE CLERK</u> Directorate: Persal Management
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 with relevant administrative experience. Presentation, interpersonal, problem solving, negotiation and sound communication skills. Must be computer literate. Ability to work on the PERSAL system.
<u>DUTIES</u>	:	Capturing of garnishee orders. Filing of captured documents. Communicating with stakeholders. Handling enquiries and any other task as assigned by the Director PERSAL or his/her delegate.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr. Chauke M H (012 307 2643): National Head Office
<u>POST 28/79</u>	:	<u>CORRECTIONAL OFFICER: FINANCIAL DIRECTIVES AND POLICIES</u> Directorate: Financial Systems
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and minimum of one year experience in Financial Accounting. Must be computer literate. Knowledge of BAS will be advantage. Ability to work independently and in a team. Sound communication skills (verbal and written). Knowledge of financial accounting processes and procedures. Ability to work under pressure and handle confidential matters.
<u>DUTIES</u>	:	Responsible for updating, maintain and distribution of financial documents in terms of the delegations. Responsible for financial circulars / notices. Responsible for evaluation, updating, maintenance and distribution of Financial Administrative Procedure (FAP) manuals. Compile memorandums, distribution and filing in line with the relevant Acts and Regulations. Responsible for filing and distribution of policies and orders.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/80</u>	:	<u>CORRECTIONAL OFFICER: FINANCIAL DIRECTIVES AND POLICIES</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and minimum of one year experience in Financial Accounting. Must be computer literate. Knowledge of BAS will be advantage. Ability to work

		independently and in a team. Sound communication skills (verbal and written). Knowledge of financial accounting processes and procedures. Ability to work under pressure and handle confidential matters.
<u>DUTIES</u>	:	Handle all aspect with regard to control and clearing of PMG accounts. Assist with the monthly submission of Bank Reconciliation, Compliance Certificate and Fund Requisition. Control over BAS inputs document. Handling of Telephone queries, faxes and letters. The incumbent will liaise with the following bodies/section in the execution of his/her tasks: Regional Offices, Office of the Auditor-General and National Treasury. Execute the responsibilities of official as stipulated in Section 45 Public Financial Management Act.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/81</u>	:	<u>CORRECTIONAL OFFICER GRADE II: BOOKKEEPING</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 and minimum of one year experience in Financial Accounting. Must be computer literate. Knowledge of BAS will be advantage. Ability to work independently and in a team. Sound communication skills (verbal and written). Knowledge of financial accounting processes and procedures. Ability to work under pressure and handle confidential matters.
<u>DUTIES</u>	:	Handle all aspect with regard to control and clearing of PMG accounts. Assist with the monthly submission of Bank Reconciliation, Compliance Certificate and Fund Requisition. Control over BAS inputs document. Handling of Telephone queries, faxes and letters. The incumbent will liaise with the following bodies/section in the execution of his/her tasks: Regional Offices, Office of the Auditor-General and National Treasury. Execute the responsibilities of official as stipulated in Section 45 Public Financial Management Act.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540) / Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/82</u>	:	<u>CORRECTIONAL OFFICER GRADE II: SECRETARY</u> Directorate: Core Curriculum Directorate: Sports and Recreation Directorate: Procurement Directorate: Pre-Release Resettlement Directorate: Financial Accounting Directorate: HIV/Aids Directorate: Formal Education
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	National Head Office (7 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience as a secretary. Sound communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime. Must have telephone etiquette.
<u>DUTIES</u>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain the diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Director.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/83</u>	:	<u>CORRECTIONAL OFFICER GRADE II: FACILITATOR</u> Zonderwater Training College
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	Grade 12 and recognized three years degree / diploma. Knowledge of training and development. Must be computer literate.
<u>DUTIES</u>	:	Facilitate training. Coordinate training schedule. Liaise with internal and external Service Providers.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr Chauke M H (012 307 2643): National Head Office
<u>POST 28/84</u>	:	<u>CORRECTIONAL OFFICER GRADE II: SECRETARY (2 POSTS)</u> Eastern Cape Region
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Area Manager Mthatha, St Albans)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience as a secretary. Sound communication and inter-personal skills. Must be computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime. Must have telephone etiquette.
<u>DUTIES</u>	:	Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain the diary and manage appointments. Record and issue minutes. Arrange meetings, conferences and workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Area Manager.
<u>ENQUIRIES</u>	:	Mr Mwehle Z P (043 706 7872)/Ms Xhego N B (043 706 7834): Eastern Cape Region
<u>POST 28/85</u>	:	<u>CORRECTIONAL OFFICER: SERVICE TERMINATION</u> Directorate: Retention and Service Termination
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	National Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 with extensive experience in administrative work. Sound communication skills. Must be computer literate.
<u>DUTIES</u>	:	Checking of Service of Terminations documents to ensure validity. Request pension benefits by preparing withdrawal from fund form and ensure that all relevant documents attached. Personal submission of termination documents to National Treasury. Serve as client Manager at National Treasury to deal with all DCS Pension related matters. Handle inter-departmental transfers to ensure correct pensionable services. Re-instatement pensionable service in compliance with the outcome of the appeal/court order. Handle all applications for buy-back service. Provide advise to members/ex-member's dependants regarding GEPP benefits entitled to. Provide guidance to members/ex-members/their dependants on completion of documents. Interpret and explain policies and procedures to enhance quality. Attend general enquiries/queries i.e telephonic, personal visits and correspondence. Capture termination on computer. Ensure correct filing of documents. Proper record keeping. Organize office stationery. Ad hoc.
<u>ENQUIRIES</u>	:	Ms Malotane M J (012 307 2540)/Mr. Chauke M H (012 307 2643): National Head Office

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

APPLICATIONS : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001

CLOSING DATE : 25 July 2008

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 POST

POST 28/86 : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT; SELECTION AND APPOINTMENT: REF (AP87/2008)**

SALARY : R145 920 per annum (Total package of R 209 150 per annum conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year degree or equivalent qualification in Human Resources Management plus relevant experience in recruitment and selection field. Knowledge of the recruitment and selection process, knowledge of and the ability to interpret Human Resource Management directives and guidelines specifically recruitment and selection; knowledge and skills regarding processes of policy research, analysis and development; ability to interpret and apply policies through analytical and innovative thinking. Extensive experience in the use of Persal System. In addition to the above, the successful candidate must have good communication skills (verbal and written), good organising and planning skills, creative and he/she must be computer literate and be able to work under pressure.

DUTIES : The successful applicant will be responsible for the following aspects: Support effective Recruitment, Selection and Appointments of competent human resources in the Department through policy development and the implementation of such policy in the Recruitment, Selection and Appointment process. Approves PERSAL transactions in relation to recruitment; Attend short list and interview meetings and advice managers on recruitment and selection processes. Conduct reference checks and other verifications on applications. Develop, refine and maintain databases and reports on Recruitment, Selection and appointments. Support and implement the Departmental retention strategy and policy. Render a high level of service delivery to line management.

ENQUIRIES : Ms O Legodi (012) 310-3024

FOR ATTENTION : Mr V Blose

POST 28/87 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT, SELECTION AND APPOINTMENTS (AP85/2008).**

SALARY : R 117 501 per annum (Total package of R174 668 p.a)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate qualification plus relevant experience in Human Resources Management, with specific reference to recruitment and selection; a relevant three year tertiary qualification in Human Resource Management will serve as an added advantage; Good interpersonal skills; Good writing skills; Customer oriented; ability to interpret and apply policies related to Human Resources management, computer literate and knowledge of the PERSAL system.

DUTIES : The successful candidate will be required to perform the following functions: Assist with the recruitment, selection and appointments of competent human resources in the department. Capture applications of employment for submission to Line Managers; Process PERSAL transactions in relation to recruitment;

Attend short list and interview meetings and advise managers on recruitment and selection processes, conduct reference checks and other verifications on applications, assist the team with the provision of relevant statistics and reports; Provide administration and logistical assistant for new employees and implementation of the Departmental retention policy. Render a high level of service delivery to line Management.

**ENQUIRIES
FOR ATTENTION**

: Ms A Mnisi Tel: (012) 310 3908
: Mr V Blose

POST 28/88

: **SENIOR ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT:
TRANSPORT SECTION (AP 531/2008)**

**SALARY
CENTRE
REQUIREMENTS**

: R94 326 per annum (Total package of R146 549)
: Pretoria
: Grade 12 or equivalent qualification plus appropriate experience in transport services. Skills: Good organisational and planning skills. Good communication and interpersonal relations. Computer literacy (MS Word, MS Excel), typing, and good administrative background.

DUTIES

: Capturing of invoiced amounts on computer, compilation and reconciliation of payments, filing of payment documents, communication with service providers, making/receiving of telephone calls, communicate with the internal and external clients in response to their enquiries on outstanding payments or incorrect invoicing. Assist with the recording and faxing of transport requests as well as issuing of vehicles and file documents. Fax proof of payment to the service providers and confirm receipts thereof.

**ENQUIRIES
FOR ATTENTION**

: Ms Liza Pretorius, tel. 012-310-3832
: Mr T Shilenge

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

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 25 July 2008

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

OTHER POST

POST 28/94 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK**
 Directorate: Supply Chain Management and Auxiliary Services

SALARY : All inclusive salary package: R146 548 per annum, Commencing salary: R94 326 per annum

CENTRE : Pretoria

REQUIREMENTS : A diploma in Public Management/Administration/Logistics Management/ Public Finance and Accounting or Purchasing Management. Sound knowledge and experience in Supply Chain policies, PFMA, Preferential Procurement Regulations, Treasury regulations and Contract Administration. The ability to work under pressure and willingness to work irregular hours. Be able to work independently and have innovative thinking. Excellent computer skills (MS Word and Excel). Flexibility and willingness to adjust to changes in the work environment. Client service orientated.

DUTIES : Opening and Closing of bids. Advice clients with respect to task directives/specifications. Compiling of bid documents and adverts. Attend all bid evaluation meetings and provide advice to clients with respect to procedures. Administration and management of contracts. Filing of all information relating to bids/contracts. Maintenance of the database. Attending to Enquiries

ENQUIRIES : Mr G Storey, Tel. No. (012) 314 2464

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

APPLICATIONS : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

OTHER POSTS

POST 28/90 : **DEPUTY DIRECTOR: HOSPITAL FINANCIAL MANAGEMENT (REF NDOH 116/2008)**
Cluster: Hospital Services: Directorate: Hospital Management

SALARY : An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.

CENTRE REQUIREMENTS : Pretoria
A relevant three-year degree in Financial Management or Management Sciences or equivalent qualification. Extensive experience in budgeting and financial management in health services. Experience and skills in dealing with conditional grants, governments procurement procedures, compliance issues and excellent people management. Experience in dealing with government officials at high level. Excellent written and verbal communication skills. Computer literacy (MS Word, Excel and PowerPoint). A valid code 08 (Code B) driver's licence.

DUTIES : *Manage and monitor the effective financial administration and coordination of Donor Funding within the Directorate and/or Cluster *Manage the Health Professionals Training and Development Grant *Monitor and evaluate monthly and quarterly financial activity reports from provinces/hospitals on business plans, in support of the management of conditional grants *Support the development and implementation of efficient and effective patient administration and billing systems *Facilitate and assist in aligning of the guidelines on governance pertaining to hospital board members in provinces *Constantly liaise with the National and Provincial Managers to support initiatives targeted at improving hospital efficiency *Strengthen the development of Cost Centre Accounting in hospitals *Participate in departmental and provincial task teams and/or steering committees *Ensure that hospitals related activities are monitored, recorded and/or analysed to facilitate the identification and planning for current and future needs.

ENQUIRIES : Dr AT Lekalakala at Tel (012) 312 0929/0930.

CLOSING DATE : 04 August 2008

<u>POST 28/91</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION (REF NO NDOH 112/2008)</u> Cluster: Financial Planning and Health Economics. Directorate: Public Private Partnership
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*A Bachelor's degree or equivalent qualification *At least two (2) years experience working with monitoring and evaluation tools as well as a good understanding of health policy *Understanding of the challenges facing the public and private health care market *Understanding of the role of Public Private Partnerships (PPP) in the financing and provision of equitable health care *Good grasp of the role of PPP's for advancing Black Economic Empowerment *Managerial experience *Must be willing to travel and work irregular hours *Good interpersonal relations *Good communication skills (written and verbal) *Good organisational and planning skills *Computer literacy *Valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Collect and collate data on all PPP's in the health care sector in terms of Strengths, Weaknesses, Opportunities and Threats (SWOT) *Assist in developing a monitoring and evaluation system for PPP's *Participate in the feasibility studies, which include amongst other things, needs analysis and option analysis for PPP's *Assist in the broad PPP monitoring and research development for both the national and provincial department *Ensure co-ordination of PPP's Monitoring and Evaluation System between the National and Provincial department and amongst the provinces *Liaise and interact with the National Treasury and provincial health departments on all matters relating to the inception, monitoring and evaluation of existing and new PPP's.
<u>ENQUIRIES</u>	:	Mr M Nkosi at Tel (012) 312-0751.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/92</u>	:	<u>PRINCIPAL FORENSIC ANALYST (REF NDOH 117/2008)</u> Cluster: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Cape Town.
<u>REQUIREMENTS</u>	:	BSc. In chemistry or equivalent qualification, with chemistry as a major subject. Extensive experience in Gas Chromatography (GC), Mass spectrometry (MS) and High performance liquid chromatography (HPLC), with proven experience in an analytical laboratory, demonstrating skills in the field of toxicology. Knowledge of the Criminal Procedure Act, Inquest Act, Road Traffic Act, foodstuffs, cosmetics and Disinfectants Act and the Occupational Health and Safety Act. Basic knowledge of judicial systems and court procedures. Knowledge of ISO 17025. LIMS experience. Ability to work independently and to solve forensic scientific problems. Experience in LC MS and ICP will be a recommendation. Experience in rudimentary general management and administration procedures. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Applied analysis of biological tissues (human viscera) and body fluid samples for toxic substances, including alcohol analysis, and of foodstuff and cosmetic samples in terms of Foodstuffs, Cosmetics and Disinfectant Act using certain processes and methods including; gas chromatography using various detectors, high performance liquid chromatography, mass spectrometry, etc. *Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula *Record sample information complete and review analysis, statistical analysis, reviewing of reports, certificates and affidavits *Rotation between sections should be required *Give evidence in courts of law *Attend lectures, seminars and short courses and visit academic libraries *Assist in construction of standard operating procedures *Assist in preparing the laboratory for accreditation *Operation, maintenance and record keeping of all information and data associated with instrumentation *Method development and validation of methods *Creating working instructions *Mini-project management e.g. method developing, preventative maintenance plans, etc. *Assist with training and skills development.
<u>ENQUIRIES</u>	:	Ms AM Schillack at Tel (021) 442 8940.
<u>CLOSING DATE</u>	:	4 August 2008

<u>POST 28/93</u>	:	<u>ASSISTANT DIRECTOR: CARE AND SUPPORT (REF NO NDOH 115/2008)</u> Cluster: HIV and AIDS, STI and TB: Care and Support
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree or equivalent qualification in health or social sciences. Knowledge and experience in the field of HIV and AIDS. Appropriate skills in HIV and AIDS care and support. Experience in project and financial management. Appropriate training experience. Knowledge of and experience in community development. Good communication skills (written and verbal). Computer literacy. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Co-ordinate and oversee the geographic expansion of home community based care as required by the NSP 2007-2011 *Align home community based care (HCBC) with community health worker and the Expanded Public Works Programme *Provide support and guidance on care and support training both nationally and provincially *Fast track the accreditation of home community based care training service providers *Align the care and support training packages to existing unit standards *Develop and maintain database of all trained caregivers *Provide technical support to provinces in the implementation, monitoring and evaluation of care and support programmes *Assist in reviewing HIV and AIDS conditional grants.
<u>ENQUIRIES</u>	:	Ms MM Phokojoe at Tel (012) 312 0060.
<u>CLOSING DATE</u>	:	4 August 2008
<u>POST 28/94</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF NO NDOH 114/2008)</u> Cluster: Sector Labour Relations and Planning: Directorate: Sector Labour Relations (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R145 920 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three-year degree/national diploma or equivalent qualification. At least three years experience in government administration with extensive exposure in financial management. Knowledge of legislative framework regarding finance in the public service e.g. Public Finance Management Act (PFMA), Treasury Regulations, Treasury Notes, Financial Delegations, etc. Knowledge of and experience in financial planning, reporting and budgeting processes. Knowledge of the collective bargaining environment. Basic knowledge of the labour relations legislative framework, e.g. the Constitution of RSA, Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, etc. Supervisory skills. Good computer skills (MS Word, Excel and PowerPoint). Good Interpersonal and communications skills (written and verbal). A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Advise the Director concerning financial processes *Prepare financial plans, reports and budgets in compliance with applicable policies and regulations *Monitor expenditure and expenditure patterns against set objectives *Assist in preparation of operational and strategic plans of the Directorate *Prepare submissions to the Chief Director, Deputy Director-General and Director-General *Manage the administration of the office of the Director *Supervise junior colleagues in the unit *Provide guidance on diverse administrative issues to technical and administrative staff *Prepare quarterly reports on the performance of the Directorate against operational and strategic plans *Attend to any other administrative duties as may be instructed by the Director from time to time.
<u>ENQUIRIES</u>	:	Mr GM Maubane at Tel (012) 312 0055/0024.
<u>CLOSING DATE</u>	:	4 August 2008
<u>POST 28/95</u>	:	<u>ADMINISTRATIVE OFFICER (REF NO NDOH 118/2008)</u> Cluster: Office of the Standards Compliance: Directorate: Radiation Control (This is a re-advertisement, candidates who previously applied for this post "Ref.36990/1" must re- apply if they are still interested).
<u>SALARY</u>	:	R117 501 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Cape Town.

<u>REQUIREMENTS</u>	:	Three-year Bachelor's degree or equivalent qualification. Computer literacy (e.g. MS Word, Excel, Database and other applications). Good communication skills (written and verbal). Good planning and organisational skills. Knowledge and experience of financial management, LOGIS, provisioning administration and systems controller. Experience in general office administration. Supervisory experience. The ability to handle multiple tasks at a time and to perform under pressure. The understanding of the departmental policy and procedures will be an added advantage. A valid code 08 driver's licence.
<u>DUTIES</u>	:	*Assist in finance, human resources and administrative functions *Writing of minutes and other correspondence *Arrangement of meetings, workshops and seminars *Arrange for subsistence and travel allowances for the unit *Assist in the budgeting process Assist with any other administrative duty as may be required *Ensure the smooth running of the Radiation Control Directorate *Management of the filing system.
<u>ENQUIRIES</u>	:	Mr JHI Olivier Tel (021) 948 6162.
<u>CLOSING DATE</u>	:	11 August 2008
<u>POST 28/96</u>	:	<u>LOGISTICS CLERK GRADE II (REF NO NDOH 113/2008)</u> (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)
<u>SALARY</u>	:	R54 879 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Cluster: Chief Financial Officer. Directorate: Supply Chain Management. Pretoria.
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *Appropriate experience in terms of logistics management *Basic knowledge and experience in LOGIS, BAS, Procurement, PPPFA, PFMA and Treasury Regulations *Knowledge of Supply Chain Management procedures *At least one year relevant experience in logistics management orders or database sourcing of quotations *Computer literate *Good communication skills (written and verbal) *Good interpersonal relations *Good problem solving skills.
<u>DUTIES</u>	:	*Compile procurement advices manually and on LOGIS *Verify suppliers information including banking details *Verify company registration number and VAT registration *Link supplier details to a specific ICN *Create and amend suppliers details on the system *Ensure that the correct base allocation codes are captured *Sorting of SR and PA documents *Daily follow up of supplier details *Attend to inquiries *Filling of order documents in the 0-9 file *Assist in stocktaking *Capture suppliers in the database *Request for quotations *Source quotations according to PPPFA requirements *Communicate to suppliers in respect to sourcing information *Print orders.
<u>ENQUIRIES</u>	:	Mr E Bologo at Tel (012) 312 -3231
<u>CLOSING DATE</u>	:	28 July 2008

DEPARTMENT OF HOUSING

- APPLICATIONS** : ITP SA Human Resources Holdings, P O Box 14587, Lyttelton, 0140 Fax Number: 086 632 9543, e-mail address: response@itpholdings.com
- CLOSING DATE** : 25 July 2008
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 28/97** : **DEPUTY DIRECTOR: PROVINCIAL BUSINESS PLAN SUPPORT REF NO: DOH/156/2008**
 Chief Directorate: Capacity Development
 Primary Job Purpose: To Manage and support Capacity development business plans for Provincial Housing Departments and housing institutions to enhance their institutional capabilities.
- SALARY CENTRE REQUIREMENTS** : R344 052 (All-inclusive salary package) per annum
 : Pretoria
 : An appropriate B. degree in Organisational Development, Public Management, or Human Resources Development with a minimum of three (3) years experience in Capacity development or related fields; and Sound knowledge of Housing legislation, government institutions and other relevant Public service legislation and Human Resources Development strategy. Ability to assess capacity gaps and recommend Capacity development interventions; Ability to develop Business plans; Understanding of the Knowledge management, Stakeholder management, and Change management concepts. Possess Facilitation skills, Research skills, Report writing skills, monitoring and evaluation skills, people management skills, financial management skills and Computer Literacy. Possess a valid driver's licence.
- DUTIES** : Develop and implement guidelines to assist provinces to develop their Capacity development business plans; Support the implementation of the provincial Capacity development business plans; Assist provinces to obtain additional funding from private sectors for the implementation of their capacity development business plans; Provide a secretariat service to the Capacity development Task Team; Manage the resources of the Sub-directorate.
- ENQUIRIES** : Mr T Ramovha (012) 421-1311
- POST 28/98** : **CHIEF TRAINING OFFICER (REF NO: DOH/158/2008)**
 Chief Directorate: Human Resource
 Directorate: Human Resource Management
 Sub-Directorate: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R174 243 per annum
 : Pretoria
 : An appropriate Bachelor's Degree/National Diploma in Human Resources Development or grade 12 with three to five years relevant experience in Human Resources Development. Knowledge of legislation impacting on skills development and regulations on Education and Training, bodies and structures that deal with training and development, knowledge of the National Skills Development Strategy, knowledge of Human resources issues and policies. Skills and Competencies: Good communication (verbal and written) skills,

	interpersonal skills, research and analytical skills, planning and organising skills, computer literacy, negotiation skills, financial management, facilitation and presentations skills and supervisory skills, valid drivers licence
<u>DUTIES</u>	: The successful candidate will be required to develop, maintain and implement human resource development policies in terms of the legislative framework. Co-ordinate the ABET programme in the department. Co-ordinate training and development for all staff in the department. Co-ordinate and facilitate the Internship and Learnership programmes in the department. Oversee and manage the study aid function in the department. Compile statistics for reports. Facilitate the Induction Programme in the Department. Assist in the compilation of the Workplace Skills Plan, Quarterly Training Reports and Annual Training Reports. Co-ordinate and serve as a member of the Departmental Training Committee. Conduct and co-ordinate training and development research and keep up-to-date with training techniques and aids.
<u>ENQUIRIES</u>	: Ms H Winkler (012) 421-1692
<u>POST 28/99</u>	: <u>SENIOR SECRETARY GR IV (REF NO: DOH/157/2008)</u> Chief Directorate: Capacity Development Directorate: Institutional Capabilities Development
<u>SALARY</u>	: R117 501 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Senior Certificate (or equivalent qualification) with qualification/training which will enable the relevant person to perform the duties attached to the post. Applicants must have appropriate work experience, computer literacy with a good working understanding of MS Word, MS Excel and MS PowerPoint, excellent command of English (both written and verbal), understanding of the logistical and planning requirements for arranging travelling, and a proven understanding and knowledge of governmental administrative procedures. The ability to work under pressure, good interpersonal, organisational and communication skills, a professional manner, and basic knowledge of protocol are further essential requirements.
<u>DUTIES</u>	: Administer and organise the office of the Director: Institutional Capability Development (processing of submissions, claims, correspondence, filing, diary management, etc) Arrange meetings, and co-ordinate events, workshops, etc Facilitate travel arrangements and accommodation; Receive guests and/or visitors; Facilitate correspondence (internal and external) on instruction of the Director Provide general administrative support services for the Directorate;
<u>ENQUIRIES</u>	: Mr T Ramovha Tel: (012) 421-1311

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.

NOTE : Applications should be submitted on a form Z83 obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID and driver's licence. Faxed applications will not be considered. If you have not been contacted within 3 months of the closing date of this advert, please accept that your application was unsuccessful, as communication will be made with the short-listed candidates only.

OTHER POSTS

POST 28/100 : **CASE ANALYST**

SALARY : R76 194 per annum

CENTRE : Polokwane

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualification. A diploma/degree (NQF level 5/6), in Law or Policing will serve as an added advantage. The candidate must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must be willing to work under pressure. Note: The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

DUTIES : His/her duties will entail amongst others, consultation with complainants, receipt and registration of complaints; analysing such complaints and classify them according to the relevant classification structure; monitoring of cases and assist in the compilation of statistics; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; perform administrative tasks and typing; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; Update the status of each case on the database electronically.

ENQUIRIES : D M Mokoena (015) 291 9800

APPLICATIONS : Independent Complaints Directorate; Private Bag X9525; Polokwane; 0700

FOR ATTENTION : M B Nong

CLOSING DATE : 26 July 2008

POST 28/101 : **ACCOUNTING CLERK: BOOKKEEPING**

SALARY : R 64 410 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a relevant three year Bachelor's degree/diploma in Finance or equivalent qualification or Senior Certificate with basic accounting knowledge and experience, Basic knowledge of BAS, Persal, Safety Net. The incumbent must be computer literate and be able to work under pressure. Good interpersonal, verbal and writing skills are essential as well as basic knowledge of the PFMA and Treasury Regulations. A valid driver's license would be an added advantage.

DUTIES : Key competencies include: Re-issuing of payments Registration and maintenance of all Entities on BAS Journalize all PMG debits and credits to relevant Ledger Accounts Debt take-on Capture all receipts and deposits on BAS Collection of statements from the Reserve Bank, ABSA and National Treasury Efficient and proper record keeping of batches and other documents

ENQUIRIES : MS C Chephetsa @ (012) 423 1409

APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001

FOR ATTENTION : Ms O Mazibuko

CLOSING DATE : 25 July 2008

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Important: Every application for a different reference number should be on a separate Z 83 form with all supporting documents attached. Applications that do not comply with the above mentioned requirements will not be considered. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

MANAGEMENT ECHELON

POST 28/102 : **CHIEF RISK OFFICER REF: 08/252/RM**

SALARY : R635 874 – R684 708 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelors Degree or equivalent qualification, post graduate qualification will be an added advantage; Extensive relevant experience of which five years must be at management level; Demonstrated risk management and mitigation experience in a medium to large organization; Proven experience in the application of the King Report on corporate governance for South Africa; Drivers license; Skills, Knowledge and competencies: Innovative and continuous improvement orientation; Sound knowledge of Risk Management processes, systems and practices; Knowledge of the PFMA and National Treasury regulations; Knowledge of financial management or internal audit function will be an added advantage; Good Understanding of processes and quality management, Project management, Organizational and Financial risks; Good analytical and Communication (verbal and written) skills; Key Performance Area: The Chief Risk officer will be responsible for providing strategic direction and leadership in the areas of Security Management, Integrity management, Risk Management and Safety, Health, Environment and Quality Management (SHEQ). As a senior manager, the Chief Risk Officer will report to the Chief Operations Officer and will serve on various forums/structures inside and outside the Department.

DUTIES : Drive the Department's entire risk profile, ensuring that major risks are identified and reported; Continuity review and maintain the Risk Management infrastructure; Continuity review Implement, maintain and co-ordinate a generic Departmental risk management strategy, policy, plan and programme of the Department; Review internal risk/security policy based on national security risk framework based on international best practice; Develop a risk mitigation strategy to address Departmental risk in a coordinated manner; Conduct strategic risk assessments/audits; Oversee Anti-Fraud and Anti-Corruption measures within the Department and develop strategies and plans to deal with fraud corruption; Oversee the implementation of the Departmental Occupational Health and Safety programme, Quality Management Systems (ISO 9001:2000) and Environmental Management Systems (ISO 14001:2004, 10002:2004, OHSA 18001:1999) in accordance with legislation and best practice; Develop and manage the Department risk profile both at national and provincial levels; Report on a regular basis to the Public Service Commission (PSC) with regard to progress made in relation to fraud and corruption; Report regularly to

		EXCO/Audit/Risk Committee on deficiencies and preventative/control measures to mitigate the identified risks; Participate in the national risk management forum/Anti Fraud and corruption forum.
<u>ENQUIRIES</u>	:	Ms E P Nkoši (012) 357 8812
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your Application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to females
<u>POST 28/103</u>	:	<u>PRINCIPAL STATE LAW ADVISOR REF: 08/246/DG</u>
<u>SALARY</u>	:	R540 429 –R581 880 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	LLB or four year legal qualification plus extensive experience in policy development; A minimum of five years managerial experience and legal research; In depth knowledge of the South African Judicial System; Knowledge of Financial Management and the Public Finance Management Act (PFMA); Admission as an Advocate/ attorney. Skills and Competencies: Strategic Capability and leadership skills; Programme and Project Management; Monitoring and evaluation; Legal research and Legal drafting; Creative legal thinking and problem solving skills; Good communication (verbal and written); Facilitation and presentation skills; Computer literacy; Ability to work independently and function as a team when required.
<u>DUTIES</u>	:	Manage the development, coordination and evaluation of policies relating to the judiciary and courts; Conduct research and plan and direct the development, implementation and evaluation of major research projects relating to the judicial system; Plan and design the research methods and establish procedures to ensure the quality of data; Monitor, evaluate and review existing policies for their optimum effectiveness; Develop solutions to address policy gaps and to establish a sound basis for legislation applicable to the judicial system; Draft discussion documents and issue papers to facilitate consultation and public participation on different policy aspects relating to judicial system; Liaise and interact with other research academic and other research institutions.
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ 012 315 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to African males and females.
<u>POST 28/104</u>	:	<u>MASTER (HEAD OF OFFICE) REFERENCE: 08/258/MAS</u>
<u>SALARY</u>	:	R540 429 – R581 880 (All inclusive) per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court, Johannesburg
<u>REQUIREMENTS</u>	:	LLB Degree or equivalent qualification plus seven years relevant post qualification experience ;5 years management experience; Knowledge and experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the administration of Estates. The following will serve as a recommendation An appropriate post degree qualification; Experience in the functional fields of and services provided by the Masters of the High Court; Admission as an Attorney or Advocate of the High Court; A valid drivers License (Code EB). Skills and Competencies: Management and supervisory skills; Strong leadership qualities; Strategic and conceptual orientation Strong communication skills with the ability to motivate and direct people; Attention to details; People development and empowerment; Problem solving; Time management; Ability to work in a highly pressurized environment; Computer literacy.

<u>DUTIES</u>	:	Oversee the regulation of all estates and trusts by complying with legislation and regulations with empathy and due consideration; Monitor review, revise and improve where necessary functions relating to the Guardians Funds; Monitor, review, revise and improve where necessary all legal and administrative operations at the Office of the Master of the High Court on an ongoing basis to ensure uniformity and optimal service levels; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Department of Justice and Constitutional Development; Ensure effective and efficient financial and human resource management within the Office of the Master; Manage the effective and efficient delivery of service at the Office of the Master of the High Court (The Office). The post incumbent would report to the Chief Master; Provide strategic direction to ensure that the office is able to meet current and future changing requirements; Direct and take full responsibility for all operations of the Office within the establishment policy framework including financial matters e.g. budgeting ;Provide leadership, direction and training to the management team at the Office; Represent the Office in its relationships with internal and external stakeholders; Ensure that strategies are developed for the effective management of the legal professional and management teams to ensure that all service level agreements are adhered to; Ensure that Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times; Represent the office at various management forums;
<u>ENQUIRIES</u>	:	Mr G Masingi ☎ 012 315 1893
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	28 July 2008
<u>NOTE</u>	:	White female and disabled candidates are encouraged to apply.

OTHER POSTS

<u>POST 28/105</u>	:	<u>SENIOR STATE LAW ADVISER: CONSTITUTIONAL DEVELOPMENT REF: 08/247/DG</u>
<u>SALARY</u>	:	R369 000 – R427 836 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or four-year legal qualification; Admission as an Advocate/Attorney; A minimum of five years experience in legal research; Knowledge of Policy development; Monitoring and evaluation. Skills and Competencies: Legal research and Legal drafting; Creative legal thinking and problem solving skills; Good communication skills (written and verbal); Facilitation and presentation skills; Exposure to project management; Preparedness to deal with administration; Resilience and an ability to handle criticism of work; Computer literacy; Ability to deal with diverse personalities; Ability to work independently and under pressure and function as a team when required.
<u>DUTIES</u>	:	Conduct research and plan and direct the development, implementation and evaluation of major research projects relating to the judicial system; Plan and design the research methods and establish procedures to ensure the quality of data; Monitor, evaluate and review existing policies for their optimum effectiveness; Develop solutions to address policy gaps and to establish a sound basis for legislation applicable to the judicial system; Draft discussion documents and issue papers to facilitate consultation and public participation on different policy aspects relating to judicial system; Liaise and interact with other research academic and other research institutions.
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ (012) 315-1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to White and Black females.

<u>POST 28/106</u>	:	<u>PROJECT MANAGER (2010): FACILITIES MANAGER REFERENCE: 08/257/CS</u> Contract Post Ending 31 January 2010
<u>SALARY</u>	:	R344 052 – R398 805 (All inclusive) per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A relevant three year tertiary qualification; Experience in Building Maintenance Management; Proven experience and knowledge of Project Management; Knowledge and understanding of Government procurement processes related to procurement of Fixed Asset. Skills and Competencies: Planning and organization Ability to work under pressure; Good communication and interpersonal relations; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external Clients; Strong leadership and management capabilities.
<u>DUTIES</u>	:	Responsible for the identification of the infrastructure requirements for the 2010 World Cup; Prepare and monitor the implementation plan of the gaps identified; Participate in the 2010 Departmental Task Team; Advise on the facilities management related matters; Liaise with the Regional Offices on the 2010 facilities management matters.
<u>ENQUIRIES</u>	:	Ms. M Kganyago ☎ 012 357 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Coloured and Indian males and females are encouraged to apply.
<u>POST 28/107</u>	:	<u>ASSISTANT STATE ATTORNEY (4 POSTS) REF: 08/251/SA</u>
<u>SALARY</u>	:	R311 358 – R360 909 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Pretoria
<u>REQUIREMENTS</u>	:	An LLB or four year legal qualification; Admission as an Attorney with Right of appearance in High Court of South Africa; Three years legal experience after admission as an Attorney; Valid driver's license will be a recommendation; A current certificate of good standing from the relevant Law Society. Skills and Competencies: Computer literacy; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High, Labour, CCMA, Land Claims, Constitutional, Tax and Tax tribunals; Attend to liquidation and insolvency queries; Draft and settle all types of contracts on behalf of the various client departments; Render legal opinions and advice; All forms of arbitration, including inter-departmental arbitrations; Register trusts and companies. Debt collection
<u>ENQUIRIES</u>	:	Ms Pinky Nkosi ☎ (012) 315 8812
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to Coloured males and Indian, Coloured and African females.
<u>POST 28/108</u>	:	<u>ASSISTANT MANAGER (ASSISTANT DIRECTOR) REFERENCE: 08/259/MAS</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Chief Master (OCM)
<u>REQUIREMENTS</u>	:	An appropriate Legal / Commercial degree or equivalent qualification and extensive experience; Exposure to business processes demonstrated by a career track record; Exposure to the operations within the Masters Office or

within a trust administration environment, The ability to consult with senior management and to liaise at a junior administrative level in order to achieve results by objectives. Skills and Competencies: Strong administrative skills and abilities; Planning and organization; Ability to work under pressure; Good communication and interpersonal relations; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external Clients.

DUTIES : Review the operations at the Office of the Master throughout South Africa on an ongoing basis to ensure uniformity and optimal service levels; Ensure that regular audits of processes are undertaken in order to identify problems areas; Ensure that up date manuals are provided to all the offices of the Master detailing systems, procedures and processes in order to enable the effective training, management and uniformity of effective working processes; Assist all the offices of the Masters with problems in order to optimize utilization of staff; Undertake assignment on a regular basis to improve the productivity of the Masters Offices; Review systems and procedures aimed at optimizing efficiency within the offices of the Master; Ensure that best business processes are undertaken and that standards are maintained.

ENQUIRIES : Mr G Masingi ☎ 012 315 1893
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 28 July 2008
NOTE : Black males and disabled candidates are encouraged to apply.

POST 28/109 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF: 08/250/HR**
This is a re-advertisement; Candidates who previously applied need not re-apply as their applications will be considered.

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

CENTRE : National Office, Pretoria
REQUIREMENTS : An appropriate three year Bachelor's degree or equivalent qualification; At least three years relevant experience.

DUTIES : Perform surveys relating to employment relations, i.e. analyzing trends on misconduct; grievances and disputes; Keep statistics and report to management; Identify potential conflict areas and training needs; Review existing procedure manual pertaining to Employee Relations matters in order to ensure compliance with relevant provisions and authority; Conduct research and keep management informed of current developments in the field of employee relations; Advise line managers regarding the correct application of prescript/correct actions; Conduct preliminary investigations and act as an initiator in disciplinary hearings.

ENQUIRIES : Ms. K Ngomani ☎ (012) 357 8661
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 21 July 2008
NOTE : Preference will be given to Indian, Coloured and African females.

POST 28/110 : **FAMILY COUNSELLOR (4 POSTS) REFERENCE: 08/VA61/NW**
This is a re-advertisement. People who applied previously need not re-apply.

SALARY : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate – Mafikeng
REQUIREMENTS : A Bachelor's degree in Social Work, Three years' experience in social work; Registered with the South African Council for Social Service Professions (SACSSP) Knowledge and application of the Mediation in Certain Divorce Matters Act and related legislation; Knowledge of family law including the Maintenance Act and Domestic Violence Acts; Knowledge of the Public Service Act and Regulations; Ability to communicate in one of the African languages will be advantageous; Court experience in expert evidence; A valid code EB drivers'

		licence and willingness to travel; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office) Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Mediation, interviewing, evaluation, and report writing skills ;Innovative thinking; Diversity and conflict handling.
<u>DUTIES</u>	:	Perform the following variety of duties related to the Office of the Family Advocate :Conduct mediation and/or enquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes ;Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the office of the Family Advocate; Travel to townships and rural areas to conduct enquiries and interview parties and references in family law disputes; Act as an intermediary in sexual offences cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Lazarus Moetanalo at ☎ (018) 381 3895.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 for the attention of Mr. Lazarus Moetanalo
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/111</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES REF 08/116/NC</u>
<u>SALARY</u>	:	R174 243 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	A relevant 3 year tertiary qualification; Three years generalist experience; Two years supervisory experience, Valid drivers license, Knowledge of Labour Relations Act, Public Service Act/Regulations and relevant legislative framework. Skills and Competencies: Computer literacy (MS Office) Good communication (verbal and written);People management; Customer care; Change management; Relationship management; Co-ordination, planning and supervisory skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Undertake and implement organizational development initiatives; Implement learning and development programmes and workplace skills plans; implement employment relations policies and strategies for a peaceful and productive workplace; Implement and undertake continuous improvement of the performance management and development system and operational strategies; Assist in the planning and implementation of the recruitment, selection and retention policies and strategies; Implement and administer EAP and other employee wellness-related policies and programmes; Implement human provisioning policies, strategies and regulations including salary (PERSAL) and service benefits; Assist in the implementation of appointments, service terminations, transfers, performance appraisals, human capital records and establishment; Supervise staff in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C. Cader ☎ 053 839 0031
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300 or New Public Building c/o Knight and Stead Street, Seventh floor application box.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/112</u>	:	<u>ASSISTANT DIRECTOR – SECURITY AND RISK MANAGEMENT REFERENCE: 08/VA60/NW</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office – North West
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Post matric qualification in security and risk management will be advantageous; At least two years supervisory experience; NIA Security Managers' Course; A code EB driver's (code 8) licence; Knowledge of PFMA will be an added advantage. Skills and competencies: Good communication skills (verbal and written);Computer literacy (MS Word and Excel);Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.

<u>DUTIES</u>	:	Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; Promote and facilitate security awareness and education programmes ;Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment,
<u>ENQUIRIES</u>	:	Mr. Lazarus Moetanalo at ☎ (018) 389 8362
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Mr. M L Moetanalo.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/113</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT (2 POSTS)</u>
<u>SALARY</u>	:	R174 243-00 – R202 287-00 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office Kimberley Ref: 08/85/NC Magistrate's Office Upington Ref: 08/86/NC
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; 3 year Post Matric qualification in security and risk management; PSIRA Grade A; At least two years supervisory experience and 3 years practice experience in security management; NIA Security Managers' Course; A code EB driver's (code 8) licence; Knowledge of PFMA will be an added advantage. Though knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); Required to travel extensively; Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.
<u>DUTIES</u>	:	Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.
<u>ENQUIRIES</u>	:	Mr Gilbert Kok ☎ (053) 839 0051.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	28 July 2008
<u>NOTE</u>	:	If applying for more than one post, please state the name of the office as well as order of preference, One application per post.
<u>POST 28/114</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES REF: 08/116/NC</u>
<u>SALARY</u>	:	R174 243 – R 202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office Kimberley
<u>REQUIREMENTS</u>	:	A relevant 3 year tertiary qualification; Three years generalist experience; Two years supervisory experience; Valid drivers license; Knowledge of Labour Relations Act, Public Service Act/Regulations and relevant legislative framework; Computer literacy (MS Office); Good communication (verbal and written); People management; Customer care; Change management; Relationship management; Co-ordination, planning and supervisory skills; Accuracy and attention to detail.

<u>DUTIES</u>	:	Undertake and implement organizational development initiatives; Implement learning and development programmes and workplace skills plans; Implement employment relations policies and strategies for a peaceful and productive workplace; Implement and undertake continuous improvement of the performance management and development system and operational strategies; Assist in the planning and implementation of the recruitment, selection and retention policies and strategies; Implement and administer EAP and other employee wellness-related policies and programmes; Implement human provisioning policies, strategies and regulations including salary (PERSAL) and service benefits; Assist in the implementation of appointments, service terminations, transfers, performance appraisals, human capital records and establishment; Supervise staff in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Cader ☎ (053) 839 0031.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/115</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONS INFORMATION (2 POSTS) REF: 08/253/CS</u>
<u>SALARY</u>	:	R157 686 – 183 066 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	A Bachelor Degree or equivalent qualification; At least three years relevant experience; A valid driver's license; Short – listed candidates will be required to pass a computer test. Skills and Competencies: Willingness to travel; Good communication (written and verbal) skills; Leadership skills; Interpersonal skills; General Management and Project Management skills; Excellent computer skills (Ms Word, Excel and Project); Ability to work under pressure.
<u>DUTIES</u>	:	Conduct a needs assessment of the information requirements for court management and administration; Design data collection systems and instruments to meet identified information requirements; Administer data collection instruments and methods; Collate, analyze and interpret information/data collected; Compile reports and report on data collected; Manage office administration (e.g. finance, human resources, procurement etc.)
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Kganyago ☎ (012) 315 1844
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to Indian and Coloured males or females
<u>POST 28/116</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY SERVICES AND PUBLICATIONS PROCUREMENT REF: 08/249/AIR</u>
<u>SALARY</u>	:	R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An appropriate Bachelor's Degree or equivalent qualification in Finance; Three year's relevant experience; Knowledge of the BAS accounting software, PERSAL, PFMA, Treasury Regulations, DFI, JYP, Budgets and Procurement; Knowledge of Resource Management, Public Service Act and Regulations, diversity management as well as Transformation and Equity within the Public Service. A valid driver's license. Skills and Competencies: Effective communication and presentation skills; Leadership and Team building skills; Interpersonal relations; Conflict and People management skills; Analytical thinking skills; A thorough Understanding of the Library structure; Proven ability to execute high-level decisions and provide feedback.
<u>DUTIES</u>	:	Manage and ensure application of the prescribed financial procedures and methods; Supervise the activities of subordinates entrusted with inter alia, the care of accounts, documents, financial planning and budgeting; Report on budget deviations, cost control and cost analyses programmes, internal control and financial administration; Define and introduce financial control, procedures and

methods according to the programme in order to protect the State asset (e.g. library publications) and resources; Ensure by inspection that such procedures and methods are being followed; Report on findings and recommend improvements/changes where necessary; Control the level of training of personnel concerned with financial administration on the basis of findings and recommend remedial training where necessary.

ENQUIRIES APPLICATIONS : Ms A Xundu ☎ 012 315 1781
 : Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

CLOSING DATE : 21 July 2008
NOTE : Preference will be given to Coloured, Indian, and African male

POST 28/117 : **ASSISTANT DIRECTOR: FINANCE REFERENCE: 08/184/GP**

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

CENTRE : Regional Office Gauteng
REQUIREMENTS : Degree or diploma in Financial Management or equivalent qualification; Eight years relevant financial experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Supply Chain Management and Budgeting process in Government ;Ability to work extended hours, when required; A valid drivers license. Skills and Competencies: Planning and organization; Ability to work under pressure; Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external Clients; Strong leadership and management capabilities.

DUTIES : Execute all budget control management duties and responsibilities as specified in the PFMA, Treasury Regulations and DFI (Departmental Financial Instructions);Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the Province; Allocate, update and maintain the budget on BAS;Monitor expenditure allocations and amend erroneous allocations (Journals);Responsible for the annual submission of the Adjustment Estimates and Medium Term Expenditure Framework (MTEF);Provide Support and training to financial stakeholders; Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management; Responsible to monitor, check and support the Systems and Account Section (payment of subsistence and transport claims as well as cashier's Office)

ENQUIRIES APPLICATIONS : Mrs. L Pretorius ☎ (011) 223 7676
 : Quoting the relevant reference number, direct your application to: Postal Address: The Regional Head: Gauteng, Private Bag X 6, Johannesburg, 2000 or Physical Address: 15th Floor, Carlton Center, Cnr. of Commissioner and Kruis street, Johannesburg.

CLOSING DATE : 28 June 2008

POST 28/118 : **WEB MASTER: (1 POST) REF 08/197/GP**
 Three Years Contract

SALARY : R145 920 – R169 410 + 37% lieu of benefits per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court, Johannesburg
REQUIREMENTS : Related IT qualifications plus relevant experience; Open Source Environment, Unix, Library System, PDF tools, Ms Word, Contents Management Software, Federated Search, Web Publishing Tools, Web based Security and Workflow Processing; Experience in end-user training; Short listed candidates will be required to pass a technical test. Skills and Competencies: Solid communication skills (written and verbal); Accuracy and attention to detail; Creative and innovative.

<u>DUTIES</u>	:	The successful candidate will report to the Deputy-Director, Library Services at the Court; Publish, maintain and update information in digital format on the Court's Intranet and Virtual Library website; Co-ordinate access to remote electronic resources by handling security, access and authentication matters, including the setting up for passwords; Maintain, add and update web-links as required; Generate reports and manage systems administration functions and procedures; Develop and update written procedures for establishment and new processes; Design and conduct training programs for court and library staff, and for external users; Liaise with network IT staff regarding back-ups of library files; Scan and load material for inclusion in the Court's digital collection.
<u>ENQUIRIES</u>	:	Mr. V Misser ☎ (011) 359 7458
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/119</u>	:	<u>PRINCIPAL COURT INTERPRETER: (1 POST) REF: 08/186/GP</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Vanderbijlpark
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; A tertiary qualification will be an advantage; Ten years experience in court interpreting; Valid driver's license. Skills and Competencies: Computer literacy; Good communication skills (written and verbal); Administration and organizational skills; Good interpersonal relations; Problem solving; Attention to detail.
<u>DUTIES</u>	:	Control and supervise court interpreters; Interpret in special cases when necessary; Attend to personnel administration aspects.
<u>ENQUIRIES</u>	:	Mr. MP Moeti ☎ (016) 933 4351
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/120</u>	:	<u>SENIOR PROVISIONING OFFICER REF: 08/255/MAS</u>
<u>SALARY</u>	:	R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of the High Court: Bisho
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification in Finance plus three years relevant experience; Knowledge of PFMA, BBBEE, BAS, JYP, DFI, SCM and the procurement delegations and procedures; Valid drivers licence. Skills and Competencies: Good Communication (written & verbal) skills; Interpersonal skills; Computer literacy; Problem solving; Administrative and Organisational skills; Accuracy and attention to detail; Ability to work under pressure and manage conflict situations effectively.
<u>DUTIES</u>	:	Supervise and train provisioning administration staff; Maintain data base of suppliers; Supervise performance of electronic procurement transactions; Monitor payments to suppliers; Receive monies collected (e.g. staff telephone accounts, overpayments from suppliers); Ensure approval of all transactions before capturing; Check claims; Compile the budget for provisioning (as required in terms of DFI); Monitor the provisioning administration budget; Keep securities and manage inventory (equipment such as furniture, recording machines etc.); Control the stores; Maintain asset register.
<u>ENQUIRIES</u>	:	Mr Godfrey Masingi ☎ (012) 315 1893
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to disabled and White females
<u>POST 28/121</u>	:	<u>CHIEF PERSONNEL OFFICER: CONDUCT (REF 24/08/LMP)</u> Re-advertisement

<u>SALARY</u>	:	R132 054 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office: Limpopo (Polokwane)
	:	A Bachelor's degree or equivalent qualification plus at least two years relevant experience OR Grade twelve plus 10 years relevant experience; Knowledge and experience of Conduct matters; Knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations, Departmental Human Resource Policies and the PERSAL system; A valid drivers' license Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations; Good communication skills (verbal and written); Problem solving and conflict management; Accuracy and attention to detail
<u>DUTIES</u>	:	Be responsible for the handling of administrative duties related to conduct/labour relations matters of a predominantly routine and/or less complicated nature; The maintenance of records, directives and manuals; The handling and/or checking and/or monitoring of diverse employee relations including but not limited to commendatory remarks; Ensure compliance with the rules of administrative justice; Responsible for the appointment of investigating and presiding officers, suspensions, "precautionary transfers", abscondments, re-instatements, incapacity related to poor performance and leave without pay; Consider steps to be taken in disciplinary matters; Act as initiator/chairperson during disciplinary hearings; Evaluate/analyse reports from the sub-offices regarding allegations of misconduct; Compile memoranda to the Director General and Minister; Perform any other duties as required for the effective and efficient functioning of the Sub-Directorate: Employee Relations
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. E Kotze ☎ 015 287 2040
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE NOTE</u>	:	21 July 2008
	:	Preference will be given to Coloured and Indians
<u>POST 28/122</u>	:	<u>SENIOR LIBRARIAN (1 POST) REF 08/194/GP</u>
<u>SALARY</u>	:	R117 501– R137 976 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	High Court Johannesburg
	:	Bachelor's Degree in Library; At least one year legal library experience or two years in a general library; Knowledge of the JYP system will be an advantage Skills and Competencies: Computer literacy; Good interpersonal relations; Communication skills (written and verbal); Good organizational skills; Attention to detail.
<u>DUTIES</u>	:	Maintain adequate library literature (buying of publications, annotations, etc); Maintain accession and loan registers; Cataloguing and classification of new publications; Compilation of bibliographies, answering reference questions (personal, telephonic and e-mail) and supplying bibliographic verification; Provide assistance to professional staff (researchers) on publications and other literature including Jutastat, Internet and Sabinet searchers; Provide in-depth research and reference services to researchers and perform traditional and electronic legal research; Manage services in library including photocopying services; Update loose-leaf publications; Assist with interlibrary loans; Library committee member and responsible for library committee meetings and giving effect to recommendations of the library committee; Provide statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. D Mngomezulu ☎ (011) 332 8391
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/123</u>	:	<u>CHIEF ACCOUNTING CLERK: (1 POST) REF 08/196/GP</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Gauteng
	:	A Bachelor's Degree/diploma in Commerce or equivalent qualification and/or four years experience in Financial environment; Knowledge of DFI, PFMA, Treasury

		Regulations and SCOA. Skills and Competencies: Computer literacy (MS Office, JYP and BAS); Communication skills (written and verbal); Ability to work under pressure and be self motivated; Good interpersonal relations.
<u>DUTIES</u>	:	Consolidation of the province MTEF, Monthly expenditure report and quarterly; Evaluate of courts budgets on a monthly basis; Processing of all requests for shifting of funds, additional funding and virement; Ensure that JYP and BAS correspond; Manage project funding to ensure that spending remains within the budget; Verify availability of funds for Regional Control committee; Perform and hoc tasks from time to time.
<u>ENQUIRIES</u>	:	Ms. L Pretorius ☎ (011) 331 0440
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/124</u>	:	<u>MAINTENANCE INVESTIGATOR REFERENCE: 08/VA59/NW</u>
<u>SALARY</u>	:	R117 501 - R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Lichtenburg
<u>REQUIREMENTS</u>	:	An applicable four-year legal qualification (LLB Degree) with at least two years relevant experience; A valid code EB drivers' licence; Experience in Family Law matters; Knowledge of the Maintenance Act (Act 99 of 1998); Skills and competencies: Good communication skills (verbal and written);Computer literacy (MS Word and Excel)Numeric skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills and a thorough understanding of all services procedures; Innovative thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform the following variety of duties related to the Maintenance Act and Family Law; Work with the public in a professional and empathetic manner; Testify in court under the supervision of maintenance prosecutors; Render administrative support to the office; Explain the legal terminology and processes in simple languages; Manage time effectively and demonstrate good facilitation skills; Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters.
<u>ENQUIRIES</u>	:	Mr. Lazarus Moetanalo at ☎ (018) 389 8362.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/125</u>	:	<u>MAINTENANCE OFFICER: (1 POST) REF: 08/185/GP</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Soshanguve
<u>REQUIREMENTS</u>	:	An appropriate legal qualification (B. Iuris, B.Proc or LLB); Proficiency in at least two official languages. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Numeracy skills; Ability to: work with the public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressured environment; facilitate communication between people with Maintenance disputes.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders
<u>ENQUIRIES</u>	:	Ms. MC More ☎ (012) 730 1001
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	28 July 2008

<u>POST 28/126</u>	:	<u>CHIEF ADMIN CLERK (REF 25/08/LMP)</u> Re-advertisement
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Tzaneen
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification or Grade 12 with ten years relevant experience in the Courts and the Departmental Financial Management System; Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; A valid drivers' license; Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations and problem solving skills; Ability to work under pressure; Attention to detail
<u>DUTIES</u>	:	Act as a supervisor of Clerks in the Civil and Criminal Courts; Checking of the work done in the Civil and Criminal Courts; Control appeal and review cases; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Control staff dealing with finances in the office; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;
<u>ENQUIRIES</u>	:	Ms Kotze E ☎ 015 287 2040
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to Whites, Coloured and Indians and applicants with disabilities
<u>POST 28/127</u>	:	<u>CHIEF ADMIN CLERK (REF 26/08/LMP)</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Ellisras
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification or Grade 12 with ten years relevant experience in the Courts and the Departmental Financial Management System; Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; A valid drivers' license; Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations and problem solving skills; Ability to work under pressure; Attention to detail
<u>DUTIES</u>	:	Act as a supervisor of Clerks in the Civil and Criminal Courts; Checking of the work done in the Civil and Criminal Courts; Control appeal and review cases; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Control staff dealing with finances in the office; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis
<u>ENQUIRIES</u>	:	Ms Kotze E ☎ 015 287 2040
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to Coloured and Indians and applicants with disabilities
<u>POST 28/128</u>	:	<u>MAINTENANCE INVESTIGATOR (REFERENCE 27/08/LMP)</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Naboomspruit
<u>REQUIREMENTS</u>	:	An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills;

		Excellent communication (verbal and written). Ability to work with the public in a professional and empathetic manner; and Develop a through understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple languages; manage time effectively and develop good facilitation skills; think innovatively and work in pressured environment; assist the court in the conducting of Maintenance enquiries.
<u>DUTIES</u>	:	Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters; Testify in court under the supervision and control of maintenance officers/maintenance prosecutors; Render administrative support to the office; Outdoor function requiring physical tracing capabilities.
<u>ENQUIRIES</u>	:	Mrs. E Kotze ☎ 015 287 2025
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to female applicants
<u>POST 28/129</u>	:	<u>TECHNICIAN REF: 08/254/AIR</u>
<u>SALARY</u>	:	R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification or equivalent qualification; Three years relevant experience. Skills and Competencies: Communication skills (written and verbal); Computer literacy; Accuracy and attention to detail.
<u>DUTIES</u>	:	Register new profiles on the server and call monitor; Monitor the functioning of the server; Order telephone instruments and handle telephone accounts; Attend to telephone problems;
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ 012 315 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to Coloured, Indian, and African males.
<u>POST 28/130</u>	:	<u>COURT INTERPRETER (2 POSTS) REFERENCE: 08/VA65/NW</u>
<u>SALARY</u>	:	R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court - Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in criminal court, civil court, labour court and quasi proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.
<u>ENQUIRIES</u>	:	Mr. Lazarus Moetanalo at ☎ (018) 389 8362.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at Tirelo Building, Dr. Albert Luthuli Drive, Mmabatho.
<u>CLOSING DATE</u>	:	28 July 2008

<u>POST 28/131</u>	:	<u>COURT INTERPRETER (REF 28/08/LMP)</u> <i>Re-Advertisement</i>
<u>CENTRE</u>	:	Magistrate Modimolle
<u>SALARY</u>	:	R68 995 - 80 058 per annum. The successful candidate will be required to sign a performance agreement.
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers license will be an added advantage: Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona would be an added advantage: Skills and Competencies: Computer literacy(MS Office); Good communications(written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.
<u>ENQUIRIES</u>	:	Mr Nxumalo LT ☎ 015 287 2080
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to Males and applicants with disabilities
<u>POST 28/132</u>	:	<u>COURT INTERPRETER (REF 29/08/LMP)</u>
<u>SALARY</u>	:	R68 995 - 80 058 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers license will be an added advantage: Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona would be an added advantage: Skills and Competencies: Computer literacy(MS Office); Good communications(written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.
<u>ENQUIRIES</u>	:	Mr Nxumalo LT ☎ 015 287 2080
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to Males and applicants with disabilities
<u>POST 28/133</u>	:	<u>SENIOR PERSONNEL OFFICER: RECRUITMENT & SELECTION</u> <u>REFERENCE: 08/236/HR</u> Contract post ending 31 December 2008
<u>SALARY</u>	:	R68 955 + R25 513. 35 (37%) = R94 468. 35 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent recognized qualification; Two years administrative experience. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing; Accuracy and attention to detail.

<u>DUTIES</u>	:	Prepare internal vacancy circulars to advertise vacancies in the department; Prepare memoranda and letters; Process information and payment to service providers on the Justice Yellow Pages (JYP); Deal with transport claims from candidates who attended interviews; Deal with responses to posts advertised; Render administrative support to Personnel Practitioners.
<u>ENQUIRIES</u>	:	Ms K Ngomani ☎ 012 315 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	21 July 2008
<u>POST 28/134</u>	:	<u>SENIOR ADMINISTRATION CLERK: (9 POSTS)</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Boksburg REF08/187/GP (1post) Magistrate Randburg REF08/188/GP (2post) Magistrate Roodepoort REF08/89/GP (3 posts) Magistrate Sebokeng REF 08/190/GP (1 post) Magistrate Wynberg REF 08/191/GP (1 post) Magistrate Oberholzer REF 08/192/GP (1 post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES</u>	:	Magistrate Boksburg: Ms L Bezuidenhout ☎ (011) 917 9620/6 Magistrate Randburg: Ms L Benade ☎ (011) 998 5300 Magistrate Roodepoort: Mr Mahlo ☎ (011) 766 1004 Magistrate Sebokeng: Mr Mabaso ☎ (016) 933 4351 Magistrate Wynberg: Ms L Benade ☎ (011) 998 5300 Magistrate Oberholzer: Ms JFM Serfontein ☎ (018) 788 2341/2/4
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/135</u>	:	<u>SENIOR TELECOM OPERATOR: (2 POSTS) REF: 08/193/GP</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Brakpan
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years' relevant experience as a telecom operator; Skills and Competencies: Computer literacy; Able to work under pressure; Good communication (written and verbal (Interpersonal relations).
<u>DUTIES</u>	:	Type reports; General correspondence; Answer telephone and take messages; Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay; Attend to all duties that may required to do from time to time.
<u>ENQUIRIES</u>	:	Ms A Van Zyl ☎ (011) 746 8300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/136</u>	:	<u>ADMINISTRATION CLERK REFERENCE: 08/VA62/NW</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Zeerust
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications; Two years administrative experience; Skills and competencies: Good communication skills (verbal and written); Computer

	literacy (MS Word and Excel) Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
<u>DUTIES</u>	: Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work, Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and travelling claims, Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. Lazarus Moetanalo at ☎ (018) 389 8362.
<u>CLOSING DATE</u>	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<u>POST 28/137</u>	: 28 July 2008
<u>SALARY</u>	: <u>ADMINISTRATION CLERK REFERENCE: 08/VA63/NW</u>
<u>CENTRE REQUIREMENTS</u>	: R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
	: Magistrate Potchefstroom
	: Grade 12 or equivalent qualifications; Two years administrative experience. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
<u>DUTIES</u>	: Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work; Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and travelling claims ;Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. Lazarus Moetanalo at ☎ (018) 389 8362.
<u>CLOSING DATE</u>	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<u>POST 28/138</u>	: 28 July 2008
<u>SALARY</u>	: <u>ACCOUNTING CLERK REFERENCE: 08/VA64/NW</u>
<u>CENTRE REQUIREMENTS</u>	: R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
	: High Court – Mmabatho
	: Grade 12 or equivalent qualification with Mathematics and/or Accounting as a subject; Two years appropriate experience; Knowledge of Basic Accounting System (BAS); Knowledge of Treasury Regulations and Public Finance Management Act; Knowledge of procurement delegations and procedure; Knowledge of asset management; Knowledge of Justice Yellow Pages and Persal systems will be an added advantage. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail; Sound knowledge of procurement and asset management.
<u>DUTIES</u>	: Capture journals and electronic payment of accounts on BAS; Compile payment advices; Reconcile payments with report/s; Handle enquiries both internal and external; Assist the staff and offices with procurement; Ensure good document administration (filing, faxing, photocopying and quotations); Maintain Assets Register and registers of labour saving devices; Responsible for the inventory of office furniture, equipment and stationery; Ensure that all office equipment are bar coded;
<u>ENQUIRIES</u>	: Mr. Lazarus Moetanalo at ☎ (018) 389 8362.

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/139</u>	:	<u>SNR LIBRARY ASSISTANT (REF 30/08/LMP)</u>
<u>SALARY</u>	:	R58 290 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Registrar Of The High Court: Thohoyandou
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years Library Experience Skills and Competencies: Computer literacy(MS Office); Good Communications Skills(written and verbal); Administration and organisational skills;
<u>DUTIES</u>	:	Proactively manage and perform all aspects of law library operations; Assist with tracking of Law Library collections; Track usage of online research database to ensure they are within the limits of the budget; Select and recommend potentially beneficial new acquisitions to the library committee; Annotations and updating of legislations; Circulation of legislations (Journals and Government Gazettes); Liaise with the publishers and address queries; Verify orders and file the library materials accordingly; Continuously review library collections for duplicate, obsolete or superseded materials; Keep Library registers; Perform any other administrative duties.
<u>ENQUIRIES</u>	:	Ms E Kotze ☎ 015 287 2040
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	21 July 2008
<u>POST 28/140</u>	:	<u>SNR PROVISIONING ADMINISTRATION CLERK (REF 31/08/LMP)</u>
<u>SALARY</u>	:	R58 290 per annum. The successful candidate will be required to sign a performance agreee.
<u>CENTRE</u>	:	Regional Office, Limpopo
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two year's relevant experience; Skills and competencies: Good communication (verbal and written); Interpersonal relations; Computer Literacy (MS Office); Driver's License will be an added advantage
<u>DUTIES</u>	:	Perform a variety of administrative duties related to the core functions of the unit, including departmental motor fleet, JYP, accommodation and transport services, maintenance services, requesting of stationary and others; Provide administrative support related to Asset management and Client Services; Render support functions to the supervisory personnel of the unit through: taking minutes, filing, data capturing; processing contractor's and consultants payments and S&T claims.
<u>ENQUIRIES</u>	:	Mrs. E Kotze ☎ 015 287 202040
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>CLOSING DATE</u>	:	21 July 2008
<u>NOTE</u>	:	Preference will be given to White, Coloured, Indian and Black Males and applicants with disabilities.
<u>POST 28/141</u>	:	<u>SENIOR TYPIST (2 POSTS) REF: 08/248/LAS</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Chief State Law Adviser, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with typing as a passed subject; 2 years relevant experience; Knowledge of public service rules and regulations will be an advantage; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; Shortlisted candidate will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Office); Fluency in at least two official languages, including English; Good communication (verbal

	and written); Accuracy and attention to detail; Ability to deal with matters competently, professionally and tactfully
<u>DUTIES</u>	: Type correspondence, documents and legislation; Perform reception functions; Answer telephone and take messages; Make appointments; Attend to queries, administration and such other duties as may be allocated from time to time.
<u>ENQUIRIES</u>	: Mr Godfrey Masingi (012) 315 1893
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	: 21 July 2008
<u>NOTE</u>	: Preference will be given to Indian, White, Coloured and African males and Indian females.
<u>POST 28/142</u>	: <u>FOOD SERVICE AID (1 POST) REF: 08/184/GP</u>
<u>SALARY</u>	: R42 663 – R47 583 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Brakpan
<u>REQUIREMENTS</u>	: Basic literacy ABET, Must be able to read and write. Skills and Competencies: Excellent Communication (verbal and written). Good interpersonal relations, Accuracy and attention to detail.
<u>DUTIES</u>	: The successful candidate will be responsible for the serving of food, tea, coffee, washing of cups and cleaning the kitchen.
<u>ENQUIRIES</u>	: Ms. A Van Zyl ☎ (011) 746 7600
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	: 28 July 2008

NATIONAL PROSECUTING AUTHORITY

- APPLICATIONS** : All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: Response Handling ReruitNumberXXXX, National Prosecuting Authority of South Africa Private Bag x 752 Pretoria 0001
- CLOSING DATE** : 22 July 2008 applications will not be accepted after the closing date.
- NOTE** : For Applications to be accepted: Applications must be submitted on a Z.83 , obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Where candidates must list their preferred Region(s)/ Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications without an indication of the preferred Region(s) will not be accepted. Each post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e- mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e- mail address will not be processed. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date. **GENERAL:** Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries: Directed to the specific NPA Business Unit **NOTE:** Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts.

MANAGEMENT ECHELON

POST 28/143 : **EXECUTIVE MANAGER: STRATEGY AND RISK MANAGEMENT REF NO. RECRUIT 1003**
Office of the CEO

SALARY : R635 874 per annum (SMS Package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Qualifications: Relevant tertiary qualifications. MBA will be an added advantage. Knowledge and skills in strategic planning and risk management. Knowledge of balance scorecard methodology and its application in the public sector will be an added advantage. Knowledge and skill in risk management. Excellent advocacy skills, including concept selling and cheer leading skills, marketing skills, leader/coaching ability. Good project management. Excellent written communications skills, including comprehensive report writing. An ability to think strategically and innovatively. A positive attitude with self motivation and discipline. A driven personality able to achieve goals and deliver results. General computer literacy. Strong interpersonal skills. General managerial skills. Ability to generate and utilize management information. Ability to develop systems and processes as well as policies and procedures.

DUTIES : Assisting the CEO in overall management of strategy and risk management processes in the NPA. Assisting business units in the development of business plans. Developing and maintaining appropriate governance systems to support NPA strategy. Managing the execution of strategy and management of risk. Managing information in the NPA including the determination of strategic requirements. Co-ordinating the development and maintenance of appropriate information systems that supports strategy and risk management. Co-ordinating the collection, analysis, interpretation as well as presentation of information regarding strategy and risk management in the NPA. Evaluate the NPA performance including the corrective adjustment of vision, long term direction, strategy, new ideas and new opportunities. Facilitating the provision of continuous feedback to NPA management.

APPLICATIONS : **Recruit1003@npa.gov.za** Fax no. 012 843 4263

POST 28/144 : **SENIOR MANAGER: HUMAN RESOURCES MANAGEMENT REF NO. RECRUIT 1001**
Human Resource Management & Development (HRM&D)

SALARY : R540 429 (SMS package)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A relevant bachelor's degree or National Diploma (preferably in Human Resource Management or Industrial Psychology/ Public Administration. Extensive knowledge and experience in human resource management, financial management, people management, strategic capability, client orientation, project management of which at least 5 years in the management of HRM.

DUTIES : Manage the Directorate to ensure optimum service delivery. Provide strategic leadership pertaining to Employment Equity, Performance Management, Recruitment and Selection and Employee benefits. Develop HR Plan for the organization. Conduct policy and legislative analysis on Human Resources matters. Liaise with line managers to provide advice and guidance on all Human Resource matters in the organization. Aligning HR functions with organizational strategies. Overall information management and reporting on Human Resource matters.

ENQUIRIES : Jacobus Hayward 012 845 6178
APPLICATIONS : **Recruit1001@npa.gov.za**, Fax no. 012 843 4261

OTHER POSTS

POST 28/145 : **MANAGER (STAFF PROCUREMENT) REF NO. RECRUIT 1002**

SALARY : R 344 052 per annum [MMS Package]
CENTRE : Pretoria [Head Office]
REQUIREMENTS : A 3 year relevant degree or national diploma in Human Resources Management with at least 3-5 years' appropriate experience in recruitment and selection, of

which at least 2 years should have been in a supervisory capacity. Knowledge and skills in Human Resources and Planning. Knowledge and skills in HR regulatory framework including PSCBC Resolutions e.g. PSA, PSR, BCEA, LRA, EEA etc. Extensive knowledge of the recruitment process and applicable prescripts. General computer literacy in programmes such as MS Word, Excel, PowerPoint etc. Knowledge and experience of PERSAL and Staff Establishment. Strong organizational and leadership skills. General Managerial skills. Ability to think strategically and innovatively. Ability to generate and utilise HR Management information. Willingness to perform additional tasks when required. Proven ability to manage the filling of vacancies as a project.

DUTIES : Reporting to the Senior Manager: HRM the incumbent will be responsible for: Manage staff procurement activities, e.g. recruitment and selection, probation, and appointments. Provide advice to the senior managers and business units on HR Issues. Training and development and supervision of HR Administration staff. Ensure the development of HR Policies and procedures are in line with best practices.

ENQUIRIES : Jacobus Hayward 012 845 6178
APPLICATIONS : **Recruit1002@npa.gov.za** Fax no. 012 843 4262

POST 28/146 : **ADVANCED DEPUTY MANAGER: LABOUR RELATIONS (2 POSTS) REF NO. RECRUIT 1004**

SALARY : R 217 482 Per annum
CENTRE : Pretoria (Head Office)
REQUIREMENTS : A relevant tertiary qualification plus 3 years experience in the field. Knowledge and skills in Labour Relations. Knowledge and skills regarding LR regulatory framework e.g. Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, etc. Knowledge and skills of conciliation and arbitration proceedings. Knowledge in the Employment Wellness Programmes. Knowledge and skills in the handling of complains disciplinary hearings and grievances. ADR skills, strong verbal and written communication skills.

DUTIES : Ensure compliance with appropriate grievance and disciplinary policies and procedures in the event of disputes proceeding to the Bargaining Council; ensure adequate preparation and assistance in representing the NPA in prosecuting and defending Labour disputes. Assist in developing mechanisms which minimize disputes and support consultative processes. Ensure that the NPA complies with the Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Public Service Act (PSA), and Regulations. Research and advising the NPA on the relevant legislative framework

ENQUIRIES : Ronnie Pather 012 845 6207
APPLICATIONS : **Recruit1004@npa.gov.za** Fax no. 012 843 4264

POST 28/147 : **REGIONAL COURT PROSECUTOR**

SALARY : R211 242 (D1) per annum plus housing allowance, annual service bonus, pension and medical benefits

CENTRE : Recruit 1005 - CPP Wynberg (Wynberg, Paarl),
 Recruit 1006 - CPP Cape Town (Cape Town, Goodwood),
 Recruit 1007 - CPP Bellville (Bellville, Kuils River),
 Recruit 1008 - CPP George (George),
 Recruit 1009 - CPP Mitchells Plain (Mitchells Plain, Khayalitsha)

REQUIREMENTS : A recognised 3-year legal degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses, law of evidence, criminal procedure, criminal law, interpretation of statutes and at least 2 years' relevant criminal court work experience. Management skills - must manage, give guidance to and train prosecutors. Proficiency in prosecuting; guiding investigation and giving instructions in criminal matters in the lower courts; and drafting charge sheets and court documents. Must be able to act independently without constant supervision; relieve in the Regional Court; manage court and case flow management independently; and must have good administrative skills. Valid driver's licence required.

DUTIES : Manage, train and give guidance to prosecutors; study case dockets, decide on the institution of and conduct criminal proceedings, attend to maintenance matters and inquests in the Lower Courts. Prepare cases for court and draft

charge sheets and other proceedings for court; present and assist prosecutors to present the State's case in court, to lead witnesses, cross-examine and address the court on *inter alia*, conviction and sentence, and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Chief Prosecutor with the performance assessments of staff. Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Angelene Jansen 021 487 7123
APPLICATIONS : Recruit 1005 - CPP Wynberg Recruit1005@npa.gov.za Fax: 012 843 4265
 Recruit 1006 - CPP Cape Town Recruit1006@npa.gov.za Fax: 012 843 4266
 Recruit 1007 - CPP Bellville Recruit1007@npa.gov.za Fax: 012 843 4267
 Recruit 1008 - CPP George Recruit1008@npa.gov.za Fax: 012 843 4268
 Recruit 1009 - CPP Mitchells Plain Recruit1009@npa.gov.za Fax: 012 843 4269

POST 28/148 : **RELIEF PROSECUTOR RECRUIT 1010**

SALARY : R211 242 (D1) per annum plus housing allowance, annual service bonus, pension and medical benefits

CENTRE : CPP Bellville
REQUIREMENTS : A recognised 3-year legal degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses, law of evidence, criminal procedure, criminal law, interpretation of statutes and at least 2 years' relevant criminal court work experience. Previous Regional Court experience recommended. Proficiency in prosecuting, investigating and giving instructions in common law and statutory offences in the District and Regional Court, drafting charge sheets and court documents. Management and administrative skills. Valid driver's license essential. Must be prepared to travel and relieve at any station.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings, maintenance matters and inquests in the District and Regional Court. Prepare cases for court; draft charge sheets, present the State's case in court. Lead witnesses, cross-examine and address the court on *inter alia*, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Perform administrative duties. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Angelene Jansen 021 487 7123
APPLICATIONS : Recruit1010@npa.gov.za Fax: 012 843 4270

POST 28/149 : **DISTRICT COURT CONTROL PROSECUTOR RECRUIT 1011**

SALARY : R211 242 (D1) per annum plus housing allowance, annual service bonus, pension and medical benefits

CENTRE : CPP Mitchells Plain (Khayalitsha)
REQUIREMENTS : A recognised 3-year legal degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses, law of evidence, criminal procedure, criminal law, interpretation of statutes and at least 2 year's relevant criminal court work experience. Good management skills - must manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigation, and giving instructions in reasonably complex or more difficult common law and statutory offences in the District Court; and drafting charge sheets and complex court documents. Must be able to act independently without constant supervision; manage court and case flow management independently; relieve in the Regional Court and mentor and/or train and quality check the work of prosecutors. Good administrative skills. Valid driver's licence required.

DUTIES : Manage, train and give guidance to prosecutors; study case dockets, decide on the institution of and conduct criminal proceedings of a general and more advanced nature in the Regional Court. Prepare cases for court and draft charge sheets and other proceedings for court; present and assist prosecutors to

present the State's case in court, to lead witnesses, cross-examine and address the court on *inter alia*, conviction and sentence, and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessments of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Angelene Jansen 021 487 7123
APPLICATIONS : CPP Mitchells Plain Recruit1011@npa.gov.za Fax: 012 843 4271

POST 28/150 : **ADVANCED DISTRICT COURT PROSECUTOR**

SALARY : Salary: R162 510 (C5) per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE : Recruit 1012 - CPP Wynberg (Wynberg, Worcester),
 Recruit 1013 - CPP Bellville (Bellville, Kuils River, Vredendal, Malmesbury),
 Recruit 1014 - CPP Cape Town (Cape Town, Goodwood),
 Recruit 1015 - CPP Mitchells Plain (Mitchells Plain, Khayalitsha, Somerset West, Simons Town, Hermanus),
 Recruit 1016 - CPP George (George, Oudtshoorn, Knysna, Mossel Bay)

REQUIREMENTS : A recognised 3-year legal degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses, law of evidence, criminal procedure, criminal law, interpretation of statutes and at least 1- year relevant criminal court work experience. Proficiency in prosecuting, guiding investigation; giving instructions in reasonably complex or more difficult common law and statutory offences in the District Court, drafting charge sheets and complex court documents. Must be able to act independently without constant supervision; manage court and case flow management independently; relieve in the Regional Court or as a District Court Control Prosecutor; and mentoring other prosecutors. Excellent administrative skills. Valid driver's licence required.

DUTIES : Study case dockets; decide on the institution of and conduct criminal proceedings of a more advanced or complex nature in the District Court; prepare cases for court; draft charge sheets and other court documents that are more complex in nature; present the State's case in court; lead witnesses, cross-examine and address the court on *inter alia*, conviction and sentence; and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Mentoring other prosecutors. Perform administrative duties. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Angelene Jansen 021 487 7123
APPLICATIONS : CPP Wynberg Recruit1012@npa.gov.za Fax: 012 843 4272
 CPP Bellville Recruit1013@npa.gov.za Fax: 012 843 4273
 CPP Cape Town Recruit1014@npa.gov.za Fax: 012 843 4274
 CPP Mitchells Plain Recruit1015@npa.gov.za Fax: 012 843 4275
 CPP George Recruit1016@npa.gov.za Fax: 012 843 4276

POST 28/151 : **HEAD CONTROL PROSECUTOR 1**

SALARY : R 162 510 (C5) per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE : Recruit 1017 - CPP Bellville (Vanhynsdorp),
 Recruit 1018 - CPP Wynberg (Laingsburg)

REQUIREMENTS : A recognised 3-year legal degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses, law of evidence, criminal procedure, criminal law, interpretation of statutes and at least 1-year relevant criminal court work experience. Proficiency in prosecuting, guiding investigation; giving instructions in criminal matters in the District Court; drafting charge sheets and court documents. Must be able to act independently without constant supervision; manage court and case flow management independently; and must have good administrative skills. Valid driver's licence required.

<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings, and attend to maintenance matters and inquests in the District Court. Prepare cases for court and draft charge sheets; present the State's case in court, to lead witnesses, cross-examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district. Attend to the administration of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Angelene Jansen 021 487 7123
<u>APPLICATIONS</u>	:	CPP Bellville Recruit1017@npa.gov.za Fax: 012 843 4277 CPP Wynberg Recruit1018@npa.gov.za Fax: 012 843 4278
<u>POST 28/152</u>	:	<u>MAINTENANCE PROSECUTOR</u>
<u>SALARY</u>	:	R 162 510 (C5) per annum plus housing allowance, annual service bonus, pension and medical aid benefits
<u>CENTRE</u>	:	Recruit 1019 - CPP Cape Town (Cape Town), Recruit 1020 - CPP George (George, Knysna)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of appropriate 3-year legal qualification obtained from a university in the RSA, which includes at least the following courses, law of evidence, criminal procedure, criminal law, interpretation of statutes and a relevant experience. Extensive experience in maintenance and such experience as, in the opinion of the National Director of Public Prosecutions, render him/her suitable for appointment as Maintenance Prosecutor. In addition the candidate should have extensive knowledge of the Maintenance Act No 99 of 1998. Knowledge of Civil and Family Law related to maintenance. Good planning and organizational skills will be highly recommended. A valid driver's licence is an essential requirement. Adequate computer skills will be an advantage. Positive security clearance is a requirement.
<u>DUTIES</u>	:	Criminal and Civil litigation in compliance with the requirements legally impose upon the state regarding all aspects of criminal and all civil activities relevant to maintenance matters. Attend to formal and informal enquiries. Attend to maintenance related prosecutions. Render advice on issues of family law relating to maintenance. Direct and oversee maintenance investigators. Exercise or perform any power, duty or function conferred upon or assigned to the maintenance prosecutor by or under the maintenance Act, 99 of 1998. This will include all aspects of prevention, research and recommendations for policy development, preparing heads of arguments and where required, presenting cases in court. Supervise, train and develop relevant role players including maintenance investigators and police.
<u>ENQUIRIES</u>	:	Angelene Jansen 021 487 7123
<u>APPLICATIONS</u>	:	CPP Cape Town Recruit1019@npa.gov.za Fax: 012 843 4279 CPP George Recruit1020@npa.gov.za Fax: 012 843 4280

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.igr@treasury.gov.za. Applications can also be faxed to (012) 315 5557
- CLOSING DATE** : 25 July 2008 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

- POST 28/153** : **SENIOR ECONOMIST: MUNICIPAL FINANCE RECOVERY SERVICE**
REFERENCE NUMBER: S136/2008
 Division: Intergovernmental Relations

- SALARY** : R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree in Public Finance / Business Economics / Accounting • 3 years' experience in Financial Management related fields of work • Understanding of challenges facing local government finances, in particular, in the context of the Municipal Financial Act • Good understanding and application of the legal framework on local government, including the MFMA • Good financial management and analytical skills • Ability to administer and manage projects to achieve desired results • Applied knowledge and skills in Financial Management • Good computer literacy with sound knowledge of the MS Office Suite is essential • Proven communication, interpersonal and negotiation skills with the ability to draft relevant and succinct reports • The candidate should be prepared to travel frequently, if and when, required

- DUTIES** : It would be expected from the candidate to: • Conduct research on Financial Management matters including financial position of municipalities • Provide assistance in the development and implementation of technical material related to municipal financial recovery plan and interventions • Assist in the resolution of financial problems in municipalities including the preparation of financial recovery plans and providing other support • Collect information on municipal financial problems and on best practices in resolving such problems • Monitoring interventions in municipalities related to financial problems • Assist in coordinating and liaising at all level and working in a cooperative manner with all stakeholders in the resolution of financial problems • Provide support to other Divisions and Departments, offer guidance and prepare and make presentations • Draft appropriate responses to correspondence, enquiries, reports, submissions and letters • Assist in the development of appropriate monitoring mechanisms and reports

- POST 28/154** : **SENIOR ECONOMIST: MFMA IMPLEMENTATION (2 POSTS) REFERENCE**
NUMBER: S137/2008
 Division: Intergovernmental Relations

- SALARY** : Post A: R344 052 per annum
 Post B: R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree in Public Finance / Administration / Law / Economics / Accounting • 3 years' experience in Financial Management related fields of work • Good financial management and analytical skills • Ability to administer and manage projects to achieve desired results • Applied knowledge and skills in Financial Management • Good computer literacy with sound knowledge of the MS Office Suite • Proven communication, interpersonal and negotiation skills with the ability to draft relevant and succinct reports
- DUTIES** : It would be expected from the candidate to: • Have a good understanding and application of the legal framework on local government, specifically the MFMA • Conduct research on all Financial Management matters • Assist in coordinating and liaising at all levels and working in cooperative manner with all stakeholders to ensure the implementation of the MFMA • Draft appropriate responses to

correspondence, enquiries, reports, submissions and letters • Provide support to other Divisions and Departments, offer guidance and prepare and make presentations • Assist in the development of appropriate monitoring mechanisms and reports

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 security clearance.

OTHER POSTS

- POST 28/155** : **STATE ADMINISTRATION OFFICER REF. SSO/08**
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: • Applicant must have an appropriate recognised three year Bachelor's degree/diploma or equivalent qualification in administration. Understanding of Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy and Promotion of Professional Ethics. Understanding of government programmes and priorities. Proven administrative and organizational skills. Proven research and analytical skills. Project management skills in MS Office Suite including Word, Excel, PowerPoint and Outlook. Good interpersonal skills and ability to handle pressure. Creative, motivated and self driven, results oriented individual. Excellent written and verbal communication skills. Ability to work independently and as a part of a team. A driver's licence and willingness to travel will be an added advantage. Successful candidate will be subjected to security screening and vetting Applicants must be
- DUTIES** : The successful candidate will be responsible for: • Manage referral of alleged cases of corruption to departments and manage the Hotline Case Management System • Produce bi-monthly Hotline schedules. Assist in preparing National Anti-Corruption Hotline reports • Assist in conducting anti-corruption hotline workshops at Provincial and National Departments • Provide overall administrative support to the Chief: Directorate Professional Ethics.
- ENQUIRIES** : Mr NJ Mudau (012) 352 1038

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

The vision of the Department of Provincial and Local Government (the dplg) is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The dplg intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

APPLICATIONS : Please forward your application, quoting the relevant reference number to: Kone Solutions Response Handling, PO Box 1132, Rivonia 2128, fax: 086 541 3768 or e-mail: response11@konesolutions.co.za (MS Word). Enquiries: Nubia Wymers, tel: (011) 257 8036

CLOSING DATE : 25 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 and we thank you for the interest shown in our Department.

OTHER POSTS

POST 28/156 : **MANAGER: EXECUTIVE SUPPORT (DEPUTY DIRECTOR LEVEL)**
Office of the Deputy Director-General
Branch: Governance, Policy and Research

SALARY : An all-inclusive remuneration package of R344 052 per annum
REQUIREMENTS : A Bachelor's degree or equivalent qualification. Appropriate experience in logistical administration and office management. Good written and verbal communication skills. Excellent organizational, problem solving and analysis skills. Analytical thinking, report writing, minute taking, research and policy formulation skills. Knowledge of strategic, business and operational planning, project and financial management. Service Delivery Innovation (SDI), people management as well as programme and project management skills. Client orientation and customer focus. A high level of interpersonal skills is essential to liaise with various stakeholders and maintain relationships with key stakeholders.

CENTRE : Pretoria
DUTIES : The appointee will manage the Office of the DDG, which includes, amongst others: Developing systems and co-ordinating the effective and efficient flow of correspondence, determining priority and meeting deadlines for finalisation of documents. Acting as a principal point of contact between the DDG, DG, Minister and relevant stakeholders. Assisting the DDG to monitor the implementation of Executive and Top Management decisions, transmitting request and instructions and following up on matters arising from meetings. Providing leadership in the management of the DDG's strategic diary. Developing and co-ordinating the electronic and manual diary. Conducting research and identifying topics of interest to the DDG and keeping abreast of the legislative framework applicable to Governance, Policy and Research. Ensuring that preparation of documents, speeches, presentations and reports of meetings are done. Providing secretariat support for the DDG's meetings. Drafting responses to correspondence for the DDG and following up on issues on his/her behalf. Preparing the annual estimates of expenditure and administering and monitoring the budget for the office of the DDG. Facilitating cabinet memos and Parliamentary questions by ensuring that quality comments/responses/answers reach the Office of the DDG and Minister on time. Supporting the DDG in managing Cabinet work by enhancing communication between the Parliamentary Officer, the Portfolio Committee and the SM: Cabinet and Parliamentary Matters in the DG's office. Liaising and co-ordinating relevant projects headed by the DDG. Accompanying the DDG on official meetings/workshops and acting as proxy member where necessary. Accepting and declining invitation on behalf of the DDG and

acknowledging receipt of correspondence. Handling queries regarding branch activities and DDG's programme as required. Assisting in the logistical support of the Project Consolidate Izimbizo. Following up on performance agreements and assessments of all personnel in the Branch. Providing overall administration support to the DDG. Managing the Executive Secretary in the Office.

ENQUIRIES

:

Mr T Fosi, tel (012) 334 0833

POST 28/157

:

SPECIALIST

Directorate: Traditional Leadership and Institutions

SALARY

:

R145 920 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

An appropriate three or four year Bachelor's degree (or equivalent qualification) with relevant knowledge and experience in traditional leadership. Understanding of the legislative framework governing the institution of traditional leadership. Knowledge in research methodology, history, customs and a way of life in traditional and rural communities is essential. The incumbent of the post should have skills in the following areas: administration of a database, compilation and analysis of genealogies and analytical skills. A verbal and written understanding of Nguni languages. A valid driver's license (code 08) and computer literacy (Microsoft, MS word and Power point) are also a requirement. A post graduate degree in social research will be an added advantage.

DUTIES

:

The successful candidate will be responsible for the following duties: Conduct research concerning the history, leadership structures, governance, genealogies, judicial systems, succession law and traditional and customs of traditional and rural Nguni communities in the Eastern Cape province. Administer the Geographical Information System (GIS), Traditional Communities Database (TCDB) to provide information and answer queries with regard to relevant communities in the Eastern Cape. Give support to and conduct research with regard to dispute resolution and policy development pertaining to traditional leadership and institution in the Eastern Cape province. Deal with ad hoc requests for advice and information on traditional leadership institutions

ENQUIRIES

:

Mr. J Meiring @ (012) 334 0927 or Ms T Kalamore @ (012) 336 5807

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 21 July 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note 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. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

MANAGEMENT ECHELON

- POST 28/158** : **DIRECTOR: SPECIAL PROJECTS: INTERNATIONAL AND AFRICAN AFFAIRS**
- SALARY** : An all inclusive package of R540 429 per annum (Level 13). Annual progression up to a maximum salary of R581 880 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs with a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : Recognised postgraduate or Master's degree in International Relations, African Studies or Political Science or related equivalent qualification. Three years' appropriate management experience in Government, specializing in project management, administration and/or International Relations. Strategic and policy analysis and development. Project management. Financial Management. People development. Written and verbal communication. Research. International relations experience. Reporting directly to the Chief Director: IAA, the incumbent will provide strategic support to advancing the African Agenda in public administration.
- DUTIES** : Managing special and ad hoc programmes and projects. Developing and implementing international exchange programmes and any other special and ad hoc programmes pertaining to bilateral and multilateral initiatives on governance and public administration, as well as capacity building programmes. Managing the negotiations, developing Plans of Action and assessing Memorandums of Agreements (MoUs) in the field of Governance and Public Administration. Mobilising donor support for key strategic exchange programmes and co-ordinating donor relations and strategic partnerships with international organisations on governance and administration issues. Co-ordination the integrated response to interventions in Africa and South-South relations.
- ENQUIRIES** : Ms MM Rantla, tel. (012) 336 1066.
- NOTE** : The shortlisted candidates will be subjected to a competency assessment battery.

OTHER POSTS

POST 28/159 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND COMMUNICATION SINGLE PUBLIC SERVICE**

SALARY : R217 482 per annum. Annual progression up to a maximum salary of R252 483 per annum is possible subject to satisfactory performance.

CENTRE REQUIREMENTS : Pretoria
An appropriate three-year degree in Public Administration or a relevant field (equivalent qualification). Diverse knowledge of the Public Service and Administration Framework. Knowledge of Public Service legislation. Understanding of inter-government relations. Project and programme management. Research management and conducting of research. Strong verbal and written communication. Policy analysis and development. Initiative and creative problem-solving. Good analytical skills. Computer literacy. Ability to work under pressure and as part of a team.

DUTIES : Develop and maintain policies, procedures and systems surrounding the implementation of the Single Public Service policy Framework. Manage research projects for the development and implementation of a change management strategy. Develop, monitor and evaluate change and communication management project progress report. Consolidate reports to the Minister and Cabinet on progress made with the implementation of the change and communication management. Provide project management and support. Maintain an effective records/information management system. Provide secretarial support to the change management task team.

ENQUIRIES NOTE : Dr. P. Sokhela tel. (012) 336-1280
It will be expected of the successful candidate to travel from time-to-time.

POST 28/160 : **ASSISTANT DIRECTOR: LOGISTICS**

SALARY : R217 482 per annum. Annual progression up to maximum salary of R252 483 per annum is possible subject to satisfactory performance.

CENTRE REQUIREMENTS : Pretoria
An appropriate B.degree or equivalent qualification. Demonstrated knowledge of and experience in government procurement, tender administration, warehouse/stores management. Strong leadership and supervisory abilities. Ability to work independent and under pressure.

DUTIES : Sub-System Controller (LOGIS): Oversee the maintenance of user profiles. Approve balance adjustments. Approve payments. Senior Secretariat to the Bid Adjudication Committee: Prepare and present submissions to the Committee for awarding of bids. Inform users of Committee decisions. Monitor the Bids and Contract Management Activities: Conduct information sessions. Assist with the pre-evaluation of proposals. Effectively manage the stores/warehouse functions: Oversee the stock taking process. Ensure timely replenishment of stock. Ensure that journals are passed and monthly reconciliations are done. Overall management of the Acquisition and Logistical unit: Performance appraisal. Prepare training schedules, mentoring etc.

ENQUIRIES : Ms M Rasebopye tel. (012) 336-1014

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.

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.

MANAGEMENT ECHELON

POST 28/161 : **DIRECTOR: OFFICE ON THE RIGHTS OF THE CHILD**
Component: Office on the Rights of the Child: Policy Coordination and Advisory Services (PCAS)
Chief Directorate: Programmes

SALARY : R540 429 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful applicant will have at least Bachelors Degree in Social Science or equivalent qualifications., managerial, coordination and writing as well as computer literacy skills • Experience in the field of the rights of children, monitoring and evaluation, an ability to communicate effectively with people at all levels, and project management skills will be added advantage • The successful candidate will be employed as a member of Senior Management Services and will be required to a performance contract.

DUTIES : Provide strategic vision and direction for the Office on the Rights of the Child • Coordinate and manage staff, work programme and activities of the Office on the Rights of the Child • Render advice to The Presidency on issues relating to the rights of children • Head and coordinate the work of the Secretariat of the National Programme of Action for children • Build strong working relations with all role-players in the field of children's rights, including civil society organizations • Facilitate training • Coordinate country reporting responsibilities in terms of international instruments relating to children • Conduct research relating to children's issues • Form part of the Senior Management team of The Presidency and, specifically Policy Coordination and Advisory Services Unit • Act as a Responsibility Manager for the Office on the Rights of the Child and its functions.

ENQUIRIES : Ms Mbangiseni Dzivhani Telephone Number: 012 300 5492
FOR ATTENTION : Ms M Makgae
CLOSING DATE : 25 July 2008

POST 28/162 : **DIRECTOR: STRATEGIC PLANNING**
Branch: Office of the Chief Operations Officer

SALARY : R540 429 all inclusive salary package per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent qualification plus extensive appropriate management experience. Extensive credible experience in facilitating and monitoring strategic planning processes, risk identification and research programmes. Candidates must have the following competencies: • In-depth knowledge of Government policies (PFMA, MTEF etc) and its planning processes • Sound understanding and insight into the programmes and priorities of Government • Sound understanding of transformation in Government • Distinct competence and a proven track record in the areas of participative management and leadership, organizational development, policy formulation, as well as programme management and evaluation • ability to develop logical

frameworks and other planning tools • ability to develop and adhere to tight work schedules • strong leadership ability • ability to capitalize on human potential and to build a strong team • Excellent interpersonal skills • advanced planning, organizing and project management skills • sound financial management skills • excellent verbal communication and report writing skills • excellent editing and analytical skills • good computer and IT skills.

DUTIES : Conduct research related to strategic planning and formulate and review a clear strategic plan for The Presidency with the MTEF • Manage the promotion of integrated development planning and partnerships with all stakeholders involved; • provide strategic business and operational planning support across the Presidency • facilitate programme alignment with The Presidency, as well as the planning, monitoring and assessment of progress regarding the Branch programmes • strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and co-ordination of the preparation of the Annual Reports • ensure mission effectiveness and operational efficiency through effective and efficient resource management (including Human Resource, Finance, Equipment, etc) of the component • proactively build sound relationships with key stakeholders and clients, including organized labour • promote a culture of efficiency and service excellence

ENQUIRIES : Ms K Umlaw: 012 300 5355
FOR ATTENTION : Ms M Makgae
CLOSING DATE : 25 July 2008

OTHER POSTS

POST 28/163 : **DEPUTY DIRECTOR: REGULATORY IMPACT ASSESSMENT**
 Component: Policy Coordination and Advisory Services (PCAS)
 Chief Directorate: Economic Sector

SALARY : R407 745 per annum
CENTRE : Pretoria
REQUIREMENTS : The candidate must be a graduate in Law with qualifications at least at the Masters level • Have strong numeracy skills, strong computer skills and strong written communication skills in English • Knowledge of South Africa's economic policies and priorities, and of the South African economy, with a particular focus on the real economy, sector strategies and industrial policies • Knowledge of Republic of South Africa's legislative framework in particular commercial law and the constitution

DUTIES : • Assist in the implementation of the Regulatory Impact Assessment tool • Involved in the project management of a variety of processes relating to the assessment including providing technical assistance and training with respect to RIA • Help developing improved government policy that is informed by the assessment • In addition will be required to assist in driving the broader government programme of action i.e., in the monitoring and evaluation of the implementation of the programme of action and of other key government responsibilities.

ENQUIRIES : Mr. A. Kariem / Mr NP Lamola Telephone Number: 012 300 5499 / 012 300 5589
FOR ATTENTION : Ms M Makgae
CLOSING DATE : 31 July 2008

POST 28/164 : **DEPUTY DIRECTOR: BUSINESS CONTINUITY**
 Branch: Office of the Chief Operations Officer

SALARY : R 344 052 all inclusive salary package per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor's degree/diploma or equivalent qualification. The candidate must have the following competences: Good knowledge of broad-based integrated Business Continuity Management; knowledge of the regulatory imperatives around Business Continuity; good knowledge of Project Management, in-depth knowledge of Government policies (PFMA, MTEF etc) and its planning process, good understanding and insight into the programmes and priorities of Government, formal presentation skills/public speaking, negotiation skills, sound knowledge of research, good verbal communication and report writing skills, sound financial management skills.

DUTIES : Establish Business Continuity program lifecycle processes with The Presidency • develop a Business Continuity Plan and the departmental plans that will ensure the safety of personnel, the protection of information processing facilities and The Presidency's property • incorporate action plans for Business Continuity Management into The Presidency's strategy and business plan • assess business and technology requirements for a Business Continuity plan • evaluate Business Continuity risk to The Presidency in conjunction with the Risk Management • identify and select cost-effective Business Continuity recovery plans • organize and co-ordinate an effective Business Continuity team • facilitates and coordinates the development of a Business Continuity plan document • develop an effective strategy for testing the Business Continuity plan • establish a process for maintaining the Business Continuity plan • implement a Business Continuity change management processes • to verify that the plan works, and is fit for purpose such as tabletop testing of various scenarios, simulations and technical recovery. Integrate Business Continuity Management into all operational decisions and update and inform all the line functionaries of changes and new innovations i.r.o. Business Continuity developments

ENQUIRIES : Ms K Umlaw: 012 300 5355
FOR ATTENTION : Ms M Makgae
CLOSING DATE : 25 July 2008

POST 28/165 : **DEPUTY DIRECTOR: INFORMATION SECURITY**
 Directorate: Internal Security

SALARY : R344 052 per annum all-inclusive remuneration package
REQUIREMENTS : A recognized three year diploma / degree in Information Technology/ Information Communication Security; Successful completion of the NIA Security Management Course; Minimum experience of at least three years in Security or IT environment; Good Project Management; Communication and Management skills; Proven experience in conducting investigations. Sound Interpersonal and presentation skills; Knowledge of the Protection of Information Act 2000 (Act 84 of 2000), National Strategic Intelligence Act (Act 39 of 1994); Criminal Procedure Act 1997 (Act 51 of 1997); Electronic Communication Security Act 2002 (Act 68 of 2002) and Promotion of Access to Information Act 2000 (Act 2 of 2000) and the MISS document of 1996. A valid driver's license.

DUTIES : Render effective and efficient information Security Management in The Presidency; Provide leadership in the protection of information within and outside of The Presidency; Draft reports and liaise with other Security Organs of State on Information Security; Conduct investigations on Information Security branches. Conduct in-depth assessments of The Presidency Information Security which includes documents, communications and IT Security; Ensure classification and de-classification of information within The Presidency; Liaise with the Security Organs of State such as the NIA, COSMEC, SACSA and SITA with regard to Information Security. Conduct risk assessments to identify early warning systems and advise the Directorate on new measures to be implemented. Compile and evaluate procedures on Information Security. Effectively manage resources allocated to Sub-Directorate including budget, Assets and Human resources, Willingness to work irregular hours.

ENQUIRIES : Mr E Mahlangu, tel. (012) 300-5360
FOR ATTENTION : Ms M Makgae
CLOSING DATE : 25 July 2008

POST 28/166 : **PRINCIPAL NETWORK CONTROLLER-INFRASTRUCTURE**
 Unit: Information Technology

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a relevant three year qualification coupled with relevant and sufficient cabling experience/ certification. Extensive experience with fibre, CAT 6, CAT 5 and CAT 3 cabling. A valid Krone certification on UTP cabling. Experience with Cisco data equipment will be an added advantage. Computer literate, problem solving, communication and customer service skills. Knowledge of project leading and management. The successful candidate needs to be a practical person that can resolve problem and be able to work independently as well as part of a team.

<u>DUTIES</u>	:	The incumbent will be responsible to test and repair faulty data and telephone cables. He/She must be able to work with a cable tester. Maintain the data and telephone cabling infrastructure, cabinets, cabling in offices and cable routes. Install test and label UTP points. Identify and do patching in cabinets. Record keeping which includes drawings of the cabling infrastructure. Liaise with helpdesk/ switchboard and external service providers. Responsible to plan, investigate and obtain quotations for new installations when needed. Assist with the maintenance and usage of video conferencing equipment. Must be able to travel when required and work outside of normal hours. Assist with planning and implementations of new installations and expansions. Research and advice on new technologies and make recommendations.
<u>ENQUIRIES</u>	:	Mr S Lemao 012 300 5566
<u>FOR ATTENTION</u>	:	Ms M Makgae
<u>CLOSING DATE</u>	:	01 August 2008
<u>POST 28/167</u>	:	<u>VETTING OFFICER</u> Directorate: Internal Security
<u>SALARY</u>	:	R145 920 per annum
<u>REQUIREMENTS</u>	:	Relevant Degree/ Diploma in Security Management/ information Security or equivalent qualification and experience in security environment. Sound experience in investigations and vetting. Knowledge of the National Strategic Intelligence Act 1994 (Act 39 of 1994); Protection of Information Act 2000 (Act 84 of 2000) and Criminal Procedure Act 1997 (Act 51 of 1997); Ability to work independently and under pressure; Experience in MS Word, Excel and Power Point; Good communication skills (Written and verbal); Goal oriented person; strong leadership and conflict management; Valid driver's license
<u>DUTIES</u>	:	Conduct Security Screening on candidates for employment, contractors and consultants; Conduct vetting and re-vetting of personnel; Compile reports to management on the vetting status of personnel in The Presidency; Ensure effective communication with the Human Resource Directorate; Office Accommodation and the NIA; Complete monthly reports on vetting; Implement Internal Security Policy.
<u>ENQUIRIES</u>	:	Mr E Mahlangu, tel. (012) 300-5360.
<u>FOR ATTENTION</u>	:	Ms M Makgae
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/168</u>	:	<u>SENIOR SECRETARY</u> Component: Policy Coordination and Advisory Services (PCAS) Directorate: Justice, Crime Prevention and Security
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applications are invited from a courteous and diligent Secretary to provide support to the Chief Directorate • Envisaged for appointment is a candidate with at least a Senior Certificate or equivalent qualification plus appropriate experience • Computer literacy, extensive knowledge and experience of Microsoft Word, Excel, PowerPoint and Internet are essential • Good writing and interpersonal skills • Good organizational and organizational skills • Good command of English • Able to work independently and under pressure • Able to take initiative and working under minimum supervision • General Office administration skills.
<u>DUTIES</u>	:	•Planning, organizing and effective management of the Principal's diary • Processing of Subsistence and Travel claims, and reconciliation timeously • Coordination of meetings and workshops as required • Managing correspondence • Keeping abreast of developments of current affairs • Maintain good relationship with other staff members • Dealing with enquiries and referring appropriately where required • Operate standard office equipment such as Photocopier, Fax and Telephone) • Drafting standard letters • Taking minutes during meetings • Filing and maintaining effective filing system • Liaising with Ministries, Departments and external clients • Receipt and transmission of messages in the Unit • Arranging meetings and venues •Acknowledging and managing all correspondence • Handling confidential documents • Assist and coordinate in the work of cluster as well as with all other logistics.

<u>ENQUIRIES</u>	:	Mr. DCM Rathebe, Telephone Number: 012 300 5471 / 5472
<u>FOR ATTENTION</u>	:	Ms M Makgae
<u>CLOSING DATE</u>	:	31 July 2008

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

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

MANAGEMENT ECHELON

POST 28/169 : **CHIEF DIRECTOR: FORESTRY REGULATION AND OVERSIGHT (5-YEAR CONTRACT)**

SALARY : R 635 874 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : The minimum requirement is an appropriate recognised Post graduate degree in Forestry and or Natural Science or an appropriate qualification in a similar field as well as extensive relevant work experience in the development of policy and strategy, including three years experience within the management environment. A Masters degree in the relevant field will be an added advantage. A sound understanding of current forestry legislation, particularly the National Forests Act, 1998 (Act No 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998), the Forest Sector BBBEE Charter and the Public Finance Management Act, 1999 as well as knowledge and experience in social and economic development projects/ programmes are required. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills are essential. Exposure to international forums/debates relating to forestry matters and the principles of Sustainable Forest Management will be an added advantage. Excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills are required.

DUTIES : Key Performance Areas: Provide leadership to the Chief Directorate: Forestry Regulation and Oversight. Conduct strategic and business planning, including compilation of budget, management of budget and expenditure control for the Chief Directorate. Promote transformation in the Chief Directorate and ensure human resources management and development. Ensure effective development of policies and strategies for pertinent issues in the Forestry sector and provide sector foresight. Manage and oversee stakeholder liaison; capacity building in the sector; and sector-specific research initiatives. Oversee the participation of the Branch in international forums. Negotiate protocols and other agreements with partner Departments and relevant sector institutions for implementation of policies and strategies relating to the function of the Chief Directorate. Advise top management and legislature, as well as relevant sector bodies, on policies and strategies relevant to the Chief Directorate. Develop and implement government's pro-poor strategy, within the overall forest policy and strategy. Develop overall policies and strategies for the regulation of sustainable forest management; veldfire management; forest sector capacity building; regulating third-party agreements; and proper administration with respect to State Forest Land. Develop and implement an integrated strategy for law enforcement and the communication on forests and veldfires regulations. Ensure improved forest sector regulation and veldfire risk management. Oversee the establishment and the proper management of the Trust for rental funds and consult with Department of Land Affairs relating to distribution of funds to land beneficiaries. Provide the framework and advice for drawing up and negotiation of leases and other agreements for occupation and use of State Forests. Manage and oversee linkages with key government Departments and programmes relevant to the

		forestry sector. Engage with the forestry industry regarding the sector enablement and empowerment. Engage with partner National Departments and other bodies and programmes regarding the national strategy and framework for pro-poor forestry.
<u>ENQUIRIES</u>	:	Dr M P Rampedi, Tel. (012) 336 7212
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/170</u>	:	<u>CHIEF DIRECTOR: FORESTRY DEVELOPMENT</u> (5-Year Contract)
<u>SALARY</u>	:	R 635 874 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised Post graduate degree in Forestry and / or Economics and / or Natural Science or an appropriate qualification in a similar field as well as extensive relevant work experience, which should include three years within the management environment. A Masters degree in the relevant field will be an added advantage. A sound understanding of current forestry legislation, particularly the National Forests Act, 1998 (Act No 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998), the Forest Sector BBBEE Charter and the Public Finance Management Act, 1999 as well as knowledge and experience in social and economic development projects/programmes are required. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills are essential. Exposure to international forums/debates relating to forestry matters and the principles of Sustainable Forest Management will be an added advantage. Excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills are required.
<u>DUTIES</u>	:	Key Performance Areas: Provide leadership to the Chief Directorate: Forestry Development. Conduct strategic and business planning, including compilation of budget, management of budget and expenditure control for the Chief Directorate. Promote transformation in the Chief Directorate and ensure human resources management and development. Ensure effective development and implementation of policies and strategies for Socio-Economic growth and development in the Forestry sector. Ensure implementation of and compliance with the Forest Sector BBBEE Charter. Oversee the establishment and the effective management of the Forestry Development Agency. Negotiate protocols and other agreements with partner Departments and relevant sector institutions for implementation of policies and strategies relating to the function of the Chief Directorate. Advise top management and legislature, as well as relevant sector bodies, on policies and strategies relevant to the Chief Directorate. Develop and implement government's pro-poor strategy, within the overall forest policy and strategy. Create the enabling environment and processes through which forestry development will eradicate poverty, enable economic empowerment and achieve economic and social redress. Manage and oversee linkages with key government Departments and programmes relevant to pro-poor forestry. Engage with the forestry industry regarding the sector enablement and empowerment. Ensure the implementation of the Forest Development obligations in the Forest Sector BBBEE Charter. Promote the Forest Sector BBBEE Charter through forest enterprise development initiatives throughout the sector. Engage with partner National Departments and other bodies and programmes regarding the national strategy and framework for pro-poor forestry. Work with provinces to facilitate and lead incorporation of forest sector development contributions to Provincial Growth and Development Strategies and Integrated Development Plans.
<u>ENQUIRIES</u>	:	Dr M P Rampedi, Tel. (012) 336 7212
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	25 July 2008

<u>POST 28/171</u>	:	<u>CHIEF DIRECTOR: FORESTRY REGIONS</u> 5-Year Contract
<u>SALARY</u>	:	R 635 874 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The minimum requirement is an appropriate recognised Post graduate degree in Forestry and or Natural Science or an appropriate qualification in a similar field as well as extensive relevant work experience in the development of policy and strategy, including three years experience within the management environment. A Masters degree in the relevant field will be an added advantage. A sound understanding of current forestry legislation, particularly the National Forests Act, 1998 (Act No 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998), the Forest Sector BBBEE Charter and the Public Finance Management Act, 1999 as well as knowledge and experience in social and economic development projects/programmes are required. Programme and project management skills, policy/strategy development and analysis, and analytical and problem solving skills are essential. Exposure to international forums/debates relating to forestry matters and the principles of Sustainable Forest Management will be an added advantage. Excellent verbal and written communication skills, good interpersonal relations, negotiation, managerial and leadership skills are required.
<u>DUTIES</u>	:	Key Performance Areas: Provide leadership to the Chief Directorate: Forestry Regions. Conduct strategic and business planning, including compilation of budget, management of budget and expenditure control for the Chief Directorate. Promote transformation in the Chief Directorate and ensure human resources management and development. Ensure effective implementation of policies and strategies for the Chief Directorates functions. Ensure sustainable management of State Natural Forests, Plantations and Woodlands against Criteria, Indicators and Standards. Ensure implementation, enforcement of and compliance with the National Forests Act, 1998, the National Veld and Forest Fire Act, 1998 and the Forest Sector BBBEE Charter in the Regions. Negotiate protocols and other agreements with partner Departments and relevant sector institutions for implementation of policies and strategies relating to the function of the Chief Directorate, especially as it relates to the Forestry functions in the Regions. Advise top management and legislature, as well as relevant sector bodies, on policies, strategies and programmes relevant to the Chief Directorate. Implement government's pro-poor strategy, within the overall forest policy and strategy. Ensure sustainable forest management; veldfire management; forest sector capacity building; regulation of third-party agreements; and proper administration of State Forest Land. Implement an integrated strategy for law enforcement and the communication on forests and veldfires regulations. Ensure effective plantation management and woodlands and natural forests conservation. Oversee the implementation of enterprise development initiatives, community development and livelihoods programmes, greening and afforestation in the Regions. Support Forestry Land Management and Transfers in auditing of third party agreements; de-proclamations and proclamation issues; and third party negotiations. Manage and oversee linkages with key government Departments and the forestry industry on programmes relevant to the forestry sector.
<u>ENQUIRIES</u>	:	Dr M P Rampedi, Tel. (012) 336 7212
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka Building, Room 610
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/172</u>	:	<u>CHIEF ENGINEER (OPTIONS ANALYSIS)</u> 5- Year Contract
<u>SALARY</u>	:	R540 429 per annum (all inclusive salary package) The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised four-year Bachelor Degree in Civil Engineering or equivalent qualification as prescribed in the Engineering Profession Act, 2000 (Act No. 46 of 2000, South Africa), plus appropriate water resource engineering experience. Registration with the Engineering Council of South Africa as a Professional Engineer (PrEng) is a pre-requisite for appointment as Chief

	Engineer, Computer literacy. Good written and verbal communication skills. Experience in Planning of Water Resource Management/Development Projects. Ability to relate with associated professional fields in a multidisciplinary team. Additional studies or experience in the following fields: Water Resources Engineering, Water Resource System Analysis, Water Resource Management, Hydrology, Geohydrology, Water Quality, Project Management, Engineering Economics, Environment and Law. Experience in Water Resource Planning related Aspects, such as Economic and Environmental Impact Assessment of Projects, Water Related Policy Analysis and Strategy Development, Financing, Institutional Aspects, Negotiation and High-level Communication. A Postgraduate qualification in a water resources related field will be an advantage.
<u>DUTIES</u>	: Key Performance Areas: Optimise and plan water resource utilisation and development in South Africa through the evaluation of various management/development options. Identify available water resources and development needs through multidisciplinary studies at appropriate levels of detail. Participate in the development of water management strategies. Conceptualise possible solutions to meet water demands and evaluation of associated social, economic and environmental impacts. Analyse and arrange financing, legal and institutional aspects for water resource projects. Coordinate and process input from a wide range of disciplines. Analyse, optimise and report on feasibility investigations of possible water resource development. Build capacity and mentor young engineers. Provide specialist/expert advice on water resources to senior management and other relevant parties. Provide efficient and effective management of water resources studies/projects within the constraints of the available resources and time. Head a Sub-Directorate in the Directorate: Options Analysis. Liaise with other organisations and parties on water resource related matters at local, regional, national and international level.
<u>ENQUIRIES</u>	: Mr LS Mabuda Tel (012) 336 8477
<u>APPLICATIONS</u>	: 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>	: 25 July 2008
<u>POST 28/173</u>	: <u>DEPUTY DIRECTOR: RE-ORGANISING AND SOCIAL DEVELOPMENT (ISD)</u>
<u>SALARY</u>	: R407 745 per annum (all-inclusive salary package)
<u>CENTRE</u>	: Polokwane Regional Office
<u>REQUIREMENTS</u>	: *An appropriate recognised three-year tertiary qualification, coupled with extensive in institutional and social development. *Knowledge and background of financial management as well as Water Services Act, 108 of 1997, National Water Act, 36 of 1998 and other legislation and policies having impact on the provision of water services. *Good understanding of institutional framework for Water Sector and Local Government. *Knowledge of Local Government functional areas as it relates to the water sector. *Project and programmes management skills. *Willingness to travel and work irregular hours. *Leadership and management skills. Recommendations: *Ability to interpret and apply policy and legislation. *Communication skills (verbal and written), including public speaking skills. *Negotiation and conflict resolution skills. *Ability to interact with key stakeholders in the Water Sectors, Provincial and Local Government. *Knowledge of the political and social dynamics of the roleplayers in the province. *Ability to work as part of the team.
<u>DUTIES</u>	: *Co-ordinate the re-organizing process in the Water Sector in Limpopo. *Ensure that DWAF is moving from a service provider to a regular and WSIs will be responsible for the delivery of water and water services. *The change of roles and responsibilities will have to be managed and supported throughout the sector. *Ensure excessive integrated support to WSIs, through the various programmes within DWAF, ie. the ILOGS and Masimbambane III programmes. *Develop regulatory frameworks for ISD-related issues and manage implementation. *Develop and provide guidance on capacity building within the institutional framework for water services. *Design sector support programmes and managing implementation. *Support WSAs to deliver on their mandate. *Promote sustainability issues on water services, projects, focusing on demand management. *Deal with ad hoc tasks such as responding to consumers or Ministerial queries. *Give guidance and support to teams of Community Development Officers. *Contract administration.

ENQUIRIES : Mr. RRL Masibigiri, tel. (015) 290 1209
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 04 August 2008

POST 28/174 : **ASSISTANT DIRECTOR: GROUNDWATER ASSESSMENT AND INFORMATION EXTENSION**

SALARY : R344 052 per annum (all-inclusive salary package)
CENTRE : Polokwane Regional Office
REQUIREMENTS : *An appropriate four-year BSc (Hons) degree in Geohydrology or equivalent four-year degree majoring in Geohydrology or Geology with extensive experience in groundwater exploration and assessment as well as knowledge of dissemination. The following will be recommendations: *Proven knowledge of and experience in geohydrological processes, geohydrological assessment and evaluation principles and application of appropriate scientific software. *Applied knowledge of the National Water Act, 1998 and related policies, strategies and guidelines. *Proven ability to provide appropriate training in all aspects of the geohydrological field. *Ability to draft, implement and manage business plans, tenders and terms of reference. *Proven experience in supervision and management of personnel corps, consultants and other service providers. *Knowledge of and experience in budgeting and expenditure control. *Excellent verbal and written communication skills. *Negotiation and facilitation skills. *Knowledge of Human Resources Policies. *Clear understanding of transformation in the Public Service. *Willingness to undertake field trips away from home and irregular hours. *Computer literacy *A valid driver's licence.

DUTIES : Key Performance Areas: *Assess and manage groundwater resources in respect of quantity, quality, availability and sustainability. *Explore the potential of new groundwater resources for future use. *Apply technical and scientific methodology with respect to groundwater development, management and assessment. *Implement and manage all the groundwater assessment projects and activities in the province, including personnel, service providers and budget. *Provide expert geohydrological and related advice and guidelines regionally and nationally. *Maintain and manage the regional groundwater database through the collection, verification and uploading of all groundwater GRIP data (GRIP Project). *Oversee and manage the processing and dissemination of groundwater data and information. *Draft and implement policies, standards and procedures for geohydrological data processing and dissemination. *Provide technical training over the full spectrum of geohydrology. *Draft, implement and manage business plans. *Manage and control budgets, expenditures as well as personnel compliment. *Liaise with stakeholders and service providers.

ENQUIRIES : Mr. W.H Du Toit, tel. (015) 290 1262
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 25 July 2008

POST 28/175 : **WATER SECTOR SUPPORT CO-ORDINATOR (INSTITUTIONAL DEVELOPMENT SUPPORT)**
2-year performance based contract

SALARY : R 295 978 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Social Sciences Degree or Civil Engineering Diploma. Proven track record in Water Services. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Extensive experience on strategic facilitation. Good presentation skills. Computer literacy. Possession of a valid code 08 driver's license.

DUTIES : Key Performance Areas: Manage the municipal support plans nationally to ensure implementation according to municipal water support needs and linked to Izimbizo action plans. Provide strategic input, advice and guidance to sector structures in all the Provinces in relation to institutional issues. Facilitate and support improved development of provincial water sector strategies in all the Provinces. Work with team leaders in all the Regions on demand driven basis to

		coordinate water sector support programmes Attend to sector forum meetings to ensure that institutional priorities are on track and to share lessons learned.
<u>ENQUIRIES</u>	:	Mr S Mthembu Tel: (012) 336-8065
<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>	:	25 July 2008
<u>POST 28/176</u>	:	<u>WATER SECTOR SUPPORT COORDINATOR (FREE BASIC WATER & ONE STOP SHOP) (2 POSTS)</u> 2-year performance based contract
<u>SALARY</u>	:	R 295 978 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Recognised three-year National Diploma or degree with appropriate experience. Report writing skills. Experience and knowledge of monitoring and evaluation. Knowledge of local government and the understanding of the FBW programme. Communication, analytical and integration skills. Good presentation skills Computer literacy. A valid Code 08 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the Free basic water and Sanitation programmes. Ensure that appropriate support is provided to WSAs to implement Free Basic Water and Sanitation through the regions. Ensure integration of FBS into municipal planning and budgeting processes. Coordination of the FBWS task Team meetings. Compile Manco Reports. Perform management and administration duties. Identify "golden "Key performance indicators and further develop sector Key Performance Indicators over time. Support Regional offices and provinces to implement monitoring, reporting and evaluation for reporting purposes of Free Basic Services. Ensure that Free Basic Services and sanitation Key Performance Indicators development is part of integration into the overall Key Performance Indicators and Monitoring and Evaluation system for Water Services Sector. Compile monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Mr. S Mthembu Tel: (012) 336-8065
<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>	:	25 July 2008
<u>POST 28/177</u>	:	<u>WATER SECTOR SUPPORT CO-ORDINATOR (SECTOR COLLABORATION) (3 POSTS)</u> 2-year performance based contract
<u>SALARY</u>	:	R295 978 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Social Sciences Degree or Civil Engineering Diploma. Proven track record in Water Services. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Extensive experience on strategic facilitation. Computer literacy. Possession of a valid code 08 driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate sector collaboration at provincial level and ensuring linkages with national. Organise feedback from collaborative initiatives and relevant programs. Facilitate support to sector players. Manage meetings and workshops schedules and administrative support. Facilitate and co-ordinate lesson learning within and across provinces. Support provincial sector reporting and strategic analysis of reports.
<u>ENQUIRIES</u>	:	Ms T Napakade Tel: (012) 336-7498
<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>	:	25 July 2008
<u>POST 28/178</u>	:	<u>SENIOR INVESTIGATORS: COMPLIANCE MONITORING AND ENFORCEMENT (2 POSTS)</u> 2-year performance based contract
<u>SALARY</u>	:	R295 978 per annum (all inclusive salary package)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Environmental Law and or at least three years experience in Environmental Investigations; Knowledge of Criminal and Procedural Law, Law of Evidence and Interpretation of Statutes will serve as an added advantage. Excellent interpersonal skills. Strong verbal and written communication skills; computer Literacy preferably in Microsoft Office. A valid unendorsed drivers licence is required. Good understanding of the National Water Act 1998 (No. 36 of 1998), Water Services Act 1997 (No 108 of 1997) and other related Policies. To assist in Compliance Monitoring and Enforcement investigations.
<u>DUTIES</u>	:	Key Performance Areas: Reporting to the National Manager: Compliance Monitoring and Enforcement, the prospective incumbent of this position will take responsibility for: Assist with investigations regarding Water related crimes. Support in the development and the implementation of training programmes of the unit. Compiling investigation reports. Assist Regional offices in investigations and evidence collection. Assist in effective Monitoring and Enforcement of all Water Related Laws and Policies. Budget Planning and control for the Unit. Ensure co-operation and assistance of law abiding members of public, and the deterrence of prospective offenders.
<u>ENQUIRIES</u>	:	Mr N.T. Adams, Tel: (012) 336 8393
<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>	:	25 July 2008
<u>POST 28/179</u>	:	<u>QUALITY CONTROL SYSTEMS ADMINISTRATOR (WATER SECTOR SUPPORT PROGRAMME MANAGEMENT)</u> 2-year performance based contract
<u>SALARY</u>	:	R243 514 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 years Social or Commercial Sciences Degree or Diploma. Knowledge of government systems and processes. Excellent networking and communication skills. Strong critical analytical writing skills. Extensive experience on strategic facilitation. Computer literacy. Possession of a valid code 08 driver's license. Knowledge of implementation of ISO 9000 will be a strong recommendation.
<u>DUTIES</u>	:	Key Performance Areas: Conduct internal work-studies on all staff members and prepare relevant reports to Management. Develop and implement Systems and Quality control plans for the Chief Directorate. Quality checks on all correspondence emanating from the Chief Directorate and ensures that it is on appropriate templates and letter heads. Determination of training needs for Chief Directorate staff and facilitation of relevant in service training sessions. Development of succession plans for all managerial positions. Support and advice on staff training and mentoring. Facilitate and ensure appropriate training and skills development to sector practitioners.
<u>ENQUIRIES</u>	:	Mr W Nkabinde Tel: (012) 336-6776
<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>	:	25 July 2008
<u>POST 28/180</u>	:	<u>WATER SECTOR COORDINATOR (MIG)</u> 2-year performance based contract
<u>SALARY</u>	:	R 243 514 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Social Sciences, or Finance Degree or Civil Engineering Diploma. Proven track record in Water Services. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Extensive experience on strategic facilitation. Good presentation and report writing skills Computer literacy. Possession of a valid code 08 driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and align activities regarding MIG as it relates to the Water Services Sector. Support and inform the development,

review and update of new and existing policies of water and sanitation. Develop supports strategies to assist DWAF regions and municipalities with the MIG programme. Ensure appropriate funding allocation through the equitable share. Co-ordinate with stakeholders on policy and strategy relating to implementation of the Water Services sector programmes. Ensure effective implementation of water and sanitation programmes according to the published policy. Work with all stakeholders to plan and monitor progress. Compile monthly and quarterly reports.

ENQUIRIES : Mr S. Mthembu Tel: (012) 336-8065
APPLICATIONS : The Director General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 25 July 2008

POST 28/181 : **ASSISTANT DIRECTOR: ANALYTICAL SERVICES**

SALARY : R217 482 per annum
CENTRE : Pretoria, Roodeplaat Dam
REQUIREMENTS : Candidate must be in possession of an appropriate minimum four year BSc Honours degree or an equivalent qualification coupled with an in-depth experience in Chemistry, Biochemistry, Biology, and Microbiology as well as relevant experience in laboratory management. The following factors will serve as strong recommendations: Management of the laboratory in respect of the requirements set by the accreditation standard ISO 17025 and SANAS requirement; knowledge of the Laboratory Information Management (LIMS) and its operation; development and provision of efficient technical and scientific support for the national water resource management function; training of personnel (Including students) to ensure a competent workforce; management and/or evaluation of sample and analytical information; method development, improvement and optimisation of analytical procedures for water resources quality measurements; maintenance of instruments and quality system according to requirement and accreditation status to methods; finance and budgeting within the laboratory; instrumentation and their maintenance; knowledge of transformation issue as pertaining to the public sector and computer literacy.

DUTIES : Key Performance Areas: The successful candidate will participate in the day-to-day management of RQS, especially the sub-directorate Analytical Services (AS); provide technical and scientific support for the national water resource management function; supervise subordinate and co-ordinate the day-to-day running of laboratories, biology and organic labs and Sample Reception; maintain the accreditation status in accordance with the ISO/IEC 17025 and SANAS requirement; co-ordinate the technical and functional training of AS staff; co-ordinate and train in-services technology universities students; co-ordinate all visits to the laboratories; and communicate with all the Analytical Services clients and public regarding the laboratories.

ENQUIRIES : Dr TW Duma Tel (012) 808 9500
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 25 July 2008

POST 28/182 : **ASSISTANT DIRECTOR**
 Directorate: Water Abstraction Instream Use

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate four-year BSc degree or equivalent qualification in Aquatic, Natural, Environmental Management or related Sciences plus appropriate experience. The incumbent should have the following competencies: sound knowledge and functional experience in water use authorisations and water resources protection and management; sound understanding of water and environmental legislation and related policies, principles, guidelines, tools and procedures; experience in Instream water use and wetland best management practice; sound scientific and evaluation skills of EIA, EMP, rehabilitation and remediation reports and procedures; sound and proven planning and project management skills; ability to compile contracts and

		manage consultants and associated budget; sound interpersonal skills and the ability to manage a multidisciplinary team; excellent communication, reporting, presentation and computer skills; ability to think creatively and take initiative; ability to resolve problems, conflict resolution and work under pressure and a valid code EB driver's licence (formerly code 08)
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the following: assist in the development and implementation of protocols for the implementation of the NWA (Chapter 3 and 4) to ensure sustainable use and protection of water resources; be involved in policy formulation and implementation of policy documents, regulations, guideline, procedures, strategies and protocols in the fields of instream water use authorisations and environmental management; coordinate the development and implementation of instream water use authorisations; assist in the application and evaluation of relevant environmental assessment and management tools reports and plans; provide ongoing scientific and technical support for both water resource management and environmental impact management to the Department; assist in managing and leading a multi-disciplinary team of scientists; taking responsibility for diverse contract administration; liaise with departmental directorate, regional offices and other stakeholders in the implementation of integrated water resources management functions and environmental best practices; and train new personnel in instream water use authorisation and environmental impact management.
<u>ENQUIRIES</u>	:	Ms V Du Plessis Tel (012) 336 8679
<u>APPLICATIONS</u>	:	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>	:	25 July 2008
<u>POST 28/183</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN</u> Water Services Planning
<u>SALARY</u>	:	R217 782 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification plus extensive experience in planning of water services. Recommendations: *Project and programme management skills. *Experience in projects planning and implementation (water and sanitation). *Knowledge of relevant legislation: National Water Act and Water Services Act. *Good written and verbal communication skills. *Computer literacy, preferably MS Excel, Word and PowerPoint. *Leadership and management skills.
<u>DUTIES</u>	:	*Plan Water Services projects and programme management of the Water Services Sector. *Assist and support the Water Services Authorities in the pre-planning and planning of water services projects. *Attend all water services sector meetings. *Liaise with other sector departments on the infrastructure development programme. *Monitor and evaluate the implementation of water services projects. *Produce analytical reports which meet water services projects progress against intended targets. *Evaluate the water services sector technical reports. *Supervise and train subordinates.
<u>ENQUIRIES</u>	:	Mr. B Badenhorst, tel. (015) 290 1218
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	04 August 2008
<u>POST 28/184</u>	:	<u>ENGINEER</u> Water Services Planning
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*A recognised four-year Bachelor's degree in Civil Engineering or equivalent qualifications as prescribed in the Engineering Professions and registration as an Engineer with the Engineering Council of South Africa (ECASA) plus appropriate experience in the field of Planning of Water Infrastructure. *Knowledge of project and contract management. *Financial background. *Excellent writing and verbal

	communication skills. *Sound knowledge of the Acts relating to Water Infrastructure development. *Computer literacy.
<u>DUTIES</u>	: *Render assistance to Municipalities on the planning of water and sanitation infrastructure. *Assist the Chief Engineer in the management of the Planning Department. *Handle contractual issues with regard to Infrastructure Development. *Liaise with the manager responsible for the Water Services Sustainable Programmes. *Check reports against project milestones and liaise with the Implementing Agents and Districts on concerns from reports. *Prepare reports on the projects milestones and key performance areas. *Assist the District Municipalities in the project selection and prioritisation.
<u>ENQUIRIES</u>	: Mr. B Badenhorst, tel. (015) 290 1218
<u>APPLICATIONS</u>	: The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	: Mr. M.J Nzima
<u>CLOSING DATE</u>	: 04 August 2008
<u>POST 28/185</u>	: <u>ASSISTANT DIRECTOR: WATER QUALITY MANAGEMENT</u>
<u>SALARY</u>	: R217 482 per annum
<u>CENTRE</u>	: Polokwane Regional Office
<u>REQUIREMENTS</u>	: *An appropriate three-year tertiary qualification in the Natural/Earth Sciences or equivalent recognised qualification in one of the following fields: Microbiology, Chemistry, Water Care, Geohydrology, Environmental Sciences or Engineering. The following will be recommendations: *Experience in water quality management and sound understanding of current issues in integrated water resources management. *A combination of strategic management, negotiation skills and innovative thinking. *Knowledge of the National Water Act 1998 and related policies, strategies and guidelines. *Good understanding of the principles of Integrated Water Resources Management (IWRM). *Experience and keen interest in minimizing impacts from mines, industries, agriculture and urban development. *Computer literacy. *Clear understanding of transformation in the Public Service. *Clear communication skills (written and verbal). *Knowledge of Human Resource policies. *Valid driver's licence.
<u>DUTIES</u>	: Key Performance Areas: *Implement National Water Act and policies and strategies on water quality management, particularly with regard to mining, industries, municipalities and agriculture. *Oversee resources monitoring. *Forge and sustain effective liaison with Provincial and Local Government as well as with industries on issues relating to the protection of water resources. *Undertake both routine and special investigations, interpret analytical results and prepare status reports. *Actively participate in the transformation and restructuring process of the Department as well as the establishment of water management institutions (WMLs). *Assist with budgeting and expenditure monitoring. *Supervise Principal/Senior Water Pollution Control Officers and other officers involved with resources protection. *Facilitate and co-ordinate training and career development of staff. *Promote water conservation and efficient water utilisation through the authorisation process. *Compile monthly, quarterly and annual reports of the Sub-directorate.
<u>ENQUIRIES</u>	: Mr. H.D Mabada, tel. (015) 290 1402
<u>APPLICATIONS</u>	: The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	: Mr. M.J Nzima
<u>CLOSING DATE</u>	: 25 July 2008
<u>POST 28/186</u>	: <u>CONTROL INDUSTRIAL TECHNICIAN</u>
<u>SALARY</u>	: R217 482 per annum
<u>CENTRE</u>	: Polokwane Regional Office
<u>REQUIREMENTS</u>	: *A National Diploma (Civil Engineering) or equivalent qualification plus appropriate experience in Dam Safety, Dam Design, Construction of Dams, Water Resources Engineering or Bsc degree with relevant experience in WRM or Environmental Engineering Studies. *Computer literacy. *Good verbal and written communication skills. *Valid driver's licence and willingness to travel.
<u>DUTIES</u>	: *Process classification and registration applications of dams with a safety risk. *Evaluate technical documents, including design reports, operation and maintenance manuals and emergency preparedness plans required by the Dam

Safety Regulations. *Provide technical support, equipment and budget control and perform ad hoc tasks for Chief Engineers in the Dam Safety Office. *Maintain and upgrade Dam Safety Office databases. *Inspect and visit dams for classification purposes, investigate illegal construction of dams, existing dams with problems or defects and dams under construction as requested by the responsible Chief Engineer. *Communicate verbally and in writing with dam owners, technicians, engineers, municipalities, interested and affected parties and the public.

ENQUIRIES : Mrs. A.D Maumela, tel. (015) 290 1358
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 25 July 2008

POST 28/187 : **PRINCIPAL HYDROLOGIST: GROUND WATER RESERVE REQUIREMENTS (RESOURCE DIRECTED MEASURE)**

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : A four year degree in Earth/Natural Sciences or equivalent qualification plus relevant experience in groundwater resource management. The candidate must have a good knowledge of the water-related and relevant environmental management legislation and policies and also have sound knowledge on all the aspects and processes related to Resource Directed Measures. Candidates with hydrology, geology and related geoscience qualifications and experience will have an advantage. The candidate must be able to interpret technical and scientific documents and to assist with the management of smaller projects. The candidate must have the ability to work productively in a multi disciplinary internal and external DWAF staff and stakeholders. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but however not a prerequisite and also have good practical experience in software packages such as Microsoft Office. Good communication and writing skills also a requirement. The candidate must be technically and scientifically supportive to management and must have the ability to capacitate and act as a mentor to junior staff. The candidate must have a code 08 drivers' licence. The candidate must demonstrate innovative, enthusiastic and creative and have the ability to manage stress and large workloads.

DUTIES : Key Performance Areas: Incumbent will assist management on matters that deal with development of reserve methodologies, conduct low confident reserves, integrate reserve determination with other DWAF line functions, organise field trips and assist with the preparation of the supporting technical information. Assist the study manager with higher confident reserves and liaise with the regional offices in terms of capacity building requirements, licence application and provide general technical and scientific support. The successful candidate will be expected to liaise closely and provide technical support to other RDM staff and management on the day to day operations within RDM. This post requires substantial travelling that could result in being out of the office for sometimes a week at a time. The candidate will participate in a mentor programme for interns.

ENQUIRIES : Ms N.Y Mvimbi Tel (012) 336 6664
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka 610
CLOSING DATE : 25 July 2008

POST 28/188 : **CHIEF LIMNOLOGICAL TECHNICIAN: BIOLOGY LABORATORY**

SALARY : R174 243 per annum
CENTRE : Pretoria, Roodeplaas Dam
REQUIREMENTS : Candidates must be in possession of the National Diploma in Microbiology, Biotechnology or Water Care. The following will serve as recommendations: Experience in standard analytical techniques for Hydrobiology, Microbiology and Aquatic Toxicity; the use of a Laboratory Information Management System (LIMS) for data handling; the ability to plan, organise and analyse samples; the ability to perform administrative tasks; experience in ISO 17025 and accreditation; knowledge of Occupational Health and Safety Act and safety

		principles; computer literacy and ability to use various software packages such as Ms Word, Excel, PowerPoint, Microsoft Outlook and Internet. A driver's licence will be an added recommendation.
<u>DUTIES</u>	:	Key Performance Areas: The duties of the incumbent of the post will include the following: Analyses of water/sediment samples using Microbiological, Hydrobiological and Aquatic Toxicity methods; Alga identification; preparation of media, solutions and standards; maintenance of cultures; maintenance of laboratory instruments; maintain, update and improve the accreditation quality system; training and supervision of subordinates; capturing of data on LIMS and similar software packages; assist with the development, validation, improvement and auditing of analytical methods and standard operating procedures and purchase of consumables/instruments according to government procedures.
<u>ENQUIRIES</u>	:	Mr C Carelsen Tel (012) 808 9562
<u>APPLICATIONS</u>	:	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>	:	25 July 2008
<u>POST 28/189</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: INORGANIC LABORATORY</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria, Roodeplaat Dam
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a tertiary qualification with Analytical Chemistry or Chemistry as a major. The following will serve as recommendations: appropriate experience in standard water related analyses using the following techniques or instruments: Atomic Absorption Spectroscopy (AAS), Flame Emissions Spectroscopy (FES), Segmented Flow Analysis (SPA), Flow Injection Analysis (FIA), Ion Chromatography (IC), pH meter, EC meter and Turbiditymeter; the ability to plan and organise laboratory activities; extensive experience gained in an accredited chemistry laboratory and good laboratory practices; knowledge of ISO 17025; experience in the use of a Laboratory Information Management System (LIMS) for data handling; good communication skills and the ability to work in a team; supervisory skills; knowledge of statistical analysis; knowledge of Occupational Health and Safety Act and safety principles; advanced computer literacy and the ability to use various software packages such as Ms Word, Excel, PowerPoint, Microsoft Outlook and Internet. A valid licence will be an added recommendation.
<u>DUTIES</u>	:	Key Performance Areas: The duties of the incumbent of the post will be to head the Inorganic Chemistry laboratory. The incumbent will also be responsible for the overall supervision in the laboratory and providing technical and scientific support; executing a wide variety of tasks related to the analysis of water samples; organise the effective day-to-day operation of the Inorganic Chemistry laboratory; provide the necessary technical and scientific guidance to the analysts to ensure the prompt delivery of quality data; develop, validate, improve and audit analytical methods; maintain and improve and audit analytical methods; supervise and train laboratory personnel to have a highly motivate and effective team; participate in Planned Job Observations (PJOs) on all methods and procedures to be declared competent in terms of the RQS accreditation quality system and thereafter be assessed by SANAS as a technical signatory; oversee the maintenance and improvement of a safe healthy work environment; oversee the maintenance and improvement of the RQS Laboratory Information Management System (LIMS); oversee quality assurance on analytical data and results; and oversee the purchasing of consumables and instrument according to government procedures.
<u>ENQUIRIES</u>	:	Dr TW Duma Tel (012) 808 9608
<u>APPLICATIONS</u>	:	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>	:	25 July 2008
<u>POST 28/190</u>	:	<u>PRINCIPAL HYDROLOGIST: ANALYTICAL SERVICES (2 POSTS)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria, Roodeplaat Dam

<u>REQUIREMENTS</u>	:	Candidates must be in possession of an MSc/PhD/BTech in Organic Chemistry. A BSc (Honours) will be considered with appropriate experience in the organic chemistry field. The essential requirements for the post are: Research based experience in organic chemistry; experience and/or expertise in the use of analytical equipment such as GC-MC, HPLC, GC, UV-Spectrometer; and advance computer literacy. The ability to develop and validate current methodology; the ability to train and mentor junior staff; oversee the technical aspects of the organic analysis and interpretation of results and a valid code 08 driver's licence will be a further recommendation.
<u>DUTIES</u>	:	Key Performance Areas: the successful incumbent's responsibility will be to provide the national water resource management function, through research and development, with resource quality information, necessary to address the strategic and operational requirement for the protection and assessment of water resource quality; to provide an advanced level of scientific expertise in organic chemistry and to ensure the availability of chemical data and information in support of the Stockholm Convention (SC) and the National Toxicity Monitoring Programme (NTMP) as the National Water Act of 1998; to provide an advanced level of scientific and technical knowledge and expertise in the field of organic chemistry in order to assess, develop, protect, use, conserve, manage and control water resources as required by the National Water Act 1998 and the National Water Resource Strategy; publish and present scientific research work in recognised publications on a regular basis and the attendance, on a monthly basis at recognised institutions, of special training programmes in order to advance academically and experientially.
<u>ENQUIRIES</u>	:	Dr TW Duma Tel (012) 808 9608
<u>APPLICATIONS</u>	:	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>	:	25 July 2008
<u>POST 28/191</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: RESOURCE QUALITY INFORMATION</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria, Roodeplaat Dam
<u>REQUIREMENTS</u>	:	A technical Diploma or Degree. Extensive appropriate experience in the natural sciences fields, including Hydrology and Chemistry. Good numerical computer literacy. Good language and communication skills. Knowledge of Geography. The ability to read maps. Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will co-ordinate and consolidate national and Regional water resource quality monitoring programmes that have been registered on the Water Management System (WMS); monitor point data capture and updating; ensure the provision of technical support to the maintenance and updating of the water resource database; provision of technical support to the operation of the geographical, reporting and visualisation functions; ensure an operational DWAF Water Resource Quality Monitoring Committee with representation from the Regions and Hydrology; WMS Operational Users Group with regular meeting to set operational standards; train Water Management System users; train resource quality monitors; ensure that capacity is developed to address training needs of other staff; make quality assurance of Resource Quality Features on Water Management System (WMS); and assess, restore and increase capacity to address present requirement and to support increase activities required by CD: WRIM and the National Water Act.
<u>ENQUIRIES</u>	:	Ms E Vermaak Tel (012) 808 9625
<u>APPLICATIONS</u>	:	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>	:	25 July 2008
<u>POST 28/192</u>	:	<u>CONTROL GEOHYDROLOGICAL TECHNICIAN: GROUNDWATER DATA MANAGEMENT</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate three-year National Diploma (Geotechnology or Geology) or equivalent qualification with appropriate experience in groundwater exploration

and assessment and groundwater monitoring network development and data assessment. The following will be recommendations: *A BTech degree. *Appropriate experience in all aspects of geohydrology and geophysics and acquisition and provision of groundwater information. *Applied knowledge of GIS in groundwater assessment and monitoring. *Ability to supervise and manage a team of auxiliary services officers and technicians. *Interpersonal skills and leadership ability. *Good communication skills (written and verbal). *Knowledge of the NWA. *A valid driver's licence. *Love of the outdoors. *Irregular working hours. *Computer skills.

DUTIES : Key Performance Areas: *Participate in the assessment of existing and new groundwater resources in terms of their occurrence, quality and exploitation potential. *Supervise the appropriate development of groundwater resources. *Conduct geophysical surveys, borehole census, drilling programs and supervision, pumping tests, and sampling programmes. *Interpret and evaluate geophysical, geohydrological and hydro-chemical field data. *Develop and implement a groundwater monitoring network. *Service and maintain groundwater monitoring and information systems. *Assess monitoring data and compile status reports. *Assess license applications for existing and new groundwater use. *Collect/capture and evaluate high-quality groundwater data to assess, manage and protect the groundwater resources and help populate the regional and national groundwater database. *Advise water users and managers on groundwater development, management and protection. *Educate and inform communities/public/school children of the basics and management of groundwater. *Disseminate groundwater information to local authorities or individuals. *Provide a professional service to the geohydrologist and the Department as a whole. *Provide geohydrological training to technicians and auxiliary staff.

ENQUIRIES : Mr. W.H Du Toit, tel. (015) 290 1262

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

FOR ATTENTION : Mr. M.J Nzima

CLOSING DATE : 25 July 2008

POST 28/193 : **SENIOR HYDROLOGIST: GROUND WATER RESERVE REQUIREMENTS (RESOURCE DIRECTED MEASURE)**

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : A four year degree in Earth/Natural Sciences or equivalent qualification plus relevant experience in groundwater resource management. The candidate must have a good knowledge of the water-related and relevant environmental management legislation and policies and also have sound knowledge on all the aspects and processes related to Resource Directed Measures. Candidates with hydrology, geology and related geoscience qualifications and experience will have an advantage. The candidate must be able to interpret technical and scientific documents. The candidate must have the ability to work productively in a multi disciplinary internal and external DWAF staff and stakeholders. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but however not a prerequisite and also have good practical experience in software packages such as Microsoft Office. Good communication and writing skills also a requirement. It will be to the candidate's advantage to have a code 08 drivers' licence. The candidate must demonstrate innovative, enthusiastic and creative and have the ability to manage stress and large workloads.

DUTIES : Key Performance Areas: Incumbent will conduct low confident reserves, integrate reserve determination with other DWAF line functions, assist with the preparation of the supporting technical information. Assist as study manager with higher confident reserves and liaise with the regional offices in terms of capacity building requirements, licence application and provide general technical and scientific support. The successful candidate will be expected to liaise closely and provide technical support to other RDM staff. This post requires substantial travelling that could result in being out of the office for sometimes in a week.

ENQUIRIES : Ms N.Y Mvimbi Tel (012) 336 6664

APPLICATIONS : 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>	:	25 July 2008
<u>POST 28/194</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: INORGANIC LABORATORY</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria, Roodeplaat Dam
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a National Diploma in or an appropriate minimum three year BSc degree with Chemistry as a major. The following will serve as recommendations: proven experience in analytical chromatography techniques e.g. GC, GC-MS and HPLC; extensive experience gained in an accredited chemistry laboratory and good laboratory practices; knowledge of statistical analysis; ability to plans and organised laboratory activities; ability to supervise personnel; experience in the use of a Laboratory Information Management System (LIMS) for data handling; the ability to perform administrative tasks; knowledge of ISO 17025; knowledge of Occupational Health and Safety Act and safety principles; advanced computer literacy and the ability to use various software packages such as Ms Word, Excel, PowerPoint, Microsoft Outlook and Internet. A valid licence will be an added recommendation.
<u>DUTIES</u>	:	Key Performance Areas: The duties of the incumbent of the post will include the following: Analyses of water/sediment samples using GC, GC-MS and HPLC; perform quality control on analysed analytical data; participate in proficiency testing; maintain instruments such as GC, GC-MS and HPLC; participate in planned job observation (PJO) in order to be declared competent; maintain, update and improve the accreditation quality system; training and supervision of subordinates in the Organic laboratory; capturing of data on LIMS and similar software packages; assist with the development, validation, improvement and auditing of analytical methods and standard operating procedures and purchase of consumables/instruments according to government procedures.
<u>ENQUIRIES</u>	:	Mr TW Duma Tel (012) 808 9608
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka 606
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/195</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: INORGANIC LABORATORY</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria, Roodeplaat Dam
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a tertiary qualification with Analytical Chemistry or Chemistry as a major. The following will serve as recommendations: appropriate in-depth experience in standard water related analysis using the following techniques: Atomic Absorption Spectroscopy (AAS), Flame Emission Spectroscopy (FES), Segmented Flow Analysis (SFA), Flow Injection analysis (FIA), Ion Chromatography (IC), pH meter and Turbiditymeter; experience auditing methods, procedures and laboratory facilities; extensive experience gained in an accredited chemistry laboratory and good laboratory practices; knowledge of ISO 17025; experience in the use of a laboratory Information Management System (LIMS) for data handling; good communication skills and the ability to work in a team; supervisor skills; knowledge of statistical analysis; knowledge of Occupational Health and Safety Act and safety principles; advanced computer literacy and ability to use various software packages such as Ms Word, Excel, PowerPoint, Microsoft Outlook and Internet; and a valid driver's licence will be an added recommendation.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will be responsible for the quality assurance and tasks related to providing technical and scientific support. The incumbent is also responsible for executing a wide variety of tasks in relation to the analysis of water sample including the following: Practice quality assurance on all analysed data and results as per RQS accreditation quality system; maintain and improve the RQS accreditation quality system; develop, validate, improve and audit analytical methods; provide the necessary technical and scientific guidance to the analysts to ensure the delivery of quality data; Operate Laboratory Information Management System; supervise and train laboratory personnel to have a highly motivated and effective team; maintain and upgrade analytical instruments; participate in Planned Job Observations (PJOs)

		on all methods and procedures to be declared competent in terms of the RQS accreditation quality system and thereafter be assessed by SANAS as a technical signatory; prepare and analyse water samples with accredited methods and procedures; and participate in proficiency testing exercises.
<u>ENQUIRIES</u>	:	Mr TW Duma Tel (012) 808 9608
<u>APPLICATIONS</u>	:	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>	:	25 July 2008
<u>POST 28/196</u>	:	<u>SENIOR HYDROLOGIST: GROUNDWATER ASSESSMENT AND INFORMATION EXTENSION</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	<p>*An appropriate four-year BSc (Hons) degree in Geohydrology or equivalent four-year degree majoring in Geohydrology or Geology with appropriate experience in groundwater exploration and assessment as well as knowledge dissemination.</p> <p>*A related postgraduate qualification will be an added advantage. The following will be recommendations: *Superior computer literacy and hands-on familiarity with GIS applications in geohydrological field. *Extensive experience in water resources planning and management and understanding of current issues in integrated water resources management. *Appropriate experience in groundwater assessment and management, acquisition and provision of groundwater information and the evaluation of monitoring data. *Applied knowledge of the National Water Act, 1998 and related policies, strategies and guidelines. *Demonstrated leadership skills and ability to manage a diverse team of technicians. *Ability to transmit knowledge and skills. *Good communication skills (written and verbal). *Willingness to undertake field trips away from home and irregular working hours. *Computer literacy. *Valid driver's licence.</p>
<u>DUTIES</u>	:	<p>Key Performance Areas: *Execute regional groundwater assessment projects. *Evaluate and characterise groundwater resources in the province. *Assess and comment on environmental impacts and related groundwater protection issues. *Participate in the management of a groundwater information system and GIS support. *Assess GRIP data. *Oversee data capturing and quality control thereof and the rendering of support services to other sub-directorates. *Provide an extension service to the public at large and consultants as well as groundwater education and training. *Undertake capacity building and organisational development for local communities and municipalities to manage their own resource. *Evaluate and assess groundwater use licenses for existing and new groundwater use. *Disseminate knowledge and manage and exchange information with other institutions. *Facilitate capacity building among staff and ensure informed stakeholder participation in water management issues. *Liaise with Provincial and Local Government as well as with industry, on issues relating to groundwater data acquisition, assessment and management.</p>
<u>ENQUIRIES</u>	:	Mr. W.H Du Toit, tel. (015) 290 1262
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/197</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (WATER SERVICES PLANNING)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	<p>*An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification plus appropriate experience in planning of water services. Recommendations: *Project management *Experience in infrastructure planning and implementation of water services. *Knowledge of relevant legislation: National Water Act and Water Services Act. *Good written and verbal communication skills. *Computer literacy, preferably MS Excel, Word and PowerPoint. *Leadership and management skills.</p>
<u>DUTIES</u>	:	<p>*Plan Water Services projects and programme management of the water services sector. *Assist and support the Water Services Authorities in the pre-planning and planning of water services projects. *Liaise with other sector</p>

departments on the infrastructure development programme. *Produce an analytical report that reflects water services sector projects progress against intended targets. *Evaluate the water services sector technical reports. *Supervise and train subordinates.

ENQUIRIES : Mr. B Badenhorst, tel. (015) 290 1218
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 04 August 2008

POST 28/198 : **SENIOR WATER POLLUTION CONTROL OFFICER**

SALARY : R145 920 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *An appropriate three-year tertiary qualification in the Natural/Earth Sciences or equivalent qualification in one of the following fields: Chemistry, Environmental Sciences, Water Care, Geohydrology, Microbiology and/or Chemical Engineering. The following will be recommendations: *Knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines. *Good written and verbal communication skills. *Understanding of Integrated Water Resources Management. (IWRM). *Interest in minimising impacts from mines, industries, agriculture and urban development. *A valid driver's licence. *Understanding of computer literacy and good communication skills (written and verbal).

DUTIES : Key Performance Areas: *Assess and monitor water resources using policies, strategies and guidelines on Water Quality Management, particularly on Urban Development, Mining, Industrial Water and Waste Water Management. *Provide professional services on the issuing of water use licenses in terms of the National Water Act, (Act 36 of 1998). *Implement and enforce National Water Act, 36 of 1998, policies and strategies on water quality management, particularly regarding mining, industrial, municipal and agricultural activities. *Manage water quality aspects and impacts at designated catchments. *Establish and sustain effective liaison with Provincial and Local Governments on issues relating to the protection of water resources. *Participate and assist in the development of strategies in the following fields: Water Quality Management, Catchment Management and National Water Resource Management. *Train Water Pollution Control Officers, Auxiliary Services Officers and Professional Trainees. *Assist in compiling monthly and quarterly reports of the Sub-directorate.

ENQUIRIES : Mr. H.D Mabada, tel. (015) 290 1402
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 25 July 2008

POST 28/199 : **CHIEF GEOHYDROLOGICAL TECHNICIAN: GROUNDWATER ASSESSMENT AND INFORMATION EXTENSION**

SALARY : R145 920 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *An appropriate three-year National Diploma (Geotechnology or Geology) or equivalent qualification with appropriate experience in groundwater exploration and assessment. The following will be recommendations: *A BTech degree. *Appropriate experience in all aspects of geohydrology and geophysics and acquisition and provision of groundwater information. *Applied knowledge of GIS in groundwater assessment and monitoring. *Ability to supervise and manage a team of auxiliary services officers. *Interpersonal skills and leadership ability. *Good communication skills (written and verbal). *Knowledge of the NWA. *A valid driver's licence. *Love of the outdoors. *Irregular working hours. *Computer skills.

DUTIES : Key Performance Areas: *Participate in the assessment of existing and new groundwater resources in terms of their occurrence, quality and exploitation potential. *Conduct geophysical surveys, borehole census, drilling programmes and supervision, pumping tests, and sampling programmes. *Interpret and evaluate geophysical, geohydrological and hydro-chemical field data. *Assess license applications for existing and new groundwater use. *Collect/capture and

		evaluate high-quality groundwater data to assess, manage and protect the groundwater resources and to populate the regional and national groundwater database. *Educate and inform communities/public/school children of the basics and management of groundwater. *Disseminate groundwater information. *Provide a professional service to the Geohydrologist and the Department as a whole. *Provide geohydrological training to technicians and auxiliary staff.
<u>ENQUIRIES</u>	:	Mr. W.H Du Toit, tel. (015) 290 1262
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/200</u>	:	<u>CHIEF GEOHYDROLOGICAL TECHNICIAN: GROUNDWATER DATA MANAGEMENT (3 POSTS)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate three-year National Diploma (Geotechnology or Geology) or equivalent qualification with appropriate experience in groundwater exploration and assessment. The following will be recommendations: *A BTech degree. *Appropriate experience in all aspects of geohydrology and geophysics and acquisition and provision of groundwater information. *Applied knowledge of GIS in groundwater assessment and monitoring. *Ability to supervise and manage a team of auxiliary services officers. *Interpersonal skills and leadership ability. *Good communication skills (written and verbal). *Knowledge of the NWA. *A valid driver's license. *Love of the outdoors. *Irregular working hours. *Computer skills.
<u>DUTIES</u>	:	Key Performance Areas: *Participate in the assessment of existing and new groundwater resources in terms of their occurrence, quality and exploitation potential. *Conduct geophysical surveys, borehole census, drilling programmes and supervision, pumping tests and sampling programmes. *Interpret and evaluate geophysical, geohydrological and hydro-chemical field data. *Service and maintain groundwater monitoring and information systems. *Assess licence applications for existing and new groundwater use. *Collect/capture and evaluate high-quality groundwater data to assess, manage and protect the groundwater resources and help populate the regional and national groundwater database. *Advise water users and managers on groundwater development, management and protection. *Educate and inform communities/public/school children of the basics and management of groundwater. *Disseminate groundwater information to local authorities or individuals. *Provide a professional service to the geohydrologist and the Department as a whole. *Provide geohydrological training to technicians and auxiliary staff.
<u>ENQUIRIES</u>	:	Mr. W.H Du Toit, tel. (015) 290 1262
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/201</u>	:	<u>SENIOR ADMINISTRATION CLERK (IGR & SC)</u> 2-year performance based contract
<u>SALARY</u>	:	R124 548 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent recognised qualification plus appropriate experience and computer literacy are the minimum requirements for appointment. Additional requirements include excellent interpersonal and communication skills (verbal and written) and good organising skills.
<u>DUTIES</u>	:	Key Performance Areas: The appointee will be responsible for the administrative support services which include, among others, the following: Handling personnel and administration matters. Providing admin support to meetings, workshops and conferences. Prepare requests for venues for official events, transport and accommodation. Process invoices and claims. Update and maintain Directorate Filing Systems in line with Main Registry. Update Directorate Web Page. Relieving other administrative staff.
<u>ENQUIRIES</u>	:	Ms T Napakade, Tel: (012) 336 - 7498

<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>	:	25 July 2008
<u>POST 28/202</u>	:	<u>SENIOR LIMNOLOGICAL TECHNICIAN: BIOLOGY LABORATORY</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria, Roodeplaat Dam
<u>REQUIREMENTS</u>	:	Candidates must be in possession of the National Diploma in Microbiology/Biotechnology/Water Care or an appropriate minimum three-year BSc degree in Microbiology as a major. The following will serve as recommendations: Knowledge in standard analytical techniques for Hydrobiology, Microbiology and Toxicity; the use of a Laboratory Information Management System (LIMS) for data handling; the ability to plan, organise and analyse samples; the ability to perform administrative tasks; knowledge in ISO 17025; knowledge of statistical analysis; knowledge of Occupational Health and Safety Act and safety principles; computer literacy and ability to use various software packages such as Ms Word, Excel, PowerPoint, Microsoft Outlook and Internet. A driver's licence will be an added recommendation.
<u>DUTIES</u>	:	Key Performance Areas: The duties of the incumbent of the post will include the following: Analyses of water/sediment samples using Microbiological, Hydrobiological and Toxicity methods; Alga identification; preparation of media, solutions and standards; maintenance of cultures; maintenance of laboratory instruments; maintain, update and improve the accreditation quality system; training of subordinates; capturing of data on LIMS and similar software packages; assist with the development, validation, improvement and auditing of analytical methods and standard operating procedures and purchase of consumables/instruments according to government procedures.
<u>ENQUIRIES</u>	:	Mr C Carelsen Tel (012) 808 9562
<u>APPLICATIONS</u>	:	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>	:	25 July 2008
<u>POST 28/203</u>	:	<u>SENIOR SECRETARY (DIRECTOR: WATER SECTOR SUPPORT)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate/Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and coordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet coupled with sound typing skills. Knowledge of network applications and governmental transversal systems (will serve as an added advantage). Willingness to work after hours when required.
<u>DUTIES</u>	:	Key Performance Areas: Key performance areas: Responsible for all Director's office administration. Diary management and coordination of office activities. Management of all incoming and outgoing correspondence. Coordination of and preparation for meetings, workshops and other appointments of the Director. Answering and screening of all telephone calls. Taking minutes at meetings chaired by the Director. Provide administrative and secretarial support to the Director. Ensure Quality Assurance in terms of document management, Record keeping and filling thereof. Maintenance of information and document management systems. Together with the support staff, manage office supplies. Responsible for travel arrangements. Processing of all subsistence and traveling claims. Hospitable reception of visitors to the Directorate. Assistance with any other logistical and administrative tasks.
<u>ENQUIRIES</u>	:	Mr. Kalinga Pelpola, Tel (012) 336 8798.
<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>	:	25 July 2008

<u>POST 28/204</u>	:	<u>SENIOR SECRETARY GRADE IV</u> (Chief Directorate: Institutional Oversight)
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A senior certificate with typing as a fully passed subject. The successful candidate must be computer literate with excellent knowledge of Ms Word, Ms Excel, and Ms PowerPoint. Excellent interpersonal and communication skills (verbal and written) and good organising skills. Credible and proven experience in the secretarial and administrative field will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for general secretarial duties such as manage the Chief Director's diary, the recording of minutes in meetings, typing letters. Memorandums, presentations, etc. manage filing and retrieval of information in the office of the Chief Director. Managing telephone calls, making travel and accommodation arrangements for the organisation of conferences and arrangement of meetings.
<u>ENQUIRIES</u>	:	Mr Silas Mbedzi Tel (012) 336 8752
<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>	:	25 July 2008
<u>POST 28/205</u>	:	<u>SENIOR SECRETARY GRADE IV</u> (Water Management Institution Governance)
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A senior certificate or equivalent with typing as a fully passed subject. The successful candidate must be computer literate with excellent knowledge of Ms Word, Ms Excel, and Ms PowerPoint. Excellent interpersonal and communication skills (verbal and written) and good organising skills. Credible and proven experience in the secretarial and administrative field will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for general secretarial duties such as manage the Director's diary, the recording of minutes in meetings, typing letters. Memorandums, presentations, etc. manage filing and retrieval of information in the office of the Chief Director. Managing telephone calls, making travel and accommodation arrangements for the organisation of conferences and arrangement of meetings.
<u>ENQUIRIES</u>	:	Ms E Bofilatos Tel (012) 336 8829
<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>	:	25 July 2008
<u>POST 28/206</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN (SURVEY SERVICES)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate recognised National Diploma (T- or S-stream) or equivalent qualification in land surveying, plus appropriate experience. Recommendations: *Field experience in the use of modern survey equipment (Total stations, Electronic levels, GPSs and Trimble PRO-XRSs). *Computer literacy, especially Modelmaker and Surpac software. *Good communication skills (written and verbal). *Organisational and planning skills. *Ability to manage a diverse team of Survey Officers and General Assistants. *A clear understanding of transformation in the Public Service. *A valid driver's licence. *Ability to drive and willingness to travel extensively.
<u>DUTIES</u>	:	*Collect and process survey data and provide quality information for planning, design, construction and maintenance of water resource infrastructures. *Compile and produce plans, co-ordinates and final reports. *Contribute to the verification of compliance with and the implementation of survey standards.
<u>ENQUIRIES</u>	:	Mr. MR Ligudu, tel. (015) 290 1414
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima

CLOSING DATE : 04 August 2008

POST 28/207 : **CONTROL AUXILIARY SERVICES OFFICER**

SALARY : R117 501 per annum
CENTRE : Vhembe Sibasa Regional Laboratory
REQUIREMENTS : *An appropriate recognised three-year tertiary qualification or a National Diploma in one of the following fields: Water Care, Microbiology or Analytical Chemistry plus appropriate laboratory experience. *A valid driver's licence, (code 08)

DUTIES : *Collect water samples from different sampling points around Vhembe District both water and wastewater. *Organise the effective day-to-day operation of the laboratory. *Provide the necessary technical and scientific guidance to the analysis to ensure the delivery of quality data. *Prepares reagents, solutions, and standards as required. *Perform calibration and maintenance of laboratory instrumentation as necessary to assure proper performance. *Monitor and maintain laboratory supply and chemical inventory to assure effective laboratory operation. *Capture data into DWQMS or similar software package. *Ad hoc task include report writing and monthly reporting.

ENQUIRIES : Mr. T.T Nemaunzeni, tel. (015) 960 1600
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 04 August 2008

POST 28/208 : **AUXILIARY SERVICES OFFICER**

SALARY : R54 879 per annum
CENTRE : Vhembe Sibasa Regional Laboratory
REQUIREMENTS : *Senior certificate or N3 laboratory certificate plus appropriate experience in laboratory.

DUTIES : *Prepare reagents, solutions, and standards as required. *Perform calibration and maintenance of laboratory instrumentation as necessary to assure proper performance. *Analyse water samples for physical, chemical and bacteriological parameters.

ENQUIRIES : Mr. T.T Nemaunzeni, tel. (015) 960 1600
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 04 August 2008

POST 28/209 : **AUXILIARY SERVICES OFFICER (WATER SERVICES PLANNING)**

SALARY : R54 879 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *A Grade 12 certificate or equivalent qualification and appropriate experience in the field. Recommendations: *Knowledge and understanding of the water Sector Programme. *Good written and verbal communication skills. *Computer literacy, with more emphasis on Spreadsheets

DUTIES : *Compile weekly and monthly water services reports (including those to the donors). *Record applications for township development and obtain outstanding water services information. *Print e-mail messages and reports. *Record queries regarding the progress on planning of the water services projects. *Administrative support to Chief Engineer: Planning, documenting and administering of licence applications. *File the water services reports. *Prepare payment certificates, purchase requisitions and orders.

ENQUIRIES : Mr. B Badenhorst, tel. (015) 290 1218
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 04 August 2008

POST 28/210 : **CLEANER: ANALYTICAL SERVICES (2 POSTS)**

SALARY : R47 787 per annum
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Adult Basic Education Training (ABET) or Matric. Good communication skills. Experience and knowledge of cleaning tasks. Knowledge of Occupational Health and Safety Act and Regulation principles and practices. The ability to read and write. A valid code EB driving licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will perform the following: Clean laboratories; clean laboratory equipment and culture fish tanks; clean glassware according to procedures; fill 25 litre and other water containers; sterilise waste; remove waste and complete accreditation forms.
<u>ENQUIRIES</u>	:	Mr C Carelsen Tel (012) 808 9500
<u>APPLICATIONS</u>	:	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>	:	25 July 2008

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

The Free State Department of Agriculture is an equal opportunity, affirmative action employer.

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

FOR ATTENTION : Mrs T van der Berg

CLOSING DATE : 27 July 2008

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates, driver's licence and your ID/Passport. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check.

OTHER POSTS

POST 28/211 : **STATE VETERINARIAN (1 POST) REF: SV/2008**

SALARY : All inclusive remuneration package of R 344 052 per annum

CENTRE : Hoopstad

REQUIREMENTS : *BVSc Degree *Registration with SAVC *Valid driver's licence (code EB)
*Computer skills

DUTIES : (a) Rendering a Veterinary Health service, which would, inter alia, entail the following: (i) Implement and maintain surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases, implement control measures (ii) Undertake surveys to establish the economically important diseases / conditions Ensure that Animal Health Technicians involved in rendering an Animal Health service are properly trained to comply with the requirements of the Act Ensure that animals are branded in accordance with the Branding of Animals Act Issue permits and health certificates for the movement of animals across borders / free and contaminated zones Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples (b) To provide training and awareness programs (extension services) to communities with regard to Animal Health, which would include, inter alia, the following: (i) Determine needs of communities through liaison with community leaders and other members (ii) Determine interventions required to address the needs Implement the required interventions Monitor the impact of the interventions (c) Render a Veterinary Laboratory Diagnostic and Advisory service, which would, inter alia, entail the following: (i) Undertake post mortem, farm investigations and other examinations to identify diseases (ii) Analyse and interpret laboratory diagnostic test results Provide advice on the results of the diagnostic tests Liaise with the public, farmers, and organized agriculture on the prevention and treatment of diseases Develop and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples (d) Render an animal disease surveillance service which would, inter alia, entail the following: (i) Monitoring of controlled and non-controlled diseases through laboratory tests (ii) Develop, maintain and implement disease surveillance programs Investigate animal diseases of national and international importance (e) Implement contingency plans and conduct risk assessments for the outbreak of diseases (f) Render a VPH service, which would, inter alia, entail the following: (i) Inspect slaughter and sterilization to ensure the maintenance of basic hygiene standards (ii) Inspect meat and ensure that condemned meat is disposed of according to the relevant legislation Ensure that abattoirs comply with the requirements for registration with the relevant authorities Monitor illegal slaughter and take corrective action when necessary Monitor import / export animal products and handling facilities to ensure compliance with the standards required by international prescripts Audit hygiene systems and processes in slaughter and sterilization facilities to ensure compliance with prescribed standards e.g. HAS (Hygiene Assessment System) Issue certificates on the compliance of animal

products with the requirements of legislation Ensure that Meat Inspectors comply with the requirements of the Meat Hygiene Act (g) Provide training and awareness programs (extension services) to communities with regards to VPH, which would include, inter alia, the following: (i) Determine needs of communities through liaison with community leaders and other members (ii) Determine interventions required to address the needs Implement the required interventions Monitor the impact of the interventions (h) To perform all administrative and related functions which would include, inter alia, the following: (i) Develop, implement and maintain databases (ii) Compile reports as required (quarterly and annually) Provide inputs and proposals to functional policies Comply with the Public Service prescripts eg. The utilization of stores and equipments, S & T etc. Provide inputs for the Operational Plan of the Veterinary Unit Supervise the staff of the State Vet Office Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service e.g. animal health, veterinary public, health, veterinary diagnostics). Monitor and study the Animal Health, Veterinary Public Health, Veterinary Diagnostic legal and policy frameworks continuously to enable him / her to perform the Animal Health functions according to the required standards Study professional journals and publications to ensure that cognisance is taken of new developments (iii) Keep abreast of the latest developments in Animal Health, Veterinary Public Health, Veterinary Diagnostic technologies
Dr K Mojapelo, Tel No (051) 4363677

ENQUIRIES

POST 28/212

PROJECT COORDINATOR (5 POSTS) REF: PC/2008

This position was previously advertised but candidates are requested to re-apply.

**SALARY
CENTRE**

All inclusive remuneration package of R 344 052 per annum
Xhariep District (Trompsburg)
Motheo District (Thaba Nchu)
Fezile Dabi District (Sasolburg)
Lejweleputswa District (Welkom)
Thaba Mofutsanyana District (Weltevrede)

REQUIREMENTS

*An appropriate 4 year Bachelors Degree in Agriculture or equivalent qualification plus 3 - 5 years' practical experience in project management / implementation *A valid driver's licence Code 08

DUTIES

*Ensure proper planning and implementation of projects in the Districts *Ensure coordination and management of project funding *Ensure compliance with procedures, policies and other legislative prescripts *Interlinking and coordination with project beneficiaries and other role players *Ensure effective management of information, marketing and reporting on all issues relating to projects *Ensure monitoring and evaluation of projects *Manage resources and identification of skills gaps and facilitate capacity building *Monitoring and evaluation of projects

ENQUIRIES

Mr I L Silinda, Tel No (051) 506 1619

POST 28/213

DEPUTY DIRECTOR: SPECIALISED SUPPORT SERVICES (1 POST) REF: DDSSS/DC 20

**SALARY
CENTRE**

All inclusive remuneration package of R 344 052 per annum
Fezile Dabi District: Sasolburg

REQUIREMENTS

B Sc with Agricultural Economics / B Com Honours Degree in Agricultural Economics or Economics with marketing as specialisation / 4 year Bachelors Degree in Agriculture / A four year B Sc Engineering Degree/ BVMCH / BVSc Degree / National Diploma in Animal Health / Civil Engineering
Recommendations: *Knowledge of agriculture *Good communication skills and computer literacy *Good writing and analytical skills regarding submissions and briefing notes *Relevant management experience *Sound knowledge of project management *Ability to perform under pressure

DUTIES

*Plan, guide, organize, monitor and overall manage the activities related to the following sections within the District: (a) Agricultural Economics (b) Food Security (c) Research (d) Veterinary Services (e) Soil Conservation and Land Care (d) Agricultural Engineering *Manage all resources and strategic plan activities of the Specialized Support Services on District level *Act as link between the District and Head Office regarding the activities of the Sections mentioned above and provide inputs on policy formulation, standards and objectives *Advice the

Manager: District on all matters pertaining to the Specialized Support Services on District level

ENQUIRIES : Mr L Ncukana, Tel No (016) 976 2003

POST 28/214 : **CONTROL INDUSTRIAL TECHNICIAN LAND CARE (1 POST) REF: CIT**

SALARY : R217 482 per annum

CENTRE : Bloemfontein

REQUIREMENTS : *National Diploma in Civil Engineering or equivalent qualification *Be registrable with the Engineering Council of South Africa *A valid driver's licence Code EB *4 years appropriate experience in Land Care with at least 4 year managerial experience, but 6 years will be advantageous Recommendations: *Knowledge of Soil Conservation and agricultural infrastructure development projects *Acceptable level of computer literacy and be able to use Civil Design software *Able to use surveying equipment (GPS and Total Station with relevant software) *Design soil conservation structures, stock-watering system (Pipeline) irrigation scheme and do run-off control planning *Knowledge of Business plan development & evaluation

DUTIES : *Control and manage the Land Care Programme on provincial level *Manage and control the planning and design of conservation structures in compliance with environmental and conservation legislation:- (i) Assess and make recommendations on designs; (ii) Approve designs according to delegate authority; (iii) Submit designs to Engineer according to delegated authority *Co-ordination of Land Care projects:- (i) Evaluation and recommendation of project / business plans; (ii) Oversee projects; Ensure adherence to prescribed norms, standards and relevant prescripts *Manage and control extension services on land care, which would, inter alia, entail the following:- (i) Provision of technical advice and guidance according to prescribed norms, standards and relevant prescripts; (ii) Establish and enhance the relationship with clients and (internal and external) stakeholders; (iii) Promote and support capacity building of clients and colleagues; and (iv) Assist with the establishment of Land Care Committees *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective technical service. This would, inter alia, entail the following:- (i) Study technological advances and best practices to enable him / her to perform the Land Care function according to the required standards *Perform administrative and related functions which would entail the following:- (i) Develop, implement and maintain databases; (ii) Compile and submit monthly and quarterly reports; Provide inputs to the operational plan for the Land Care Unit; Manage and control the Land Care Budget

ENQUIRIES : Mr B Strauss, Tel No: (051) 506 1430

POST 28/215 : **SENIOR INDUSTRIAL TECHNICIAN (8 POSTS) REF NO: ITECHN/2008**

SALARY : R 145 920 per annum

CENTRE : Xhariep District: Koffiefontein and Edenburg
Thabo Mofutsanyane District: Harrismith, Bethlehem and Qwa Qwa
Fezile Dabi District: Frankfort
Lejweleputswa District: Bothaville, Boshoff

REQUIREMENTS : *National Diploma in Civil Engineering specialising in surveying, drawing and irrigation *A valid driver's licence Code 08 *Relevant working experience Recommendations: *Knowledge of Soil Conservation and agricultural infrastructure development projects *Acceptable level of computer literacy and be able to use Model Maker software *Able to use surveying equipment (GPS and Total Station with relevant software) *Design soil conservation structures, stock-watering system (Pipeline) irrigation scheme and do run-off control planning

DUTIES : *Planning and design of conservation structures in compliance with environmental and conservation legislation: Technical investigation (including farm plans, surveying etc.) and/or recommendations in accordance with prescribed norms, standards and relevant prescripts *Implementation of projects (including inter alia projects funded by Land Care and CASP): (i) Identification of needs (ii) Compilation of a project / business plan with assistance from more senior/experienced personnel (iii) Oversee / lead project implementation Provision of technical inputs according to prescribed norms, standards and relevant prescripts (v) Provide aftercare and maintenance to projects *Execute

the prescribed administration of financial aid schemes (e.g. the soil conservation subsidy scheme) with regard to the conservation of natural resources and the implementation of norms and standards as prescribed by the National Department of Agriculture *Provide extension services on land care, which would, inter alia, entail the following: (i) Provision of technical inputs according to prescribed norms, standards and relevant prescripts (ii) Assess needs of farmers, communities through liaison with them Facilitate meetings, gatherings and farmers days for the promotion of soil conservation and land care Compile audiovisual and other aids for presentation at extension programs Promote and support capacity building of clients and colleagues; Participate in multi-disciplinary teams and provide technical inputs in all applicable departmental projects Performs surveys, estimates and reports on damage caused by natural disasters *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective technical service. This would, inter alia, entail the following: (i) Study technological advances and best practices to enable him / her to perform the Land Care function according to the required standards *Perform administrative and related functions which would entail the following: (i) Populate databases (ii) Compile and submit monthly and quarterly reports Provide inputs to the operational plan for Land Care Unit Supervise subordinates Monitor expenditure Control assets Mentoring of Land Care Technicians

ENQUIRIES : Mr B Strauss, Tel No (051) 506 1430

POST 28/216 : **ANIMAL HEALTH TECHNICIAN (1 POST) REF: AHT/DC 19**

SALARY : R145 920 per annum
CENTRE : Thabo Mofutsanyana District: Reitz
REQUIREMENTS : *National Diploma in Animal Health *Registration with the SA Veterinary Council as Animal Health Technician *A valid driver's licence Code 08
DUTIES : *Plan and implement disease control measures, which would, inter alia, entail the following: Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax) Collect specimens, examine and dispatch samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals Conduct inspections of livestock for the presence of notifiable diseases Participate in campaigns and other activities aimed at eradicating the spread of animal diseases *Render a support service to the State Veterinarian with regard to animal disease control, reproduction advancement, sample collection and law enforcement, which would, inter alia, entail the following: (i) Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed (ii) Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies Obtaining and processing of epidemiological and other data Collection of samples for analysis by the State Veterinarian and laboratory Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. *Provide extension services on animal health to animal owners, which would, inter alia, entail the following: (i) Determine the needs of farmers, communities through liaison with them, (ii) Initiate meetings, gatherings and farmers days for the promotion of animal health and production Do presentations at extension programs, farmers' days, etc. *Perform administrative and related functions which would entail the following: (i) Populate databases and registers (ii) Compile and submit monthly and quarterly reports Provide inputs to the operational plan for Animal Health Unit

ENQUIRIES : Mr T Ndove, Tel No (058) 714 1430

POST 28/217 : **AGRO METEOROLOGIST (1 POST) REF: AGROM**

SALARY : R145 920 per annum
CENTRE : Bloemfontein
REQUIREMENTS : *B Sc Agric or B Agric (Honours) with specialization in Agro Meteorology *Computer literate Recommendations: *Relevant experience in the field of Agro Meteorology and Risk and Disaster Management *Proficient in English and Sesotho
DUTIES : *Plan and provide specialized risk reduction strategies for various agricultural enterprises, on a monthly bases, based on agricultural conditions and climate outlooks *Build a comprehensive climate database through strategic partnerships

and by gathering data from various sources *Support the functioning of the provincial early warning committee *To liaison with role players in other sections, departments and organizations from government as well as private sector to ensure technology and data are up to standard *Support the disaster management programmes by supplying specialised information *Support training of farmers regarding use of climate outlooks and risk reduction information *Translate summaries of Agricultural Advisories into Sesotho *Perform general administrative tasks regarding the distribution of monthly reports to extension officers, farmers and management

ENQUIRIES : Dr T J Masiteng, Tel No (051) 506 1604

POST 28/218 : **AGRICULTURAL SCIENTIST (AGRO-PROCESSING AND VALUE ADDING) (1 POST) REF: AGRO/NOFTU**

SALARY : R117 501 per annum
CENTRE : Glen (Non Formal Training Unit)
REQUIREMENTS : *Degree in Food Sciences / Food Technology with minimum 2 years experience in the agro-processing / value adding field *Valid driver's license and willingness to travel extensively in the Province Recommendations: *Experience in agro - processing especially in an industrial setting *Experience/ interest in working with rural communities *Ability to adapt / customise technology to suit low literacy client group *Entrepreneurial flair / and open mindedness and passion to other agricultural value adding initiatives *Written and verbal communication skills *Computer literacy skills *Be able to work within a multi disciplinary team

DUTIES : *Identification of training needs and the development of training plans to address them *Development of accredited training and promotional materials in agro-processing *Planning and execution of accredited training in agro-processing for farmers and other food security projects *Evaluation and monitoring of training to ensure that identified training needs had been addressed *Liaison with other stakeholders on agro-processing promotion and training to ensure proper sharing of information *Responsible for admin duties emanating from the above to ensure effective training / promotion objectives *Support and assistance in quality assurance for outsourced training in the above field

ENQUIRIES : Mr A Radebe, Tel No (051) 861 1245

POST 28/219 : **LECTURER: AGRONOMY (1 POST) REF: AGR/LEC**

SALARY : R117 501 per annum
CENTRE : Glen College of Agriculture
REQUIREMENTS : 4 Year B Degree or equivalent with Agronomy and Horticulture as major subjects of specialization Recommendations: *Experience in lecturing of Agronomy and Horticulture crops *Computer literate *Knowledge of training related legislation such as SAQA Act, Skills Development Act, Higher Education Act, Further Education & Training Act, National Skills Development Strategy, SETA Act, HEQC regulations, LIASA standards etc.

DUTIES : *Develop and present courses in Crop Production and Horticulture to students *Facilitate and present short courses to farmers where necessary *Do Agronomy outreach programmes *Provide specialized services and advise *Participate in the internal quality assurance structures *Evaluation and assessments of students *Implementation of quality assurance in Crop production *Resource person in budgeting for the Agronomy and Horticulture Faculty *Co-supervision of staff at all Agronomy and Horticulture Practical Facilities *Performance Assessment of Technicians who are involved in presentation of practical sessions in Agronomy and Horticulture Courses *Will be called upon to teach other ancillary courses in which incumbent will have relevant skills should the management deem it necessary *Execution of other college academic and extra curricular activities

ENQUIRIES : Mr M Makungu, Tel No (051) 861 1430

POST 28/220 : **LECTURER: ANIMAL PRODUCTION (1 POST) REF: ANIMAL/LEC**

SALARY : R117 501 per annum
CENTRE : Glen College of Agriculture
REQUIREMENTS : 4 Year B Degree or equivalent with Animal Production as major subject of specialization Recommendations: *Experience in lecturing in any Faculty that

		facilitates skills transfer at NQF level 5 *Knowledge of training related legislation such as SAQA Act, Skills Development Act, Higher Education Act, Further Education & Training Act, National Skills Development Strategy, SETA Act, HEQC regulations, LIASA standards etc. *Computer Literacy in any word processor and spreadsheet
<u>DUTIES</u>	:	*Lecturing in all Animal Production, Zoology, Animal Nutrition and Animal Breeding Courses *Short course presentation in Animal Production Faculty Outreach Programs *Resource person in Curriculum development for Animal Production Faculty *Evaluation and Assessment in all Animal Production, Zoology, Animal Nutrition and Animal Breeding Courses *Implementation of Quality assurance in Animal Production, Zoology, Animal Nutrition and Animal Breeding Courses *Resource person in budgeting for the Animal Production Faculty *Co-supervision of staff at all Animal Production Practical Facilities *Performance Assessment of Technicians who are involved in presentation of practical sessions in Animal Production, Zoology, Animal Nutrition and Animal Breeding Courses *Will be called upon to teach other ancillary courses in which incumbent will have relevant skills should the management deem it necessary *Execution of other college academic and extra curricular activities
<u>ENQUIRIES</u>	:	Mr M Makungu, Tel No (051) 861 1430
<u>POST 28/221</u>	:	<u>LECTURER (AGRICULTURAL ECONOMICS) (2 POSTS) REF: ECON/LEC</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Glen College of Agriculture
<u>REQUIREMENTS</u>	:	A Four year degree in Agricultural Economics as major or the equivalent. Specific knowledge as part of the qualification required in the following fields: Entrepreneurship, Farm Management, Farm Accounting, Human Resource Management, Production Economics, Strategic Management, Recommendations: *Experience in lecturing in any Faculty that facilitates skills transfer at NQF level 5 *Knowledge of training related legislation such as SAQA Act, Skills Development Act, Higher Education Act, Further Education & Training Act, National Skills Development Strategy, SETA Act, HEQC regulations, LIASA standards etc. *Computer Literacy in any word processor and spread sheet
<u>DUTIES</u>	:	*Lecturing in all Agricultural Economics courses *Short course presentation in Agricultural Economics Faculty Outreach programs *Resource person in Curriculum development for Agricultural Economics Faculty *Evaluation and Assessment in all Agricultural Economics *Implementation of Quality assurance in Agricultural Economics *Resource person in budgeting for the Agricultural Economics Faculty *Co-supervision of staff at all Agricultural Economics Practical Facilities *Will be called upon to teach other ancillary courses in which incumbent will have relevant skills should the management deem it necessary *Execution of other college academic and extra curricular activities
<u>ENQUIRIES</u>	:	Mr M Makungu, Tel No (051) 861 1430
<u>POST 28/222</u>	:	<u>AGRICULTURAL DEVELOPMENT TECHNICIAN (AGRONOMY) (1 POST) REF: TECHN/AGRON</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Glen College of Agriculture
<u>REQUIREMENTS</u>	:	A B degree or equivalent (Diploma) with Agronomy and Horticulture as major or specialization. Recommendations: *Experience in lecturing practicals in Agronomy and Horticulture *Valid drivers license *Computer Literacy in any word processor and spreadsheet
<u>DUTIES</u>	:	*Develop and present practical courses in Agronomy and Horticulture *Facilitate and present short courses to farmers where necessary *Do Agronomy and Horticulture outreach programmes *Provide specialized services and advise *Participate in the internal quality assurance structures *Evaluate and assessment of students *Implementation of quality assurance in Agronomy and Horticulture
<u>ENQUIRIES</u>	:	Mr M Makungu, Tel No (051) 861 1430
<u>POST 28/223</u>	:	<u>AGRICULTURAL RESEARCH TECHNICIAN (2 POSTS) REF: RT/ANIMAL</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Glen: (Research, Animal Science)

<u>REQUIREMENTS</u>	:	*Agricultural Diploma + 2 years experience, or National Diploma in Agriculture, or B. Agric. majoring in Animal Science *Valid driver's license (At least code EB) Recommendations: *Experience in the management of farm stock *Experience in the execution of research projects *Computer literacy in word processor and spreadsheets *Written and verbal communication skills *Very good interpersonal relations *Loyal, trustworthy and self-motivated
<u>DUTIES</u>	:	*Technical implementation, management and control of relevant research projects *Accurate gathering and assimilation of data in relevant research projects at Glen and Free State farms *Effective management of farm animals *Maintenance of trial sites and equipment *Assistance with formal and informal training as well as technical support and advice *Responsible for the supervision of staff *Responsible for assigned administrative duties *Performing weekend duties
<u>ENQUIRIES</u>	:	Dr J A Erasmus, Tel no (051) 861 1136

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG SHARED SERVICE CENTRE**

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

- POST 28/224** : **PROJECT ADMINISTRATOR: REF.NO.70052507**
Directorate: Technology Support Services
- SALARY** : R145 920 – R169 410 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12, a qualification in office management or project management, a tertiary qualification in administration or business administration would be an advantage, a minimum of 1 to 3 years project administration experience, 2 to 3 years working experience in an Information Technology environment. Person Profile: Decisive, committed, initiative, objective and customer focused, problem solving ability, written and oral communication, planning and organizing, proactive.
- DUTIES** : Assume overall administrative responsibility for the programme office. Resolve management and project related queries. Provide administration and project support for various project teams, project members, business analysts and various management committees. This includes the planning, organizing and co-ordinating of various administrative functions. Communicate with all stakeholders when necessary. Monitor and track project and management related queries. Plan, organize and co-ordinate various events for the programme office..
- ENQUIRIES** : Max Ludwig, Tel No: (011) 689 6975

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 28/225** : **PRINCIPAL SPECIALIST: NEUROLOGY REF NO: 70052421**
- SALARY** : R543 681 – 585 408 per annum (All inclusive package)
- CENTRE** : Chris Hani Baragwanath Hospital
- REQUIREMENTS** : Registration with the HPCSA as a Specialist Neurologist. At least 5 years experience as a Neurologist in terms of clinical service provision, teaching, administration and research.
- DUTIES** : Provide leadership as head of the neurology unit. This is a senior position in the department and the responsibilities include the following: Provide a comprehensive clinical service in Neurology. Participate in the teaching of under and postgraduate students. Provide supervision and training of neurology and rotating registrars. Participate in hospital, departmental and university committees. Administrative duties as required. Participate in research.

ENQUIRIES : Dr R. Billa or Prof G. Modi, Tel: (011) 933 – 9750 or 933 - 4432
CLOSING DATE : 29 July 2008

OTHER POSTS

POST 28/226 : **DEPUTY DIRECTOR (1 YEAR CONTRACT-RENEWABLE BASED ON PERFORMANCE) REF NO: 70052425**
 Chief Directorate HRD & EWP

SALARY : R407 745 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Central Office, Johannesburg
REQUIREMENTS : Degree / National Diploma in Human Resources Development and Management, located within the Health Sciences and Skills Development, plus 3 years Human Resource Development, Finance, Procurement Management and training experience. An understanding of the Health Sciences, human resource development & health sector financing. Knowledge of Public Service reporting procedures, compliance to PFMA & Treasury Regulations. Skills in interpretation & application of HR policies / regulations/ prescripts as well as PFMA & Treasury Regulations include monitoring, evaluation & reporting. Broad in-depth knowledge & application of budgeting, monitoring and reporting on experience and systems applications (BAS, SAP, PERSAL), good accounting & financial management. Managerial & supervisory skills. Interpersonal relations, analytical & innovative thinking, HRD planning & co-ordination skills, including tracking implementation. Excellent verbal, written & networking skills.

DUTIES : Co-ordinate & analyse inputs within the Chief Directorate. Collate & draft reports. Provide support in relation to the budget & monitoring & reporting on expenditure. Administer matters relating to human resource development. Provide support in the development of human resource development related policies & procedures for the Department. Manage the resources of the Chief Directorate.

ENQUIRIES : Ms. D.G. Joseph, Tel No: (011) 355 – 3847 / 3851
CLOSING DATE : 28 July 2008

POST 28/227 : **DEPUTY DIRECTOR: MENTAL HEALTH SERVICES REF NO: 70052420**
 Directorate: Mental Health

SALARY : R407 745 per annum (all inclusive remuneration package of which a Portion could be structured according to the individual's needs).

CENTRE : Central Office, Johannesburg
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification. Recognized 3 -4 year tertiary qualification in Health / Social Sciences. Registration with relevant professions council. Experience in management & Mental Health Services. Good oral and written skills. Computer skills. MS Word and Excel. Valid driver's licence.

DUTIES : Facilitate & coordinate the formulation & review of National & provincial legislation, policies & protocols & monitor implementation thereof. Develop & maintain systems, procedures & processes for the provision of quality Mental Health Care Services. Monitor utilization of physical, financial and human resources. Develop & monitor the implementation of continuous professional development programmes. Forge & maintain relationships with relevant stakeholders, internal and external. Manage promotion & marketing of Mental Health Care Services and projects. Manage KPAs & KPIs of Assistant Directors. Provide technical support and guidance to senior management on all legislative and policy issues from National & Provincial perspective and input on strategic issues. Role of liaison and representing Head office at National & International levels, at all level hospitals & with senior managers in NGOs, private / contracted institutions.

ENQUIRIES : Mrs. C. R. Sibeko, Tel No: (011) 298 - 2421
CLOSING DATE : 28 July 2008

POST 28/228 : **DEPUTY DIRECTOR: MENTAL HEALTH SERVICES REF NO: 70052423**
 Directorate: Mental Health

SALARY : R344 052 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification. Recognized 3 -4 year tertiary qualification in Health / Social Sciences. Registration with relevant professions council. Experience in Mental Health Services. Good oral / written communication skills. Computer skills. -MS Word and Excel. Valid driver's licence.
<u>DUTIES</u>	:	Strengthening Mental Health Services within the District Health Services: PHC, CHC, District Hospitals, Community Psychiatry, Clinics, Regional & Academic Hospitals with Psychiatric Units, Tertiary Hospitals & Psychiatric Hospitals, NGOs, Contracted Care & Community Based Services. Establishing well functioning community based mental health services. Supporting and facilitating services provided by NGOs, Community Health Workers, Traditional Healers and other stakeholders. Improving, monitoring and evaluation of all Mental Health Services. Ensuring effective utilization of mental health resources. Supporting Mental Health Services & advising facility management on programme planning, implementation & monitoring in line with National and Provincial Legislation.
<u>ENQUIRIES</u>	:	Mrs. C.R. Sibeko, Tel No: (011) 298 - 2421
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/229</u>	:	<u>ASSISTANT MANAGER: MIDWIFERY AND NEONATOLOGY REF NO: 70052422</u>
<u>SALARY</u>	:	R284 550 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Diploma/ Degree in Nursing Management, Nursing Education and Community Health Nursing. Registration with SANC as a general nurse and midwifery. An additional post basic certificate of any clinical field will be advantageous. Good communication skills, people management, conflict management and interpersonal relations. Prepared to work under stressful conditions. Code 8 Drivers Licence. Computer Literate (Ms Word, Ms Excel) and certificate or diploma in hospital/ health management will be an advantage
<u>DUTIES</u>	:	Ensure that nursing care standards are in place, monitored and sustained. Ensure that human resources are available at all times. Ensure that the institution adheres to budgetary processes and all the legislative processes. Ensure customer services of high standard.
<u>ENQUIRIES</u>	:	Ms D.F. Ngidi, Tel: (011) 933 – 0134/ 9779
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/230</u>	:	<u>PROFESSIONAL NURSE CLINICAL NURSE GRADE 2 PN-B2 (AREA OF SPECIALITY PRIMARY HEALTH CARE) REF NO: 70052415</u> Directorate: P.H.C
<u>SALARY</u>	:	R197 358 –242 730 per annum (plus benefits)
<u>CENTRE</u>	:	Daveyton Main Clinic, Kwa Thema C.H.C, Nokuthela Ngwenya C.H.C
<u>REQUIREMENTS</u>	:	A minimum of 14 years appropriate / recognizable experience in nursing 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 / recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Rendering caring Primary Health Care Service both within and outside the clinic including General Nursing, Midwifery, all aspects of reproductive health, children health, with main focus on care being health assessment treatment, TB Mental Health, PEP and HIV/ AIDS, compile DHIS. Assist with Top and sterilization services where it is applicable. Implement protocols and policy guidelines as prescribed by the department. Evaluation and mentoring of staff. Assist to control utilization of resources. Be an active member to assist with developing the District Health System. Be able to work shifts and night duty.
<u>ENQUIRIES</u>	:	Mrs E. Mashigo Tel No: (011) 734 – 2111x242
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/231</u>	:	<u>REGISTRAR (2 POSTS) REF NO: 70052514</u> Directorate: General Surgery
<u>SALARY</u>	:	R 196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital

<u>REQUIREMENTS</u>	:	MBChB. Registration with the HPCSA. Honest, hard working, practical with a will to become a specialist.
<u>DUTIES</u>	:	Work within a surgical team. Patient care. Assist with and do operations. Study to pass examinations. Active participation in the academic programme.
<u>ENQUIRIES</u>	:	Mrs. Sue. Theron, Tel No: (012) 354- 2105
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/232</u>	:	<u>PRINCIPAL PHARMACIST (4 POSTS) REF NO: 70052526</u>
<u>SALARY</u>	:	R190 557 – 202 287 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Pharmacy Diploma or B. Pharmacy recognized by South African Pharmacy Council. Registered as a Pharmacist with the SAPC and completed community service. Good oral and written communication is recommended. Must be prepared to work in a team. Knowledge of the public service financial practices. Sound knowledge of the Batho Pele principles. Registered as a tutor for Pharmacist Interns and Pharmacist Assistants.
<u>DUTIES</u>	:	Promote rational drug use. Co-ordinate the in-service and formal training of Pharmacist Interns and Pharmacist assistants. Plan and co-ordinate all administrative functions of the department. Assist with the dispensing of medicines. Monitor and evaluate the quality of service in the department. Financial management for the department. Ensure the adherence to the dispensing standard as set out by the SAPC. Manage, monitor and evaluate Pharmacy staff in the unit. Ensure adherence to standard treatment guidelines and protocols. Ensure adherence to both the hospital and provincial drug formularies. Support Chief Pharmacist. Prepared to do overtime.
<u>ENQUIRIES</u>	:	Ms P. Naik, Tel: (011) 933 - 9142
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/233</u>	:	<u>MIDDLE MANAGER: FINANCE REF NO: 70052424</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Three years tertiary qualification in finance related field. Six years relevant experience of which three years must be managerial. Knowledge of Microsoft Office (Ms Word, Ms Excel). Knowledge of BAS and SAP, knowledge of Public Finance Management Act of 1999. Treasury regulations, division of Revenue Act. Good organization and communication skills. Ability to meet deadlines. Relevant experience on budgeting and expenditure control, reconciliation and financial reporting.
<u>DUTIES</u>	:	Prepare budget for the institution, control of monthly and weekly expenditure in line with budget. Monthly variance analysis and reporting. Cost centre management. Preparation of IYM reports for external reporting. Maintain supplier and cost driver record and reconciliation. Maintain BAS/ PERSAL reconciliation. Supervision and personnel evaluation of subordinates.
<u>ENQUIRIES</u>	:	Ms B.J. Seleke, Tel No: (011) 933 - 9748
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/234</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 11 PN B1 AREA OF SPECIALITY (PRIMARY HEALTH CARE) REF NO: 70052254</u> Directorate: P.H.C
<u>SALARY</u>	:	R160 470 –186 030 per annum (plus benefits)
<u>CENTRE</u>	:	Daveyton Main Clinic, Kwa Thema C.H.C, Nokuthela Ngwenya C.H.C
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as Professional Nurse. Post basic nursing qualification with duration of at least 1 year, accredited with South African Nursing Council. Minimum of 4 years appropriate recognizable experience in Nursing after registration as Professional Nurse with South African Nursing Council.
<u>ENQUIRIES</u>	:	Mrs E. Mashigo Tel No: (011) 734 – 2111x242
<u>CLOSING DATE</u>	:	28 July 2008

<u>POST 28/235</u>	:	<u>PROFESSIONAL NURSE REF NO: 70052582</u> Directorate: Nursing
<u>SALARY</u>	:	R160 470 per annum (plus benefits)
<u>CENTRE</u>	:	Isabella Clinic
<u>REQUIREMENTS</u>	:	Proof of registration with SANC as a Professional Nurse. Knowledge and experience in midwifery and relevant knowledge of legislation, pertaining to the practice of midwife. Knowledge of Batho Pele Principles and patient rights. Good verbal and written communication and inter-personal relations.
<u>DUTIES</u>	:	To practice midwifery according to relevant legislations. Public service act, Batho Pele Principles and patient's right charter. To implement departmental policies. To ensure safety of patients and their belongings. To ensure proper recordkeeping. To have knowledge of PMTCT programmes. To ensure safe keeping of equipments, stationery, medicine/drugs and their control. Be able to work under pressure and independently and be prepared to work shift and night duty.
<u>ENQUIRIES</u>	:	Ms J. Pelo Tel No: (011) 975 4681
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/136</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 11 PN B1 AREA OF SPECIALITY (PRIMARY HEALTH CARE) REF NO: 70052254</u> Directorate: P.H.C
<u>SALARY</u>	:	R160 470 –186 030 per annum (plus benefits)
<u>CENTRE</u>	:	Daveyton Main Clinic, Kwa Thema C.H.C, Nokuthela Ngwenya C.H.C
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as Professional Nurse. Post basic nursing qualification with duration of at least 1 year, accredited with South African Nursing Council. Minimum of 4 years appropriate recognizable experience in Nursing after registration as Professional Nurse with South African Nursing Council.
OR		
<u>POST 28/</u>	:	<u>PROFESSIONAL NURSE CLINICAL NURSE GRADE 2 PN-B2 (AREA OF SPECIALITY PRIMARY HEALTH CARE) REF NO: 70052415</u> Directorate: P.H.C
<u>SALARY</u>	:	R197 358 –242 730 per annum (plus benefits)
<u>CENTRE</u>	:	Daveyton Main Clinic, Kwa Thema C.H.C, Nokuthela Ngwenya C.H.C
<u>REQUIREMENTS</u>	:	A minimum of 14 years appropriate / recognizable experience in nursing 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 / recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Rendering caring Primary Health Care Service both within and outside the clinic including General Nursing, Midwifery, all aspects of reproductive health, children health, with main focus on care being health assessment treatment, TB Mental Health, PEP and HIV/ AIDS, compile DHIS. Assist with Top and sterilization services where it is applicable. Implement protocols and policy guidelines as prescribed by the department. Evaluation and mentoring of staff. Assist to control utilization of resources. Be an active member to assist with developing the District Health System. Be able to work shifts and night duty.
<u>ENQUIRIES</u>	:	Mrs E. Mashigo Tel No: (011) 734 – 2111x242
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/237</u>	:	<u>CHIEF SOCIAL WORKER (3 POSTS) REF NO: 70052527</u>
<u>SALARY</u>	:	R159 591 – 169 410 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Appropriate Bachelors Degree in Social Work. Registered with South African Council for Social Service Profession. 5 years experience in the field of psychiatric illness. Advance knowledge and understanding of human behavior and social systems. Knowledge of public service legislation frame work, policies and programs pertaining to psychiatric patients and families. Planning and organizing skills, monitoring and evaluation skills. Must have analytical, financial,

	:	communications (verbal and written), presentation, negotiation, counseling and management skills. Must be able to work in a team and independently.
<u>DUTIES</u>	:	Render advanced social work services. Manage the performance and development of allocated staff. Manage, plan and ensure that social work is marketed. Provide advice and guidance on issues pertaining to policies, legislation related to Health. Provide supervision to all staff allocated.
<u>ENQUIRIES</u>	:	Ms T.S. Nkomo, Tel: (011) 933 - 8858
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/238</u>	:	<u>COMMUNITY LIAISON OFFICER REF NO: 70052504</u> Directorate: Chief Directorate: Health Region B
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	3 years post Matric qualifications (preferably health promotion). Valid driver's licence. Experience in Public Relations. Flexibility and ability to adapt to changes, high stress tolerance levels. Ability to cope well under pressure and produce reports at our lines. Network skills are recommended.
<u>DUTIES</u>	:	Co-ordinate and support all health promotion activities in Natalspruit Hospital. Plan, organize and evaluate health promotion activities in line with Departmental Strategic plan and compile relevant reports. Liaison with stakeholders (Local Authorities, NGO's Private Partners, Provincial and Regional Offices. Support other programmes within e.g. HIV and AIDS, TB etc. Conduct research on Health promotion activities and interventions. Plan, organize and evaluate campaigns and events for health promotion.
<u>ENQUIRIES</u>	:	Mr. C.M. Riba Tel No: (011) 389 - 0589
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/239</u>	:	<u>MEDICAL OFFICER (3 POSTS) REF NO: 70052515</u> Directorate: Surgery
<u>SALARY</u>	:	R 157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB. Registration with the HPCSA. Hard working, reliable and honest with a view to specialising in general surgery.
<u>DUTIES</u>	:	work in the surgical team. Assist and do operations. Patient care. After hours service. Commence study for the Surgery Primary.
<u>ENQUIRIES</u>	:	Mrs. C. Joubert, Tel No: (012) 354- 2099 Mrs. S. Theron, Tel No: (012) 354-2105
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/240</u>	:	<u>CHIEF RADIOGRAPHER: SONOGRAPHER REF NO: 70052541</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R145 920 – 169 410 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Standard 10 (Grade 12) certificate. B Tech in Sonographer. Registration with the HPCSA as a Sonographer. 3 years experience in sonographer department.
<u>DUTIES</u>	:	Performing ultrasound scans on high risk pregnant women in the fetal medicine unit. Assisting fetal medicine specialist with high-level ultrasound scans and specialized procedures. Keeping records and data of all ultrasound scans done. Managing patient numbers and bookings. Managing nursing staff allocated to the fetal medicine unit. Presenting cases and audits of ultrasound at fetal medicine unit meetings.
<u>ENQUIRIES</u>	:	Prof Buchmann, Tel: (011) 933 - 8156
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/241</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO: 70052537</u> Directorate: Logistics
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District - Region A

<u>REQUIREMENTS</u>	:	Gr.12 and relevant 3 year Diploma. At least 5 years of relevant experience. A valid driver's license. Good communication, interpersonal skills. Knowledge of all relevant Government Policies and Regulations. Ability to work under pressure.
<u>DUTIES</u>	:	Monitor the Registry Section of the district. Responsible for Security of the district i.e. conduct monthly meetings, implement and monitor security measures. Ensure effective utilization of GG vehicles and general management of the Transport Section. Manage the logistic duties i.e. effective gardening and cleaning services for the district. Develop, monitor and implement effective policies and plans for delivery of all logistical services. Prepare and submit monthly reports to management.
<u>ENQUIRIES</u>	:	Ms Lindiwe Sandlane, Tel No: (011) 953 4515
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/242</u>	:	<u>CHIEF RADIOGRAPHER REF NO: 70052478</u> Directorate: Administration
<u>SALARY</u>	:	R132 054 – 153 312 per annum (plus benefits)
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms L. Ziotnick Tel No: (011) 531 - 4336
<u>CLOSING DATE</u>	:	21 July 2008
<u>POST 28/243</u>	:	<u>SENIOR PHYSIOTHERAPIST (2 POSTS) REF NO: 70052528</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Bsc Degree in Physiotherapy. Registration with the Health Professional Council of South Africa as a physiotherapist. Must have completed community service. 1 year experience working as a physiotherapist after completion of community service.
<u>DUTIES</u>	:	Assist with planning, co-ordinating and implementing of Physiotherapy Services in allocated areas. Record keeping and data collection. Management of duties in absence of the Chief Physiotherapist. Monitor, order and control equipment and other resources. Responsible for self education and education of Assistants, Students and Other team members. Attending and initiating staff meetings and any other relevant meetings. Attend multidisciplinary meetings and ward rounds. Rendering of quality clinical programme. Take on leadership role. Promote and implement ongoing research in the sector. Promoting, implementing and monitoring of effective record keeping, accurate statistics collection and analysis. Render high standard of quality assurance.
<u>ENQUIRIES</u>	:	Ms PA Khelawon, Tel No: (011) 933-8927
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/244</u>	:	<u>ASSET MANAGER REF NO: 70052538</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R 117 501 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District - Region A
<u>REQUIREMENTS</u>	:	Gr.12, relevant 3 year qualification, with at least 2 Good communication, interpersonal, report writing skills. Knowledge of BAUD, SAP & BAS. Knowledge of all relevant Government Regulations/ Policies. A valid drivers license. Ability to work under pressure.
<u>DUTIES</u>	:	Checking information captured on BAUD by clerk. Checking and verifying reconciliation so as to ensure compliance to asset management policies. Draw reports from the system, interpret and report findings to management on a

monthly basis. Manage loss controls, repairs and maintenance of all assets. Monitor invoices and filing thereof. Monitor physical access and security of assets. Maintain registers. Make recommendations to Disposal Committee, for write –offs. Calculate depreciation of assets. Reconcile monthly the asset register vs support registers. Safeguarding of asset documentation and records.

ENQUIRIES : Ms Lindiwe Sandlane, Tel No: (011) 953 4515
CLOSING DATE : 29 July 2008

POST 28/245 : **SENIOR MEDICAL ORTHOTIST REF NO: 70052516**

SALARY : R 106 335 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : National Diploma in Orthotics / Prosthetics. Registered at HPCSA as Orthotist / Prosthetist. Supervisory skills. Good communication.
DUTIES : Manufacturing of Orthosis / Prosthesis by means of consultation with doctor. Selection of appropriate material. Design of assistive device. Fitting of Orthotist / Prosthesis. Finishing off of Orthotist / Prosthesis

ENQUIRIES : H. A. Du Toit, Tel No: (012) 354- 6615
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 28 July 2008

POST 28/246 : **PROFESSIONAL NURSE GRADE I (PN-A2) (2 POSTS) REF NO: 70052517**

SALARY : R 106 086 -122 982 per annum (plus benefits)
CENTRE : Micheal Maponya Clinic
REQUIREMENTS : Registration as a Professional Nurse (General, Psychiatric, Community and Midwifery) with the SANC. Must be willing to work shifts. Good communication, organisational and interpersonal skills.
DUTIES : Identify needs for quality care. Render quality nursing care in accordance with formulated programmes. Work as part of a multi disciplinary team.

ENQUIRIES : Ms. M. Mohutsioa, Tel No: 082 926-0116
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 28 July 2008

POST 28/247 : **SENIOR ADMINISTRATION CLERK GRADE 11 REF NO: 70052580**
 Directorate: Transport

SALARY : R94 326 per annum (plus benefits)
CENTRE : Isabella Clinic
REQUIREMENTS : Grade 12 certificate or Grade 10 with relevant experience in administration. Recommendations: Good interpersonal relations, computer literacy (word, excel, access, PowerPoint). Verbal and communication skills. Knowledge of electronic log sheets and how government garage operates. Understanding of fleet management functions.
DUTIES : Responsible for safety and inspection of government vehicles in NSDR. Give advice to staff regarding transport policy, on handling of accidents, damages, hijackings and theft or loss of petrol cards. Responsible to check transactions/ log sheets that are correctly completed by users. Ensure that monthly, quarterly and annual expenditure is completed and reported to relevant supervisor. Ensure that vehicles are sending in for maintenance on time. Workshop staff and new employees on the use of GG vehicles. Monitoring and capturing of log sheets on the electronic log sheet system. Negotiate with the government garage for there placement of condemned vehicles. Monitoring kilometers travelled between destinations and km travelled vs petrol use. Identify abuse report and institute corrective. Responsible to compile daily programme of drivers and give orders.

ENQUIRIES : Ms J. Pelo Tel No: (011) 975 4681
CLOSING DATE : 28 July 2008

POST 28/248 : **SECRETARY REF NO: 70052455**
 Directorate: Family Medicine

SALARY : R94 326 per annum (plus benefits)
CENTRE : West Rand District - Region A

<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification. Computer literacy and extensive knowledge in MS Word, Excel, Power Point and MS Outlook. Good interpersonal skills and telephone etiquette. Be able to work independently and be assertive.
<u>DUTIES</u>	:	Rendering of general secretarial support and service to the Principal Family Physician. Managing diaries in the office, telephones, e – mail and faxes. Responsible for arranging meetings, conferences, refreshments, booking of venues and parking. Keep office filling both manual and electronically up to date. Recording of both incoming and outgoing mail. Minute taking in meetings.
<u>ENQUIRIES</u>	:	Dr .C. Manithshana, Tel No: (011) 953 1897
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/249</u>	:	<u>JUNIOR PHYSIOTHERAPIST (5 POSTS) REF NO: 70052530</u>
<u>SALARY</u>	:	R94 326 - 109515 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Bsc Degree in Physiotherapy. Registration with the Health Professional Council of South Africa as a physiotherapist. Must have completed community service as a Physiotherapist.
<u>DUTIES</u>	:	Assist with planning and implementing physiotherapy services in allocated areas. Keep record and collect data. Management of duties in absence of the Senior Physiotherapist. Monitor, order and control equipment and other resources. Assist with Assistants and Students supervision and training. Assist in implementing ongoing research in the section. Implement effective record keeping, accurate statistics collection and analysis and high standard of quality assurance. Attending and initiating staff meetings and any other relevant meetings. Attend multidisciplinary meetings and ward rounds. Rendering of quality clinical programme. Communicate effectively with all sub-ordinates, supervisors and various members of the Medical team.
<u>ENQUIRIES</u>	:	Ms PA Khelawon, Tel No: (011) 933-8927
<u>CLOSING DATE</u>	:	30 July 2008
<u>POST 28/250</u>	:	<u>CHIEF ADMIN CLERK (RISK MANAGEMENT) REF NO: 70052505</u> Directorate: Chief Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with relevant experience in security / risk management / loss control, finance and procurement and internal control systems. A relevant B degree / diploma will be an advantage. Computer literate. Strong written and communication skills.
<u>DUTIES</u>	:	Develop and implement security /risk management strategies in the hospital. Manage the SLA of private security services. Implement Fraud Prevention Plan. Submit relevant reports on security incidents, losses and internal control challenges. Manage loss control processes and register. Write reports extensively. Communicate with stakeholders internally and externally. Manage the Risk Register as risk champion.
<u>ENQUIRIES</u>	:	Mr. C.M. Riba, Tel No: (011) 389 - 0589
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/251</u>	:	<u>TRANSPORT ASSITANT REF NO: 70052539</u> Directorate: Logistics
<u>SALARY</u>	:	R76 194 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District - Region A
<u>REQUIREMENTS</u>	:	Gr.12 and relevant 3 year qualification. At least 2 years experience. Report writing skills, good numerical, communication, computer, and interpersonal skills. Knowledge of relevant Government regulations / policies. A valid driver's license.
<u>DUTIES</u>	:	Assist Transport Officer in issuing of trip authority Forms. Conduct pre & post trip vehicle inspection. Assist with management of Log sheets, petrol cards, distribute file copies of traffic fines and ensure finalization thereof. Support Transport Officer in overseeing misuse of fleet, i.e. over utilization or under utilization. Ensure servicing and maintenance of vehicles. Liaise with relevant GG Stakeholders (G Fleet etc). Management of users drivers licenses. Update ELS System.
<u>ENQUIRIES</u>	:	Mr P.Morake, Tel No: (011) 953 4515

<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/252</u>	:	<u>REGISTRY CLERK (5 POSTS) REF NO: 70052540</u> Directorate: Logistics
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand District - Region A
<u>REQUIREMENTS</u>	:	Gr.12 and relevant 3 year qualification. At least 2 years of relevant experience in Records Management . Excellent computer skills, good, communication skills both verbally & written communication. Knowledge of relevant Government Regulations & Policies.
<u>DUTIES</u>	:	Receive and send outgoing / incoming mail. Handle general and personnel files. Classify records according to the system. Control the filing of records, handle request for files by staff members. Control and maintain all fax, telephone, franking and photo copying functions. Handle all registry registers.
<u>ENQUIRIES</u>	:	Mr Dumisani Ntuli, Tel No: (011) 953 4515
<u>CLOSING DATE</u>	:	29 July 2008
<u>POST 28/253</u>	:	<u>ADMINISTRATION CLERK REF NO: 70052532</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand, All Regions (A, B, C) including Odi / Themba & Metsweding
<u>REQUIREMENTS</u>	:	Grade 10 or 12 with relevant general administration experience. Communication & organizational skills. Computer literacy & relevant experience in an Emergency Medical Services environment will be an added advantage.
<u>DUTIES</u>	:	Perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office functions. Attend to related queries and perform other duties as delegated by supervisor. Write basic letters and reports. Record movement of documents and assist with filing. Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. J. Moropodi, Tel No: (011) 564 - 2009
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/254</u>	:	<u>HUMAN RESOURCE CLERK (3 POSTS) REF NO: 70052533</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Grade 10 / 12 certificate with at least 2 years experience in Human Resource Administration. Practical experience on PERSAL, knowledge of HR prescripts and procedures. Organizational and communication skills. Computer literacy.
<u>DUTIES</u>	:	Handle administrative processes with regard to appointments, promotions, translation in rank, transfers, resignations etc. Handle all related correspondence in the unit. Make enquiries on PERSAL. Update registers and statistics on a regular basis. Perform any other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 – 2013 / 2014
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/255</u>	:	<u>ADMINISTRATION CLERK (2 POSTS) REF NO: 70052518</u>
<u>SALARY</u>	:	R 58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Lillian Ngoyi Community Health Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent with demonstratable Practical Admin experience. Proven experience and ability to work with the public sector, ability to read and write. Sound knowledge of Government policies especially Batho Pele, Patient's Right Charter, willingness to work long / shift hours. Ability to take instructions.
<u>DUTIES</u>	:	Admit patients, compile daily and monthly statistics. Ordering of stock, receiving and safe keeping stock, do stock count and discharge all other legally assigned duties.
<u>ENQUIRIES</u>	:	Mr. Moses. Mhlongo, Tel No: 011 933-9628
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	28 July 2008

<u>POST 28/256</u>	:	<u>FOREMAN REF NO: 70052519</u>
<u>SALARY</u>	:	R58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Michael Maponya Clinic
<u>REQUIREMENTS</u>	:	Abet. Knowledge of work processes and procedures. Good skills to perform routine task. Good communication and interaction with clients and staff.
<u>DUTIES</u>	:	Supervise and manage property caretakers and cleaners, cleaning external environment, cleaning flower beds, planting of trees, seeds and plants. Maintenance of tools and equipment, mowing of lawns and edges. Management of linen i.e. issuing and transportation of linen.
<u>ENQUIRIES</u>	:	Mr. Moses. Mhlongo, Tel No: 011 933-9628
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/257</u>	:	<u>DRIVER (2 POSTS) REF NO: 70052520</u>
<u>SALARY</u>	:	R 58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Lillian Ngoyi Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum of Std (8) Grade 10, valid code 10 drivers' license with public driving permit. Must be able to work under pressure and also be prepared to work shifts and after hours when there is a need. Practical test driving is compulsory.
<u>DUTIES</u>	:	Transport patients and staff to various destinations.
<u>ENQUIRIES</u>	:	Mr. Moses. Mhlongo, Tel No: 011 933-9628
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/258</u>	:	<u>DRIVER (3 POSTS) REF NO: 70052521</u>
<u>SALARY</u>	:	R 58 290 per annum (plus benefits)
<u>CENTRE</u>	:	Discoverers CHC
<u>REQUIREMENTS</u>	:	The candidate must be able to read and write. Extensive appropriate experience, valid code 10 driver's license. The candidate must be able work under pressure and willing to work long hours and shifts.
<u>DUTIES</u>	:	transporting of patients on daily basis. Transporting of staff as per need. Be able to do courier service. Perform relevant duties in transport section. Checking vehicles and repairs. Checking vehicles and reporting defaults on vehicles.
<u>ENQUIRIES</u>	:	Mrs. S.G. Dhlamini, Tel No: 082 418 2846
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/259</u>	:	<u>ADMINISTRATION CLERK REF NO: 70052581</u>
	:	Directorate: Administration
<u>SALARY</u>	:	R54 879 per annum (plus benefits)
<u>CENTRE</u>	:	Isabella Clinic
<u>REQUIREMENTS</u>	:	Grade 12 certificate or Grade 10 with relevant experience in administration. Ability to work under pressure and a changing environment. Good verbal and written communication skills (be able to take minutes) proficiency in English. Have ability to work independently and be innovative. Good interpersonal skills. Recommendations: Computer literacy (word, excel, access, PowerPoint). Knowledge of Batho Pele Principles and Patient's Right Charter.
<u>DUTIES</u>	:	Work as a frontline health worker. Render quality customer care. Do patient's admissions and proper record filing. Typing of memo's, letters, meetings, minutes etc. Assist in the PHC Offices when delegated to do so.
<u>ENQUIRIES</u>	:	Ms J. Pelo Tel No: (011) 975 4681
<u>CLOSING DATE</u>	:	28 July 2008
<u>POST 28/260</u>	:	<u>ADMINISTRATION CLERK (4 POSTS)</u>
<u>SALARY</u>	:	R 49 665 per annum (plus benefits)
<u>CENTRE</u>	:	Lillian Ngoyi Community Health Centre (2 Posts) Ref No: 70052522
	:	Mandela Sisulu Clinic (2 Posts) Ref No: 70052523
<u>REQUIREMENTS</u>	:	Grade 10 certificate. Proven experience and ability to work with the public sector and ability to read and write. Sound knowledge Government policies especially

Batho Pele Principle, Patient's right Charter, willingness to work long hours. Ability to take instructions.

DUTIES : Admit patients, compile daily and monthly statistics. Ordering of stock, receiving, safe keeping and stock taking. Discharge all other legally assigned duties.

ENQUIRIES FOR ATTENTION : Mr. Moses. Mhlongo, Tel No: 011 933-9628

CLOSING DATE : Ms. Victoria Skosana

28 July 2008

POST 28/261 : **FILLING CLERK (5 POSTS)**

SALARY CENTRE : R 49 665 per annum (plus benefits)

Michael Maponya Clinic (2 Posts) Ref No: 70052524

Lillian Ngoyi Community Health Centre (2 Posts) Ref No: 70052525

Mandela Sisulu Clinic (1 Post) Ref No: 70052551

REQUIREMENTS : Grade 10 or Abet equivalent, ability to read and write. Ability to work independently and in an organised manner.

DUTIES : To pull and file patients files and other relevant documents. To assist all patients at the reception area. To discharge all relevant allocated duties.

ENQUIRIES FOR ATTENTION : Mr. Moses. Mhlongo, Tel No: 011 933-9628

CLOSING DATE : Ms. Victoria Skosana

28 July 2008

POST 28/262 : **PROPERTY CARE TAKER (4 POSTS)**

SALARY CENTRE : R 49 665 per annum (plus benefits)

Michael Maponya Clinic (1 Post) Ref No: 70052552

Mandela Sisulu Clinic (3 Posts) Ref No: 70052553

REQUIREMENTS : Minimum Grade 6 or Abet level 3. Able bodies to handle manual work. Good communication and interaction with clients and staff.

DUTIES : Clean and maintenance of outside environment (Garden and pavement). Planting of seeds and plants. Cutting of grass. General maintenance of the outside environment.

ENQUIRIES FOR ATTENTION : Mr. Moses. Mhlongo, Tel No: 011 933-9628

CLOSING DATE : Ms. Victoria Skosana

28 July 2008

POST 28/263 : **DRIVER (LIGHT DUTY VEHICLE)(4 POSTS)**

SALARY CENTRE : R 49 665 per annum (plus benefits)

Lenasia South (2 Posts) Ref No: 70052554

Lillian Ngoyi Community Health Centre (2 Posts) Ref No: 70052555

REQUIREMENTS : Valid code 8 driver's licence with Public Driving Permit. Ability to read and write. Willingness to work under pressure and to take instructions. Good communication skills, able to work shifts and after hours. Practical test driving is compulsory.

DUTIES : Transporting staff and patients to various destinations. Collecting and delivering officials documents, equipments, stock and other official items assigned by the manager. Routine reporting of any vehicle defects repairs maintenance that is required to the vehicles. Perform al legal duties that may be suggested by managers.

ENQUIRIES FOR ATTENTION : Mr. Moses. Mhlongo, Tel No: 011 933-9628

CLOSING DATE : Ms. Victoria Skosana

28 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

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 28/264</u>	:	<u>SOCIAL WORK MANAGER REF NO: 70052417</u> Directorate: Children and Families
<u>SALARY</u>	:	R344 052 per annum. (All inclusive package)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree in Social Work or equivalent qualification in Social Work. Registration with the South African Council for Social Services Professions. Plus eight years experience in the field of Child Care and Protection Services with: Extensive knowledge and understanding of the development, interpretation and application of legislation at a provincial and national level pertaining to Children and Families; foster care, children's homes (CYCC's), Child abuse, Child protection and adoption; Knowledge & expertise on the financing policy and human behaviour and social systems and skills to ensure that supervisees render services effectively and efficiently, Computer literacy; Ability to compile complex reports statistics, Operational Plans, budgets, inputs on business plans, Good communication skills (written and verbal); Excellent Presentation Skills, Sound Interpersonal relations; Ability to work within a multi – disciplinary environment; eight years appropriate experience in social work, Computer Literacy, A valid driver's license; Willingness to work after hours, only as required.
<u>DUTIES</u>	:	The duties will among others include: Develop, execute and monitoring of policy, the management & co- ordination, re - monitoring, evaluation & training of the following services; Children' Homes (CYCC's), Child Abuse, Protection Committees and Child Protection Week, alternative care-foster care, residential care and adoption, the administration, implementation and training in terms of Children's Legislation/ Policy development. Evaluate business plans on policy matters and give inputs. Supervision of a staff component. Manage and supervise the professional growth of staff and staff functioning on child care and protection services/; Compile and evaluate complex reports, execute administrative & any functions relating to the post & as required within the sub directorate, undertake any duty on a similar or higher level as may be allocated, attend mandated meetings, Inter- sectoral and inter –departmental collaboration & partnerships, Manage the FORA's relating to Child Care Protection & Family Services, Co-ordinate and facilitate in conjunction with staff: major Provincial Workshops and Events.
<u>ENQUIRIES</u>	:	Ms. S Shabudin (011) 355 7823/ 082 827 9072 Ms. B Letebele (011) 355 7849
<u>FOR ATTENTION</u>	:	Ms Arti Singh
<u>CLOSING DATE</u>	:	25 July 2008
<u>POST 28/265</u>	:	<u>ASSISTANT DIRECTOR (GRAPHIC DESIGNER) REF NO: 70052492</u> Directorate: Communication
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Graphic Design with at least four years experience. Strong background in advertising, print media or government communication is recommended. Be a team player and be able to work in a deadline driven environment. Shortlisted applicants will be required to present their portfolio at the interview.
<u>DUTIES</u>	:	Conceptualize and design products in line with the brief. Design products like posters, booklets, banners, brochures, newsletters advert and so forth. Ensure adherence to GPG branding protocol by external service providers. Ensure adherence to the departmental brand by all directorates, regions and institutions of the department. Liaise with external service providers like printers, communication and design agencies. Provide input on design of all publications. Provide monthly reports.
<u>ENQUIRIES</u>	:	Mr. J Mashigo, (011) 355 8540 / 7994
<u>FOR ATTENTION</u>	:	Ms Arti Singh
<u>CLOSING DATE</u>	:	01 August 2008

<u>POST 28/266</u>	:	<u>ASSISTANT DIRECTOR (EVENTS CO-ORDINATOR) REF NO: 70052495</u> Directorate: Communication
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Relevant tertiary qualification in communication / Journalism /events management or marketing. Public sector communication experience will be an added advantage. Be able to work under pressure and be willing to work long hours. Driver's license.
<u>DUTIES</u>	:	Conceptualise, coordinate, and organize the departmental internal and external events. Coordinate the department's participation in the National, GPG and local government programmes. Compile and distribute calendar of departmental and GPG events. Ensure availability of appropriate branding for the departmental events and ensure adherence to branding protocol. Support line unit's events coordination needs. Liaise with the regions and institutions and assist with their events needs. Organize and participate in the departmental exhibitions. Attend meeting and write reports. Offer advice on the branding trends.
<u>ENQUIRIES</u>	:	Mr. J Mashigo, (011) 355 8540 / 7994
<u>FOR ATTENTION</u>	:	Ms Arti Singh
<u>CLOSING DATE</u>	:	01 August 2008
<u>POST 28/267</u>	:	<u>SENIOR SUPPLY CHAIN OFFICER (INVENTORY AND CELL PHONE MANAGEMENT) REF NO: 70052490</u> Directorate: Procurement Administration
<u>SALARY</u>	:	R 145 920 per annum.
<u>CENTRE</u>	:	Head Office Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelors degree or equivalent qualification in Finance/Auditing, Supply Chain, Public Management or Purchasing with two years experience in asset or inventory management. Knowledge of the following will be added an advantage; legislation regulating finance, inventory, warehouse management, asset management and cell phone management and supply chain management. Analytical, financial, communication, computer software skills on excel and word and interpersonal skills. Valid driver's license.
<u>DUTIES</u>	:	Maintenance of cell phone register, proper keeping of cell phones and files with the relevant information, reconciliation of cell phone account to ensure that all there is a control of expenditure on monthly basis and ensure that cell accounts are on time to prevent lines being cuff off due to non payment. Inventory management, assist in stock tacking within the Department, coordinate stock taking, and assist in preparation and finalization of stock taking reports. Ensure that proper Inventory management system are implemented and functional within the Department. Ensure implementation of internal control recommendations. Attend queries from internal control and Auditor General. Report writing and supervision of staff.
<u>ENQUIRIES</u>	:	Mr. K. Finini (011) 355 7978
<u>FOR ATTENTION</u>	:	Ms Arti Singh
<u>CLOSING DATE</u>	:	01 August 2008
<u>POST 28/268</u>	:	<u>SENIOR SUPPLY CHAIN OFFICER (ASSET MANAGEMENT UNIT) REF NO: 70052491</u> Directorate: Procurement Administration
<u>SALARY</u>	:	R145 920 per annum.
<u>CENTRE</u>	:	Head Office Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelors degree or equivalent qualification in Finance/Auditing, Supply Chain, Public Management or Purchasing with two years experience in asset management. Knowledge of the following will be added an advantage; legislation regulating finance, asset management, supply chain management, BAS and SAP. Analytical, financial, communication, computer skills. Valid driver's license.
<u>DUTIES</u>	:	Maintenance of Asset Register including consolidation of asset register, conducting reconciliation of financial reports (BAS & SAP) with asset register and dealing variances identified. Conducting a physical verification of assets to ensure existence, disposal of assets which are redundant, prepare information for inclusion on the financial statement each year. Ensure implementation of

Asset Management Policy. Prepare submissions of the asset management committee and implement decisions taken. Report writing and supervision of staff.

ENQUIRIES
FOR ATTENTION
CLOSING DATE

: Ms. M. Mokgahla (011) 355 7978 or 7741
: Ms Arti Singh
: 01 August 2008

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL AFFAIRS**

The Department of Agriculture and Environmental Affairs is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representivity

APPLICATIONS : The General Manager: South Region, Private Bag X6005, Hilton, 3245
CLOSING DATE : 25 July 2008
NOTE : Applications for the following posts must be submitted on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Certified copies (not copies of certified copies) of all educational qualifications and supporting documents (identity documents, driver's licence, etc.) must also be submitted with your application. Applications must be submitted on/or before the closing date and late, faxed or e-mailed applications will not be accepted. All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. Failure to comply with the above instructions will result in immediate disqualification of candidates. The Department of Agriculture and Environmental Affairs reserves the right not to fill any advertised post.

OTHER POSTS

POST 28/269 : **SENIOR ENGINEER (2 POSTS) REFERENCE NO: 42SR/2008**

SALARY : R217 482 per annum to R252 483 per annum
CENTRE : Hilton - Pietermaritzburg
REQUIREMENTS : Applicants must be in possession of a degree in Agricultural (Bioresources) Engineering or an equivalent qualification and be registered with the ECSA as a Professional Engineer. At least three years relevant experience in the field of agriculture. A valid code B driver's licence. Computer literacy (word processor, spread sheet, CAD, GPS survey). Recommendations: Experience relevant to the specific duties listed below and a general agricultural background. Communication skills (English, Afrikaans and isiZulu). Keenness to work outdoors, especially with rural and commercial farmers. Project management skills.

DUTIES : Plan, design and implement agricultural infrastructure including soil conservation works, agricultural roads, irrigation, water supply schemes, mechanisation and farm structures, provide an extension service to farmers in respect of engineering and soil conservation, site investigation, survey and establishment, measurement and pegging out of works, construction supervision, provide Regional Engineer with budget requirements, provide lectures and talks to farmers, regional staff and students.

ENQUIRIES : Mr W.A.C. Whittall – 033 - 3438328

POST 28/270 : **VETERINARY RESEARCHER REFERENCE NO. 37SR/2008**

SALARY : R174 243 per annum to R202 287 per annum
CENTRE : Allerton Laboratory - Pietermaritzburg
REQUIREMENTS : Post-graduate degree in relevant scientific field (e.g. Microbiology, Biochemistry, Genetics, etc.). The applicant will need to be registered with the South African Veterinary Council or should he/she be the successful candidate will have to apply for registration or authorization. Recommendations: Extensive practical experience and knowledge of PCR techniques, including PCR design, assay optimization and validation, practical experience and knowledge in antibody production, purification and conjugation, computer literacy (MS Word, MS Excel, Power Point and Laboratory Information Management System (LIMS), ability to work as part of a team and work accurately under pressure, have knowledge of laboratory quality management.

DUTIES : Provide a technical and research and development service in the Molecular Biology section. Registration, preparation and the processing of samples for analysis and reading of tests. PCR assay optimization and validation. Administrative duties including data capturing into the LIMS, reporting results,

monthly and annual section reports, maintenance of laboratory registers and statistics. Implementing and maintaining a laboratory quality management system in the section to link into the main quality system. Budget and stock control. Maintenance and calibration/verification of equipment. Liaise with veterinary and technical staff of the laboratory and other institutions and the clients of the laboratory. Initiate contact and collaboration with colleagues working in similar fields, both nationally and internationally.

ENQUIRIES : Dr. N. Armour – 033 – 3476204 or
Mrs G. Singh – 033 - 3476217

POST 28/270 : **VETERINARY TECHNOLOGIST REFERENCE NO: 39SR/2008**

SALARY : R145 920 per annum to R169 410 per annum
CENTRE : Allerton Laboratory - Pietermaritzburg
REQUIREMENTS : Diploma or Degree in Veterinary Technology, Microbiology, Biotechnology, or another recognized qualification. The applicant will need to be registered with the South African Veterinary Council or should he/she be the successful candidate will have to apply for registration or authorization. Recommendations: Experience in microbiology will be a very strong recommendation. Computer literacy (MS Word, MS Excel and Laboratory Information Management System). Ability to work as part of a team and work accurately under pressure. Have knowledge of laboratory quality management.

DUTIES : Provide a technical service in Milk Hygiene section that adheres to Laboratory Quality Management principles, registration, preparation and the processing of samples for analysis, performing microbiological analysis and the use of an automated somatic cell counter, basic maintenance and calibration of equipment, administrative duties involving data capturing into the Laboratory Information Management System (LIMS) – reporting results – implementing and assist in maintaining a laboratory quality management system in the section, maintenance of laboratory registers and statistics, liaise with other veterinary technologists, veterinarians, other institutions and the clients of the laboratory.

ENQUIRIES : Dr. C. Shacklock – 033 – 3476266 or
Mrs G. Singh – 033 - 3476217

POST 28/271 : **VETERINARY TECHNOLOGIST REFERENCE NO: 40SR/2008**

SALARY : R145 920 per annum to R169 410 per annum
CENTRE : Allerton Laboratory - Pietermaritzburg
REQUIREMENTS : Diploma or Degree in Veterinary Technology, Microbiology, Biotechnology, or another recognized qualification. The applicant will need to be registered with the South African Veterinary Council or should he/she be the successful candidate will have to apply for registration or authorization. Recommendations: Experience in various disciplines (such as Microbiology, Serology, Biochemistry, Milk Hygiene, Virology, etc) relating to Veterinary laboratory diagnostics will be an advantage. Computer literacy (MS Word, MS Excel, Power Point and Laboratory Information Management System). Ability to work as part of a team and work accurately under pressure. Have knowledge of laboratory quality management.

DUTIES : Provide a technical service in various sections (such as Microbiology, Serology, Biochemistry, Milk Hygiene, Virology etc), registration, preparation and the processing of samples for analysis, reading of tests, basic maintenance and calibration/verification of equipment, administrative duties involving data capturing into the LIMS – reporting results – implementing and maintaining a laboratory quality management system in the section to link into the main quality system, maintenance of laboratory registers and statistics, liaise with other veterinary technologists, veterinarians, other institutions and the clients of the laboratory..

ENQUIRIES : Mrs J. le Roux – 033 – 3476206 or Mrs G. Singh – 033 – 3476217

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 28/272**

: **DEPUTY MANAGER: ADMINISTRATIVE SUPPORT SERVICES (OFFICE OF THE HEAD: TRANSPORT) ((P164-2008))**

SALARY

: R344 052 per annum (inclusive, flexible remuneration package)

CENTRE

: Head Office, Pietermaritzburg

REQUIREMENTS

: *A Degree / National Diploma plus a minimum of 3 years experience OR a Senior Certificate plus a minimum of 6 years experience Knowledge, Skills, Training And Competencies Required: *Knowledge of administrative procedures applicable to the public service. *Knowledge of Financial and Human Resource Management policies and practices and relevant legislations. *Knowledge of Computer based implementation information systems. *Knowledge of Public Service reporting procedures and work environment. *Knowledge of planning and organising. *Knowledge of Public Service Regulations. *Knowledge of training and development. *Knowledge of Labour Relations Act. *Ability to interpret and apply policy. *Research, policy formulation and managerial skills. *Ability to develop training material. *Problem solving and analytical thinking skills. *Strategic planning and co-ordination skills. *Computer literacy. *Team building skills. *Excellent verbal, written and networking communication skills. *Project management skills. *Presentation and facilitation skills. *Motivation and negotiation skills. *The ideal candidate should have sound interpersonal relations, be able to maintain confidentiality, be policy development and improvement orientated and able to work under pressure. He / she should also be teamwork orientated, be receptive to ideas and suggestions, show assertiveness and leadership qualities and be an innovative thinker..

DUTIES

: *Manage all administrative functions within the Office of the Head: Transport and executive support services component with a view towards effective and efficient service delivery. *Liaise between the Office of the Head: Transport, the Ministry and various other Chief Directorates and Directorates. *Manage the resources of the component. *Support the Office of the Head: Transport with the facilitation of the day to day business matters including the drafting of correspondence. *Dissemination of relevant legislation and information with a view towards keeping officials informed and thereby enhancing service delivery and compliance thereto. *Facilitate events and other functions for the Office of the Head: Transport, including procurement. *Co-ordination of projects for the Head: Transport.

ENQUIRIES

: Ms V Cunliffe Tel. No.: 033 – 3558736

FOR ATTENTION

: Mrs S M Nell

CLOSING DATE

: 25 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.

<u>POST 28/273</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (ROAD CONTROL & PROJECT DOCUMENTATION (REF. NO. P166/2008))</u>
		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.
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Cost Centre, Ixopo
<u>REQUIREMENTS</u>	:	*An appropriate recognised Bachelor's Degree in Civil Engineering / National Diploma (T/N/S Stream) in Civil Engineering or equivalent qualification; plus * A minimum of 3 years appropriate experience gained after the successful completion of the Bachelor's Degree / national Diploma in Civil Engineering or equivalent qualification, plus* A valid Code EB Driver's licence. Knowledge, Skills, Training And Competencies Required: * Knowledge of budget, expenditure and business plans. * 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 process. * Knowledge of technical matters in civil engineering environment. * Knowledge of construction and management. * Project management skills. * Conflict management skills. * Good negotiation and facilitation skills. * Computer literacy. * Verbal and written communication skills. * Public speaking skills. * Presentation and facilitation skills. * Planning and organizational skills. * Interpersonal skills. * Ability to chair meetings. * Good organization, management and leadership skills. * The ideal candidate should be committed to organizational values, be a team builder, responsible, conscientious, patient and lead by example. * He / she should also be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.
<u>DUTIES</u>	:	*Provision of advice 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 efficiently (Quality Control). * Provide mentorship to the Vukuzakhe contractors as well as the in house teams. * Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
<u>ENQUIRIES</u>	:	Mr W S Bennett Tel. No.: 033 – 845 5801
<u>FOR ATTENTION</u>	:	Mr R Marillier
<u>CLOSING DATE</u>	:	31 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 Female.
<u>POST 28/274</u>	:	<u>ASSISTANT MANAGER: ADMINISTRATION (REF. NO. P167/2008)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Cost Centre, Metro
<u>REQUIREMENTS</u>	:	*An appropriate recognised Bachelor's Degree in Civil Engineering / National Diploma in Administrative field or equivalent qualification; plus * A minimum of 3 years appropriate experience OR a Senior Certificate with a minimum of 6 years appropriate experience, plus* A valid Code EB Driver's licence. Knowledge, Skills, Training And Competencies Required: * In depth understanding of legislation / policies / instructions / delegations / regulations / procedures / practice notes pertaining to Public Service Act, Basic Conditions of Employment Act, PFMA, Labour Relations Act, Employment Equity Act, Preferential Procurement Policy Framework, Practice Notes, etc. * Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. * Knowledge of general administrative procedures. * Knowledge of HR management, procedures, practices. * Knowledge of office services procedures and practices. * Knowledge of staff development processes, procedures and practices. * Knowledge of information technology. * Financial Management knowledge: BAS, procurement, provisioning and state money control, including Imprest Accounting. * Knowledge of asset management. * Knowledge of departmental service delivery programmes. * Computer literacy. * Ability to interpret and apply legislation and policy. * Problem solving, analytical and innovative thinking. * Well developed written and verbal communication skills. * Ability to manage systems: Persal, BAS,

Computerised Stores, PIMS etc. * Co-ordination skills. * Presentation / facilitation / training skills. * Interpersonal relations. * Accounting, management, planning and organisational skills. * The ideal candidate should be committed to organisational objectives, projects and programmes, be improvement / development orientated and give attention to detail. * He / she should also be self disciplined, dedicated, responsible, a team player, honest, innovative, creative, energetic, enthusiastic, empathetic and trustworthy.

DUTIES

: *Manage and control the financial and costing functions of the Cost Centre and the Area Offices within the District Council and provide a financial support service to the Cost Centre, including the procurement and provisioning of goods and services – according to the PFMA, Treasury Regulations and relevant Practice Notes. * Manage, control and provide Registry, Office and Security services within the Cost Centre and Area Offices within the District Council. * Manage and control the Personnel function and provide an HR support service to the Cost Centre and Area Offices within the District Council. * Manage and control the output and general conduct of the administrative staff of the Cost Centre and Area Offices with in the District Council. * Develop the administrative staff of the Cost Centre and the Area Offices within the District Council as well as the technical staff insofar as administrative requirements / procedures / regulations are concerned. * Ensure effective and efficient service delivery within the Cost Centre and Area Offices within the District Council.

ENQUIRIES
FOR ATTENTION
CLOSING DATE
NOTE

: Mr S C Majola Tel. No.: 031 – 700 2222
 : Mr R Marillier
 : 31 July 2008
 : It is the intension of this Department to fill this post with a person from the Disabled Community or an Female.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE**

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

- APPLICATIONS** : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered by personally at 67/69 Biccarr Street, Temo Towers for those who will be applying for the post falling under Head Office-Polokwane.
- CLOSING DATE** : 05 August 2008
- NOTE** : Applications are hereby invited for the filling of posts as outlined on the attached advert. Applications should be submitted on Z83 forms obtainable from any Public Service Department / Institution and should be accompanied by certified copies of educational qualifications, ID Copy and comprehensive CV. Certified copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Computer proficiency skills will be tested. Applications should note that correspondence will be entered with shortlisted candidates only. Applicants should also note that if one does not receive any correspondence 60 days after the closing date it implies the application has been unsuccessful.

MANAGEMENT ECHELON

- POST 28/275** : **GENERAL MANAGER: STRATEGIC MANAGEMENT & COORDINATION (1 POST)**
Directorate: HOD Support Staff

- SALARY** : R635 874 per annum (60% is basic salary and 40% is flexible portion)
- CENTRE** : Head Office-Polokwane
- REQUIREMENTS** : Relevant degree in business management, Public Administration or an equivalent qualification with extensive relevant experience in the field of strategic planning and / or monitoring and evaluation. Understanding of the Public Service Environment. Financial Management. Change management. Project management Skills. Business planning and HR management. Proficient in MS office suite use/ application. Proven strategic Management and Leadership Skills. Plus a proven experience of over 6 years experience at Strategic Management level. Driver's license.

- DUTIES** : Ensuring efficient and professional project management of the LDA business unit and projects including identifying contracting requirements, establishing projects timelines, monitoring programme cycles and coordinating project and development plans. Provide strategic planning and development service through the formulation and implementation of frameworks, policies and developmental strategies. Developing, implementing, reviewing and monitoring of department delivery strategies, plans and policies. Interfacing with key stakeholders at strategic level, National, Provincial, Donor Agencies and other relevant forums. Liaise with departmental branches to ensure that programmes are aligned, planned and executed in accordance with the overall strategic plan of the Department, PGDS, LED/IDP integrated planning framework. Manage human resources and the budget of the programme. Compile annual work plan, strategic plan, annual report and Citizenry report. Ensure compliant with all relevant legislation and compliance guidelines. Provide risk management support for organisational performance.

- ENQUIRIES** : Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
- FOR ATTENTION** : Ms V.R Mashau and Mr. M.F Sepale Temo Towers

- POST 28/276** : **GENERAL MANAGER: WESTERN CLUSTER MUNICIPALITIES (1 POST)**
Directorate: Agricultural Development Services

- SALARY** : R635 874 per annum (60% is basic salary and 40% is flexible portion)
- CENTRE** : Head Office-Polokwane
- REQUIREMENTS** : Relevant degree/ diploma in agriculture, or an equivalent qualification with extensive relevant experience in the field. Understanding of the public service environment. Financial Management. Change management. Knowledge on

		labour legislation. Project Management. Business planning and HR management. MS office suite. Proven strategic management and leadership skills. Plus a proven experience of over and above 5 years experience at strategic management level. Driver's license
<u>DUTIES</u>	:	Provide strategic policy direction to the Sub-Department. Ensure that strategic objectives of the department are achieved in a co-ordinated manner. Develop and implement policy on extension and advisory services & communication / information system for animal & crop production technologies for LDA clients. To develop & implement integrated plans to ensure efficient management of agricultural programs in the Municipalities. Monitor and evaluate implementation and impact of agricultural service delivery programs in the Municipalities. Continuously monitor and evaluate the implementation of agricultural risk management strategies for financial viability of Agro- businesses of LDA client. Manage and monitor the utilization of financial resources & asserts for effective and efficient service delivery to LDA clients. Develop and strengthen total Human Capital development and knowledge production to enhance increased agricultural production and incomes.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/277</u>	:	<u>SENIOR MANAGER: FOOD SECURITY & RURAL DEVELOPMENT (1 POST)</u> Directorate: Technical Production Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
	:	Head Office-Polokwane
	:	A degree / diploma in Agriculture or equivalent qualification with extensive relevant experience in agricultural management. Understanding of the public service environment. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Management Act (MFMA), Division of Revenue Act (DORA) and supply Chain Management Framework. Clear understanding of the IDP/LED pronouncements. A quality advisor, organizer, coach/mentor, motivator and community development activist. Good communication skills. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. MS office suite. Ability to interact at various levels. Plus a proven experience of between 3-5 years. Driver's license.
<u>DUTIES</u>	:	Manage the implementation of integrated food security strategy. Establish and lead food security stakeholder's forum. Establish and maintain provincial food insecurity and invulnerable information baseline. Develop insecurity indicators and monitor trends to determine to periodic food security status. Identify food insecure households and their location. Develop and implement food security mitigation strategies. Monitor natural disaster occurrences and conduct early warning. Develop and implement disaster mitigation and recovery strategy.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/278</u>	:	<u>SENIOR MANAGER: ANIMAL PRODUCTION (1 POST)</u> Directorate: Technical Production Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
	:	Head Office-Polokwane
	:	BSc. Agric majoring in Animal Production. Masters degree and above in Animal production will be an added advantage. Proven managerial skills and a minimum of 3-5 years applicable management experience in the agricultural sector. Proven knowledge of farming systems and some exposure to participatory extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Management Act (MFMA), Division of Revenue Act (DORA) and supply Chain Management Framework. Clear understanding of the IDP/LED pronouncements. A quality advisor, organizer, coach/mentor, motivator and community development activist. Good communication skills. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment.
<u>DUTIES</u>	:	Responsible for the development of animal production policies, strategies and livestock systems with special emphasis on commodity and project based approaches. Management of animal and aquaculture production information and

advisory services to farmers. Plan and support competency development of technical extension agents and scientists. Champion the development and implementation of livestock and aquaculture farming models for Limpopo Province. Establish and maintain functional relationships with District and Local Municipalities, Agricultural Advisory Council, Commodity Groups, Umbrella Associations and other sector Stakeholders. Financial Management through Public Finance Management Act, Division of Revenue Act, Supply Chain Management framework and Municipality Financial Management Act. Manage and develop staff in the sub branch.

ENQUIRIES :
FOR ATTENTION :

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

POST 28/279 : **SENIOR MANAGER: GEOGRAPHICAL INFORMATION SYSTEM (GIS) (1 POST)**
 Directorate: Sustainable Resource Management

SALARY : R540 429 per annum (60% is basic salary and 40% is flexible portion)
CENTRE : Head Office-Polokwane
REQUIREMENTS : Relevant tertiary qualification in GIS or related fields with extensive relevant experience in the field of Misunderstanding of the public service environment. Financial Management. Change management. Sound hands-on knowledge of ArcView or ArcGIS software and other ESRI understanding of interpretation and manipulation of remotely sensed data will be an added advantage. Knowledge and understanding of the South African spatial information policy framework and other information-related policies. Sound knowledge of the province's socio-economic development dynamics MS office suite. Plus a proven experience of between 3-5 years in GIS or related fields. Driver's license

DUTIES : Setting up, management and maintenance of the Departmental GIS and ensure that it is a strategic decision-support and planning tool for the Department. Coordinate and promote the usage of spatial information in the various units/divisions of the Department. Perform, on a regular basis, spatial data needs analysis of the various units within the Department to enhance the quality, nature and usage of the spatial data. Manage and oversee the capturing of spatial data on all projects and services of the Department Collaboration with the Office of the Premier and other key stakeholders to ensure that the provincial enterprise GIS is properly maintained

ENQUIRIES :
FOR ATTENTION :

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

POST 28/280 : **SENIOR MANAGER: AGRIBUSINESS PLANNING (1 POST)**
 Directorate: Agribusiness Planning and Development

SALARY : R540 429 per annum (60% is basic salary and 40% is flexible portion)
CENTRE : Head Office-Polokwane
REQUIREMENTS : Relevant degree in agricultural economics or an equivalent qualification with extensive relevant experience in the field of marketing environment. Understanding of the public service environment. Understanding of agricultural marketing and trade environment. Understanding of AgriBEE related legislation. Proficient MS office suite use. Understanding or good comprehension of developmental finance will be an added advantage. Proven experience in drafting and evaluation of business plans and thorough interpretation of financial statement. Plus a proven experience of between 3-5 years. Drivers license

DUTIES : Provide strategic, business, market access for commodity groups. Provide and facilitate strategies for the provision of agricultural financial support to farmers. Facilitate and co-ordinate AgriBEE deals. Provide value chain economic extension advice. Develop strategies for establishment and revitalization of business entities. Conduct feasibility studies on market related commodity for the advice of farmers.

ENQUIRIES :
FOR ATTENTION :

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

<u>POST 28/281</u>	:	<u>SENIOR MANAGER: REDISTRIBUTION AND LAND MANAGEMENT SYSTEMS (1 POST)</u> Directorate: Land and Agrarian Reform
<u>SALARY</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	Senior Degree in Agricultural Economics or Economic Sciences. Not less than five years experience in agricultural enterprise and human resource management. Experience in the field of farmer empowerment and understanding of the agrarian reform policies. Ability to use computer for data analysis and decision making. Experience in project transformation and business design. Skills in team building and dispute resolution. Knowledge of technical and human resource policies affecting service delivery in the sector. Good communication and negotiation skills
<u>DUTIES</u>	:	Coordinate, develop and manage systems for sustainable delivery of agricultural land in line with the Land Redistribution for Agricultural Development policy. Coordinate, facilitate and develop strategies to ensure sustainable post-settlement mechanisms for land reform projects and other commercial black farmers. Coordinate and develop comprehensive support packages for new entrants to ensure sustainable agrarian reform as well as give competitive advantage to keep farmers afloat in a volatile climate. Develop and manage systems for project re-engineering and business modeling for legacy projects. Coordinate and manage implementation of projects funded through Comprehensive Agricultural Support Program and compliance with the Division of Revenue Act. Coordinate and facilitate the implementation of Land & Agrarian Reform Program (LARP) and attainment of LARP objectives. Provide management and leadership for state land management and administration as well as provide strategy to release agricultural state land for the benefit of black farmers. Facilitate secure tenure arrangement to promote investment and succession planning in the sector.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/282</u>	:	<u>SENIOR MANAGER: AGRICULTURAL TRAINING CENTRE (2 POSTS)</u> Directorate: Agric Development Services
<u>SALARY</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
<u>CENTRE</u>	:	Tompi-Seleka and Madzivhandila Agricultural Colleges
<u>REQUIREMENTS</u>	:	A degree / diploma in Agriculture or an equivalent qualification with extensive relevant experience in agricultural management. Understanding of the public service environment. Financial Management. Change management. Knowledge on labour legislation. Business planning and HR management. MS office suite. Proven strategic management and leadership skills. Plus a proven experience of between 3-5 years. Driver's license.
<u>DUTIES</u>	:	Development of policies, strategies and delivery systems of agricultural training. Manage curricula development and compilation of Unit standards, Learning programmes and course manuals in line with accreditation bodies requirements. Provide proper guidance on identification of research needs of clients in line with the priorities of the Department. Provide management, administration and technical support of the institution. Prepare and control budget of the ATC in line with legislation.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/283</u>	:	<u>SENIOR MANAGER: WORKSTUDY AND JOB EVALUATION (1 POST)</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	Relevant degree/ diploma in management services, organisation and. workstudy or an equivalent qualification with extensive relevant experience in field of management services. Understanding of the public service environment. Financial Management. Change management. Knowledge on labour legislation. Basics of Project management. Business planning and HR management. MS

		office suite. Proven strategic management and leadership skills. Plus a proven experience of between 3-5 years. Driver's license
<u>DUTIES</u>	:	Rendering of strategic advice to management on any subject pertaining to the organizational development and design. Provide the undertaking of organizational structures and establishment investigations. Provide advice to management regarding the productivity improvement strategies as well as the post provisioning norms. Manage Departmental form designs. Manage compilation and maintenance of the Departmental filing system. Formulate policies on organizational development, job evaluation. Co-ordinate the evaluation of posts according to the Equate Job Evaluation system and job description analysis. Monitor the training and advice on the compilation of job descriptions.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/284</u>	:	<u>SENIOR MANAGER: COMMUNICATION & LIAISON SERVICES (1 POST)</u> Directorate: Information Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
	:	Head Office-Polokwane
	:	Recognized degree/ diploma in communication or public relation, or equivalent qualification with extensive relevant experience in the field of communication. Advanced knowledge of communication, media management, public relations, public participation and public education. Understanding of the public service environment. Financial management. Knowledge of communication legislation. MS office suite.Plus a proven experience of between 3-5 years. Driver's license.
<u>DUTIES</u>	:	Provide strategic direction and expert advice in respect of communications. Create a sense of coherence and alignment of communication systems, process and activities to levels of the Department. Promote public understanding and education of Agricultural sector. Oversee communication programme and projects. Develop communications policies and marketing strategy that fundamentally supports functioning of LDA and integrate it within the broader Departmental strategy. Develop and promote branding of the Department and effectively manage relationships with strategic, corporate partners and key service providers.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/285</u>	:	<u>SENIOR MANAGER: SECURITY MANAGEMENT (1 POST)</u> Directorate: Corporate Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
	:	Head Office-Polokwane
	:	An appropriate tertiary qualification backed by relevant work experience in the security risks, investigation, anti-corruption measures and other security related matters.3-5 experience in security services. Registration with Private Security Industry Regulations Authority (PSIRA) with Grade A & B. National intelligence Agency Security Management course. An understanding of the relevant security legislation and policies. Good communication, report writing and interpersonal skills. Proficient MS office suite use. A valid driver's license.
<u>DUTIES</u>	:	Identification of potential security risks in the Department. Develop, maintain and supervise the implementation of the security measures. Implementation and evaluate departmental Security Policies and compliance to Minimum Information Security Standards (MISS).Liaise and coordinate with the relevant authorities concerning security measures. Conduct security appraisals and ensuring proper implementation of recommendation in consultation with relevant authorities. Conduct pre-employment screening and reporting of security breaches.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/286</u>	:	<u>SENIOR MANAGER: RISK MANAGEMENT (1 POST)</u> Directorate: Financial Management
<u>SALARY CENTRE</u>	:	R540 429 per annum (60% is basic salary and 40% is flexible portion)
	:	Head Office-Polokwane

<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Risk Management/ Finance/ Auditing or equivalent qualification or equivalent work experience in risk management. Knowledge of King II report, PFMA, Treasury regulation and other relevant legislation, internal audit standards, financial management and understanding business processes will be an added advantage. Must have communication, coordination, report writing, presentation, strategic planning, leadership, project management and analytical skills. 3-5 experience in security services. Computer literacy, with emphasis on MS Word, MS PowerPoint and MS Excel. A valid driver's license.
<u>DUTIES</u>	:	Develop, implement and monitor policies, procedures and processes with regards to risk management to ensure compliance with relevant legislation. Develop and manage the implementation of risk management strategy to guide management in managing risks identified. Monitor, evaluate or review the efficiency and effectiveness of policies, procedures, processes and internal control in the department. Manage the maintenance of reliable records and provision of management reports for decision making and for compliance purposes. Provide advice and support to internal and external stakeholders to improve service delivery and ensure compliance. Ensure compliance with the PFMA, Treasury regulations and King II report as well as governance requirements. Develop and manage the fraud implementation plan in accordance with relevant legislation. Manage financial and human resources within the Directorate in line with relevant legislation and directives.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers

OTHER POSTS

<u>POST 28/287</u>	:	<u>MANAGER: VETERINARY PUBLIC HEALTH & EXPORT CONTROL (1 POST)</u> Directorate: Veterinary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R407 745 – 472 758 per annum Head Office-Polokwane A BVSc or BVMCh (or equivalent) and registration with the South African Veterinary Council as a Veterinarian. Thorough knowledge of the Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). At least 3-5 years experience as a Veterinarian and proven skills in the management of Meat Safety programmes. Excellent interpersonal, communication and negotiation skills. Knowledge of international trade and associated legislation. Thorough knowledge of specific diseases control and eradication schemes. Computer proficiency
<u>DUTIES</u>	:	Execution of the Meat Safety Act, 2000 (Act 40 of 2000) in the Province. Management and coordination of abattoir hygiene according to national norms and standards. Management of Veterinary Public Health personnel and resources. Formulation and implementation of Meat Safety Schemes. Promotion of national and international trade in animal and animal products in the Province and the rest of the RSA.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/288</u>	:	<u>MANAGER: ANIMAL HEALTH (1 POST)</u> Directorate: Veterinary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R407 745 – 472 758 per annum Waterberg District A BVSC or BVMCH (or equivalent) and registration with the South African Veterinary Council as a Veterinarian. At least 3-5 years experience and proven skills in the management of an animal disease control Programme. Excellent interpersonal, communication and negotiation skills. Through knowledge of the specific diseases control and eradication schemes. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Take charge of animal disease control in the clustered Municipalities. Management of Veterinary Services personnel and resources in the clustered Municipalities. Formulation and implementation of disease control strategies and policies in the clustered Municipalities. Control and Monitor disease control Liaison with role players.

<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523 Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/289</u>	:	<u>AGRICULTURAL SPECIALIST RESEARCHER (BIOMETRICIAN) (1 POST)</u> Directorate: Livestock Research
<u>SALARY</u>	:	R 344 052 – 398 805 per annum
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	A minimum of a Masters of Science degree in Statistics or Biometry or any relevant field. A solid background in statistics or biometry, with at least three years relevant experience. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. Some experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of biometrical/statistical research needs in accordance with the Departmental strategic plan in order to ensure that relevant and applicable research is conducted in the province. Conduct scientifically accountable specialized biometrical research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Perform all administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research service. Provide mentoring and specialist biometrical support/advice to junior scientists, technicians, colleagues, students.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/290</u>	:	<u>AGRICULTURAL SPECIALIST RESEARCHER (AGRONOMY) (1 POST)</u> Directorate: Agronomy Research & Innovation
<u>SALARY</u>	:	R344 052 – 398 805 per annum
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	A Masters of Science degree in Agronomy or Plant production. A solid background in agronomy research, with at least three years relevant experience with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. Some experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of agronomy research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site). Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial crop farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to

		junior scientists, technicians, colleagues and students. Perform all administrative and related functions of the section.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/291</u>	:	<u>AGRICULTURAL SPECIALIST RESEARCHER (HORTICULTURE)</u>
		Directorate: Agronomy Research & Innovation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R344 052 – 398 805 per annum
	:	Head Office-Polokwane
	:	A minimum of a Masters of Science degree in Horticulture or Plant production. A solid background in agronomy research, with at least three years relevant experience with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. Some experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of horticultural research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site). Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial crop farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform all administrative and related functions of the section.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/292</u>	:	<u>STATE VETERINARIAN: ANIMAL HEALTH (8 POSTS)</u>
		Directorate: Veterinary Services
<u>SALARY CENTRE</u>	:	R 344 052 – 398 805 per annum
	:	Vhembe Cluster: Thulamela Municipality (1 post), Makhado Municipality (1 post), Mutale Municipality (1 post), Capricorn Cluster: (1 post), Sekhukhune Cluster: (1 Post) and Mopani Cluster (3 posts)
<u>REQUIREMENTS</u>	:	A BVSc or BVMCh (or equivalent) and registration with the South African Veterinary Council as a Veterinarian. At least 3-5 years experience and proven skills in management of disease. Excellent interpersonal, communication and negotiation skills. Thorough knowledge of the Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of the Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of international trade and associated legislation. Thorough knowledge of specific diseases control and eradication schemes. Computer proficiency (Will be tested).
<u>DUTIES</u>	:	Manage animal disease control in the municipalities. Management of Veterinary Services personnel and resources in the municipalities. Formulation and implementation of disease control strategies and policies in the municipalities. Monitor and Evaluate disease control strategies in the municipalities. Manage animal identification in the municipalities. Liaison with other role players.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Netshiombo D.G Tel (015) 963 2005/7
	:	Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745
	:	Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145

Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01
Chuenespoort 0745
Mr Zitha S.S Tel (015) 812 3210
Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826

<u>POST 28/293</u>	:	<u>STATE VETERINARIAN: LABORATORY SERVICES (2 POSTS)</u> Directorate: Veterinary Services
<u>SALARY CENTRE</u>	:	R344 052 – 398 805 per annum Waterberg Cluster: Mokopane Municipality (1 post) and Lephalale Municipality (1 post)
<u>REQUIREMENTS</u>	:	A B.V.Sc. degree or equivalent. Registration with the South African Veterinary Council as a veterinarian. Proven interpersonal, negotiation and communication skills (verbal & written). Interest and experience in veterinary pathology Computer literacy. At least 3-5 years proven experience in laboratory services.
<u>DUTIES</u>	:	Responsible for the rendering and management of laboratory diagnostic services. Investigation and epidemiological evaluation of disease outbreaks. Transfer of information to colleagues and the general public.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523 Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/294</u>	:	<u>SENIOR RESEARCHER: BIOMETRY (1 POST)</u> Directorate: Research Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 217 482 – 252 483 p.a Head Office-Polokwane A minimum of a Bachelor of Science Honors degree in Statistics or Biometry or any relevant field. At least two years practical technical experience in statistics or biometry. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. Some managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research/extension methodologies. Knowledge of operational framework of the public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP/LED pronouncements. A quality advisory, organizer, with people skills. A valid drivers license. Good communication skills. Membership to appropriate professional body/association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of biometrical/statistical research needs in accordance with the Departmental strategic plan in order to ensure that relevant and applicable research is conducted in the province. Conduct scientifically accountable specialized biometrical research in order to ensure that accurate agricultural research is conducted and information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Perform all administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research service. Provide mentoring and specialist biometrical support/advice to junior scientists, technicians, colleagues and students.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/295</u>	:	<u>DEPUTY MANAGER: RESTITUTION SYSTEMS AND SUPPORT (1 POST)</u> Directorate: Land and Agrarian Reform
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 217 482 – 252 483 p.a. Head Office-Polokwane A three-year degree in Agriculture or equivalent qualification is a minimum requirement. Agricultural enterprises management skills. A minimum of three years experience and proven knowledge in land reform field, especial in restitution. A proven track record of working with communities. Good verbal and written communication skills. Excellent report writing and presentation skills. Knowledge of Land reform Policies and rural development and planning. Valid

		driver's Licence. Practical experience in the use of MS Office suite (NB: Candidates will be tested on computer competence)
<u>DUTIES</u>	:	To coordinate and facilitate the implementation of systems and support mechanisms for the Land Reform projects. Conduct preliminary reconnaissance survey and feasibility studies for Restitution projects. Render technical and economic advice to Restitution beneficiaries. Coordinate CASP and other Restitution support programmes. Compile business plans in collaboration with other economists and specialists in order to implement the business plans. Identify possible Strategic Partners from the commercial sector where applicable, in order to implement the business plans. Facilitate the preparation and provision of animal and/or crop production and marketing management programme to Restitution beneficiaries. Ensure adherence to the developed integrated system of project delivery within District and local municipalities in line with the IDP's and ISRDP (Integrated Sustainable Rural development Program). Liaise with all relevant stakeholders such as the Regional Land Claims Commission, local and district municipalities, communal property associations, etc.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/296</u>	:	<u>DEPUTY MANAGER: AGRICULTURAL VALUE CHAIN (4 POSTS)</u> Directorate: Agricultural Value Chain
<u>SALARY CENTRE</u>	:	R 217 482 – 252 483 p.a
	:	Mopani Cluster (1 Post), Vhembe Cluster (1 post), Waterberg Cluster: Lephalale Municipality (1 post) and Thabazimbi Municipality (1 post)
<u>REQUIREMENTS</u>	:	4 year degree in Agricultural Economics equivalent relevant qualification. 2 years experience in Agricultural Economics field. Knowledge of operational framework of PFMA and MFMA Acts. Multi-skilled: Program/ Project management capacity, Administrative capacity, Development oriented, Business-wise, Innovative appetite, Independent lateral thinker, Analytical capacity, Problem. Valid code B driver's license. Knowledge of MS Word, Excel, and PowerPoint
<u>DUTIES</u>	:	Conducting situational analysis. Identification of gaps and opportunities. Implementation of strategies to exploit opportunities. Aggregating and mapping the municipalities in terms of the value chain. Convert opportunities in terms of resources required, income generation potential and employment opportunities into reality. Promote MAFISA and Agri-BEE.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
	:	Mr Netshiombo D.G Tel (015) 963 2005/7
	:	Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
	:	Mr Zitha S.S Tel (015) 812 3210
	:	Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826
<u>POST 28/297</u>	:	<u>CONTROL ANIMAL HEALTH TECHNICIAN: (1 POST)</u> Directorate : Animal Health Services
<u>SALARY CENTRE</u>	:	R 217 482 – 252 483 p.a
<u>REQUIREMENTS</u>	:	Capricorn Cluster: Molemole Municipality
	:	3 years National Diploma/Degree in Animal Health. 1-2 years experience in Animal Health. Report writing skills, communication and interpersonal skills. Must be registered with the South African Veterinary Council. Knowledge of Animal Disease Acts. Valid code B drivers licence. Computer proficiency will be tested
<u>DUTIES</u>	:	Implement disease control measures. Render a support to the State Veterinarian with regard to animal disease control. Assist in the provision of extension services on animal health to animal owners. Reproduction and production advancement, sample collection and law enforcement. Supervision of Animal Health staff members within the municipalities. Perform administrative and related functions.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745

<u>POST 28/298</u>	:	<u>DEPUTY MANAGER: VEGETABLE VALUE CHAIN (1 POST)</u> Directorate : Agribusiness Development
<u>SALARY</u>	:	R 217 482 – 252 483 p.a
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	3 years National Diploma/Degree in Agricultural Economics. At least two years experience in Agricultural Economics in the sector. Understanding of the Public Finance Management Act (PFMA) and Municipality Finance Management Act (MFMA). Knowledge of agricultural projects and partnership models. Administrative capacity, economic analytical capacity and problem solving skills. Possession of a valid driver license. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Conduct situational analysis for vegetable projects. Identification of gaps and opportunities. Implementation of strategies to exploit opportunities. Develop commodity profiles and continuous update. Implement commercialisation policies. Support Commodity Associations and develop sustainability strategies. Liaise with agricultural institutions, organized agriculture, youth groups, and women interest groups. Develop and assess individual and project farmers' business plans.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/299</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (2 POSTS)</u> Directorate : Agricultural engineering (Agricultural Structures)
<u>SALARY</u>	:	R 217 482 – 252 483
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	National Diploma in Engineering (Civil / Agricultural). Six years technical engineering post qualification experience (three years after registration). Valid driver's licence. Computer literacy and competency in CAD, Excel and MS Project Management. Report Writing Skills. Good interpersonal relations. Computer proficiency skills will be tested. Professional appointment requirements. Compulsory registration with the Engineering Council of SA (ECSA) as Professional Engineering Technician.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/300</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (1 POST)</u> Directorate : Agricultural engineering (Soil and water Engineering)
<u>SALARY</u>	:	R 217 482 – 252 483
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	National Diploma in Engineering (Civil / Agricultural). Six years technical engineering post qualification experience (three years after registration). Valid driver's licence. Computer literacy and competency in CAD, Excel and MS Project Management. Report Writing Skills. Good interpersonal relations. Computer proficiency skills will be tested. Compulsory registration with the Engineering Council of SA (ECSA) as Professional Engineering Technician.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to

incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
FOR ATTENTION : Ms V.R Mashau and Mr. M.F Sepale Temo Towers

POST 28/301 : **CONTROL AGRICULTURAL RESOURCE TECHNICIAN (1 POST)**
 Directorate : Engineering & Natural Resource Management

SALARY : R 217 482 – 252 483 p.a
CENTRE : Waterberg Cluster: Lephalale Municipality
REQUIREMENTS : 3 years National Diploma in Agricultural Development/Extension. 5 years relevant experience in agricultural development. Computer proficiency skills will be tested. Report Writing Skills. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care, Conflict Resolution. Good interpersonal relations

DUTIES : Coordination with H/O and Municipalities Engineering and Landcare staff members. Coordination of engineering services within the Municipalities. Provision of soil conservation services within the Municipalities. Provision of mechanical services within the Municipalities. Provision of Land care services within the Municipalities. Development of TORs for appointment of Service Providers. Supervision of service providers. Supervision of Engineering and Landcare staff members within the Municipalities

ENQUIRIES : Ms M.M Legodi Tel (014) 717 4949/2523
FOR ATTENTION : Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510

POST 28/302 : **DEPUTY MANAGER: HUMAN RESOURCE MANAGEMENT (1 POST)**
 Directorate: Human Resource Management

SALARY : R 174 243 – 202 287 p.a
CENTRE : Mopani District
REQUIREMENTS : 3 year National Diploma or degree in Human Resource Management. Five years experience in Human Resource Management issues. Knowledge of PERSAL. Knowledge of Public Service Act 1994, Public Service Regulations, Labour Relations Act, PFMA, BCEA and Batho Pele Principles. Communication skills. Ability to solve problems. Knowledge of Performance Management System. Computer proficiency will be tested. Valid drivers licence.

DUTIES : Co ordinate recruitment, selection and placement. Co ordinate transfers. Co ordinate service benefits. Manage leave matters. Handle service termination. Handle labour relations issues. Update staff establishment. Handle performance management system. Communicate with internal and external clients. Training of subordinates.

ENQUIRIES : Mr Zitha S.S Tel (015) 812 3210
FOR ATTENTION : Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826

POST 28/303 : **DEPUTY MANAGER: SYSTEMS CONTROL (1 POST)**
 Directorate: Budget, Revenue and Systems

SALARY : R 174 243 – 210 489 p.a
CENTRE : Head Office-Polokwane
REQUIREMENTS : National Diploma or Degree in financial management and accounting or equivalent. 3-5 years experience in systems management. Knowledge of financial systems i.e. BAS, FINEST AND PERSAL. Knowledge of Excel, Power-point. Valid drivers license. Knowledge of PFMA, Treasury Regulation and DORA. Presentation skills. Financial management skills. Communication skills

DUTIES : Monitor the effective closure of books. Monitor the up and running of financial systems. Manage access to financial systems. Creation of user ID for new users. Monitor the clearing of exceptions. Provide training to users. Creation and

		maintenance code structure. Maintenance of parameters. Logging of call with SITA, BAS help desk and Finest.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/304</u>	:	<u>DEPUTY MANAGER: BUDGET, REVENUE AND EXPENDITURE (1 POST)</u>
		Directorate: Budget, Revenue and Expenditure
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 174 243 – 210 489 p.a
	:	Vhembe Cluster
	:	3 years National Diploma/Degree in financial management and or relevant experience. 3-5 years experience in revenue and debt management. Knowledge of financial systems i.e. BAS, FINEST AND PERSAL. Knowledge of Excel, Power-point. Valid drivers license. Knowledge of PFMA, Treasury Regulation and DORA. Policies analysis and development. Presentation skills. Financial management skills. Communication skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Preparation of revenue budget. Preparation of IYM monthly. Preparation of monthly reports on revenue collection. Analyze financial reports monthly. Monitor the clearing of revenue exceptions. Monitor collection of revenue. Manage debts collection. Conduct revenue inspection.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Netshiombo D.G Tel (015) 963 2005/7
	:	Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/305</u>	:	<u>DEPUTY MANAGER: EXTENSION SERVICES (1 POST)</u>
		Directorate : Extension Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R174 243 – 210 489 p.a
	:	Mopani Cluster: Greater Letaba
	:	3 year National Diploma \ Degree in Agriculture. 3-5 years proven relevant experience. Project management skills. Good written and verbal communication skills. An experience in community development and facilitation as well as Agricultural Extension management will be added advantage. Presentation and report writing skill. Conflict resolution. Good interpersonal relations. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community development, IDP, PGDS, CASP, Land –care. Leadership qualities and team player, ability to work under pressure, quality assurance advisor, motivator and rural community development activities. Valid driver's license.
<u>DUTIES</u>	:	Manage and provide leadership to Crop and Facilitation divisions within Agricultural Specialized Services. Participate on management of the sub – program based on sound policy and scientific\ technical principles and making recommendations on policy and Legislative options. Manage staff, Finance, Farmer and related information as well as interaction with different stakeholders. Provision of extension advisory services. Manage conservation of resources within the municipalities. Manage the establishment of food security projects.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Zitha S.S Tel (015) 812 3210
	:	Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826
<u>POST 28/306</u>	:	<u>ENGINEER (8 POSTS)</u>
		Directorate: Engineering & Natural Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 174 243 – 210 489 p.a
	:	Capricorn Cluster (2 posts), Mopani Cluster (3 posts) and Vhembe Cluster (2 posts) and Waterberg Cluster (1 post)
<u>REQUIREMENTS</u>	:	4 years Degree in Civil or Agricultural Engineering. Computer literacy and competency in Excel and MS Project Management. Registration with ECSA will be an added advantage. Report writing skills. Good interpersonal relations. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care. Conflict Resolution skill. Valid code B driver's license is essential.
<u>DUTIES</u>	:	Planning and designing of engineering infrastructure. Development of cost effective standard designs for infrastructure. Evaluation of existing technical manuals. Develop standard drawings and procedures to incorporate new Technology. Development of tender specifications. Monitor the planning and

<u>ENQUIRIES FOR ATTENTION</u>	<p>design in accordance with engineering principles, norms, standards and code of practice. Approval of soil conservation activities in accordance with prescribed norms and standards. Report on monthly and quarterly basis on service delivery.</p> <p>Ms M.M Legodi Tel (014) 717 4949/2523</p> <p>Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510</p> <p>Mr Netshiombo D.G Tel (015) 963 2005/7</p> <p>Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970</p> <p>Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524</p> <p>Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745</p> <p>Mr Zitha S.S Tel (015) 812 3210</p> <p>Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826</p>
<u>POST 28/307</u>	<p><u>SENIOR AGRICULTURAL RESEARCHER (GAME & PASTURE) (1 POST)</u></p> <p>Directorate: Livestock Research</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R 174 243 – 210 489 p.a</p> <p>Mara Research Station</p> <p>A B.Sc. Hons. Degree in Game/ Pasture. A solid background in game/pasture research with at least 3-5 years relevant experience with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. 1 year experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with interpersonal relations. A valid drivers licence (code EB). Good communication skills. Membership to appropriate professional body / association will be a prerequisite. Computer proficiency skills</p>
<u>DUTIES</u>	<p>Participate in the prioritization of game/pasture research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site). Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and support/advice to junior researchers, technicians, colleagues and students. Perform all administrative and related functions.</p>
<u>ENQUIRIES FOR ATTENTION</u>	<p>Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000</p> <p>Ms V.R Mashau and Mr. M.F Sepale Temo Towers</p>
<u>POST 28/308</u>	<p><u>SENIOR AGRICULTURAL RESEARCHER (AGRONOMY) (1POST)</u></p> <p>Directorate: Research and Training</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R 174 243 – 210 489 p.a</p> <p>Towoomba Research Station</p> <p>A minimum of a BSc (Hons) in Agronomy. A solid background in Agronomy research, with at least five years relevant experience with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. 1-2 years experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication and writing skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.</p>

<u>DUTIES</u>	:	Participate in the prioritization of rangeland and pasture research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site). Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform administrative and related functions of the division.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/309</u>	:	<u>SENIOR AGRICULTURAL RESEARCHER (ANIMAL PRODUCTION) (1POST)</u> Directorate : Research and Training
<u>SALARY</u>	:	R 174 243 – 210 489 p.a
<u>CENTRE</u>	:	Towoomba Research Station
<u>REQUIREMENTS</u>	:	A (Hons) in Animal Production. A solid background in Animal Production (cattle, goats and sheep), with at least five years relevant experience with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. 1-2 years experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with interpersonal relations. A valid drivers licence (code EB). Good communication and writing skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of rangeland and pasture research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site). Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform administrative and related functions of the division.
<u>ENQUIRIES FOR ATTENTION</u>	:	V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/310</u>	:	<u>ENGINEER (5 POSTS) (SOIL & WATER ENGINEERING 2 POSTS), (AGRICULTURAL STRUCTURE 1POST) AND (IRRIGATION SERVICES 2POSTS)</u> Directorate: Agricultural engineering
<u>SALARY</u>	:	R 174 243 – 210 489 p.a
<u>CENTRE</u>	:	Head Office-Polokwane
<u>REQUIREMENTS</u>	:	Engineering degree (B Eng/ BSC (Eng) (Civil / Agricultural). Valid driver's licence. Computer literacy and competency in CAD, Excel and MS Project Management. Report Writing Skills. Good interpersonal relations. Compulsory registration with the Engineering Council of SA (ECSA) as Engineer in training on appointment.
<u>DUTIES</u>	:	Planning, operating and maintenance of engineering projects. Development of cost effective solutions according to standards. Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Adherence to

		regulations and procedures for SCM and human resource administration. Liaise with relevant bodies/councils on engineering-related matters
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/311</u>	:	<u>LAND REFORM ADMINISTRATOR (1 POST)</u>
		Directorate: Land and Agrarian Reform and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 145 920 – 169 410 p.a
	:	Vhembe Cluster
	:	3 years National Diploma/ Degree in Agriculture. Knowledge of Land and Agrarian Reform. Good communication and negotiation skills.1-2 years experience in Agricultural Field. Practical experience in the use of MS excel, word and outlook.Valid code B driver's license is essential.
<u>DUTIES</u>	:	Establishment of farmer profile and needs on state owned projects. Ensure that farmers comply with land use legislations. Provide technical/ specialist advice to farmers settled on state and communal land. Facilitate tenure systems conducive for sustainable agricultural Development and Land Management Systems. Inspect, facilitate maintenance and repair of state properties under the Power of Attorney. Assist in the administration of contracts and debt recovery on leased properties. Identify projects suitable for commercial partnerships to facilitate project investment. Facilitate the enhancement of sustainable operations and succession for the RESIS and ARDC projects at local municipality level. Identify training needs and coordinate extension services for farmers on state and communal land.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Netshiombo D.G Tel (015) 963 2005/7
	:	Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/312</u>	:	<u>LAND REFORM ADVISORS - REDISTRIBUTION (4 POSTS) AND RESTITUTION (1 POST)</u>
		Directorate: Land Agrarian Reform & Development
<u>SALARY CENTRE</u>	:	R 145 920 – 169 410 p.a
	:	Cluster (1 post), Sekhukhune Cluster (1 post), Mopani Cluster (1 post) and Waterberg Cluster (1 post)
<u>REQUIREMENTS</u>	:	3 year National Diploma/ Degree in Agriculture or equivalent qualification is a minimum. Specialization in one of the following majors will be an added advantage : Economics Agricultural Economics and Business Economics. Agricultural enterprises management skills.2-3 years experience in agricultural field. Good verbal and communication skills. Excellent report writing and presentation skills. Knowledge of Land reform Policies and rural development and planning. Valid driver's License. Practical experience in the use of MS Excel, MS Power Point, MS Word, Outlook and Internet. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of systems and support mechanisms for the Land Reform projects within local municipalities. Conduct preliminary reconnaissance survey and feasibility studies for Restitution projects. Render technical and economic advice to Restitution beneficiaries. Coordinate the CASP and other Restitution support programmes within the local municipalities. Compile business plans in collaboration with other economists and specialists in order to implement the business plans. Identify possible Strategic Partners from the commercial sector where applicable, in order to implement the business plans. Facilitate the preparation and provision of animal and/or crop production and marketing management programme to Restitution beneficiaries. Ensure adherence to the developed integrated system of project delivery within District and local municipalities in line with the IDP's and ISRDP (Integrated Sustainable Rural development Program).
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745
	:	Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145
	:	Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01 Chuenespoort 0745

Mr Zitha S.S Tel (015) 812 3210
Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826

<u>POST 28/313</u>	:	<u>AGRICULTURAL RESEARCHER: LIVESTOCK (3 POSTS) AND GAME (3 POSTS)</u> Directorate: Livestock Research
<u>SALARY</u>	:	R 145 920 – 169 410 p.a
<u>CENTRE</u>	:	Mara Research Station (1 post game and 2 posts Livestock) and Tsoelike Research Station (2 posts for game and 1 post for Livestock)
<u>REQUIREMENTS</u>	:	Appropriate B.Sc. Degree in animal Science. A person with research and analytical skills. Experience will be an added advantage. A valid driver's licence (code EB). Good communication skills. Computer proficiency skills.
<u>DUTIES</u>	:	Participate in the prioritization of livestock research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site). Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and support/advice to technicians, colleagues and students.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/314</u>	:	<u>AGRICULTURAL RESEARCHER (AGRONOMY) (1 POST)</u> Directorate : Research and Training
<u>SALARY</u>	:	R 145 920 – 169 410 p.a
<u>CENTRE</u>	:	Tsoelike Research Station
<u>REQUIREMENTS</u>	:	A BSc in Agronomy. A solid background in Agronomy research, with at least three years relevant experience with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. 1-2 years experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication and writing skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of agronomy research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site) and off site. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform administrative and related functions.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/315</u>	:	<u>AGRICULTURAL RESEARCHER (LARGE STOCK) (1 POST)</u> Directorate: Research and Training

<u>SALARY</u>	:	R 145 920 – 169 410 p.a
<u>CENTRE</u>	:	Towoomba Research Station
<u>REQUIREMENTS</u>	:	A BSc in Animal Production. A solid background in large stock production, with special emphasis on cattle, with at least three years relevant experience, with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. 1-2 years experience in agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication and writing skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of rangeland and pasture research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site) and off site. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform administrative and related functions of the division.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/316</u>	:	<u>AGRICULTURAL RESEARCHER (PLANTED PASTURES) (1 POST)</u> Directorate: Research and Training
<u>SALARY</u>	:	R 145 920 – 169 410 p.a
<u>CENTRE</u>	:	Towoomba Research Station
<u>REQUIREMENTS</u>	:	A BSc in Pasture Science. A solid background in rangeland and planted pasture research with special emphasis on planted pastures, with at least three years relevant experience with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. Some experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication and writing skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of rangeland and pasture research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site) and off site. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform administrative and related functions of the division.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers

<u>POST 28/317</u>	:	<u>AGRICULTURAL RESEARCHER (SMALL STOCK) (1 POST)</u> Directorate : Research and Training
<u>SALARY</u>	:	R 145 920 – 169 410 p.a
<u>CENTRE</u>	:	Towoomba Research Station
<u>REQUIREMENTS</u>	:	A BSc in Animal Production. A solid background in small stock production, with special emphasis on goats and sheep, with at least three years relevant experience, with some publications. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. 1-2 years experience in agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication and writing skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of rangeland and pasture research needs in accordance with the Departmental strategic plan. Conduct scientifically sound specialized research trials (on-site) and off site. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform administrative and related functions of the division.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000 Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/318</u>	:	<u>ARTISAN SUPERINTENDENT: (2 POSTS)</u> Directorate: Engineering & Natural Resource Management
<u>SALARY</u>	:	R 145 920 – 169 410 p.a
<u>CENTRE</u>	:	Capricorn Cluster: Lepelle-Nkumpi (1 post) & Molemole Municipality (1 post)
<u>REQUIREMENTS</u>	:	rade test diploma. 3 years experience in Artisanship. Knowledge of artisanship equipments. Valid code B drivers licence. Interpersonal and report writing skills.
<u>DUTIES</u>	:	Take charge of Agricultural irrigation system to farmer project. Maintenance of Government houses and structures. Supervision of Artisan under Engineering section. Repairs of machinery.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524 Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745
<u>POST 28/319</u>	:	<u>ANIMAL SCIENTIST (2 POSTS)</u> Directorate: Animal Health
<u>SALARY</u>	:	R 145 920 – 169 410 p.a
<u>CENTRE</u>	:	Waterberg Cluster: Bela- Bela Municipality (1 post) and Modimolle Municipality (1 post)
<u>REQUIREMENTS</u>	:	Bsc Agric Degree or B Agric. Hons majoring in Animal Production. Practical experience in the use of Ms Excel, Word and Outlook. Valid Code B driver's licence is essential. Report writing skills. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, community Development, IDPS, PGDS, Casp, Land-Care, Conflict Resolution. Good interpersonal relations. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Advising farmers on animal production. Training of technical staff and farmers. Conducting research on Livestock production. Provide technical support to research activities. Identify and solve problems relating to animal Health. Compiling training manuals for extension technicians applicable to both crop and animal farmers.

<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523 Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/320</u>	:	<u>ANIMAL HEALTH TECHNICIAN: (11 POSTS)</u> Directorate: Animal Health Services
<u>SALARY CENTRE</u>	:	R145 920 – 169 410 p.a Capricorn Cluster: Polokwane Municipality (1 post) and Lepelle Nkumpi Municipality (1 post), Mopani Cluster: Greater Tzaneen Municipality (1post) and Greater Letaba Municipality (2 posts), Vhembe Cluster: Makhado Municipality (2 posts), Sekhukhune Cluster: Makhuduthamaga Municipality (1 post) and Tubatse Municipality (1 post) and Waterberg District: Thabazimbi Municipality (1 post) and Lephalale Municipality (1 post)
<u>REQUIREMENTS</u>	:	Three year National Diploma in Animal Health. Must be registered with the South African Veterinary Council. 1-2 years experience in Animal Health. Report writing skills, communication and interpersonal skills. A valid driver's license. Knowledge of Animal Disease Acts. Computer proficiency will be tested.
<u>DUTIES</u>	:	Implement disease control measure. Render a support to the State Veterinarian with regard to animal disease control. Assist in the provision of extension services on animal health to animal owners. Reproduction and production advancement, sample collection and law enforcement. Perform administrative and related functions.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523 Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510 Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524 Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745 Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145 Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01 Chuenespoort 0745 Mr Zitha S.S Tel (015) 812 3210 Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826 Mr Netshiombo D.G Tel (015) 963 2005/7 Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/321</u>	:	<u>SENIOR AGRIC RESOURCE TECHNICIAN (4 POSTS)</u> Directorate: Engineering & Natural Resource Management
<u>SALARY CENTRE</u>	:	R 145 920 – 169 410 p.a Sekhukhune Cluster: (Elias Motsoaledi) (1 post) (Makhuduthamaga) (2 post) and Waterberg Cluster: Lephalale Municipality (1 post)
<u>REQUIREMENTS</u>	:	3 year National diploma /Degree in Agricultural Development / Extension. 1-2 years relevant experience in agricultural development. Practical experience in the use of MS excel, word and outlook. Good interpersonal relations. Valid code B driver's license is essential. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Coordination of engineering services within municipalities. Provision of soil conservation services within municipalities.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523 Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510 Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145 Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01 Chuenespoort 0745
<u>POST 28/322</u>	:	<u>PERSONAL ASSISTANT (2 POSTS)</u> Directorate: Budget, Revenue & Systems (1 post) and Restitution System and Support (1 post)
<u>SALARY CENTRE</u>	:	R117 501 -137 976 p.a Head Office-Polokwane
<u>REQUIREMENTS</u>	:	3year Diploma/N6 qualification or equivalent.Computer literate, with good knowledge of MS Office applications Excel, Word, Access/ Database management and PowerPoint.Work organization and prioritization skills. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of SMS/

		MMS and external clients, customers, and the general public. An ability to work under pressure and tight deadlines. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Arrange engagements and meetings. Keep the diary of the Senior Manager and remind him/her of engagements. Make arrangements for the Journeys and accommodation. Record movement of documents in accordance with guidelines and instructions. Perform tasks of a personal nature on behalf of the Senior Manager, e.g. banking, arrange lunch, etc
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/323</u>	:	<u>AGRICULTURAL RESOURCE TECHNICIAN (2 POSTS)</u> Directorate: Engineering & Natural Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 -137 976 p.a Waterberg Cluster: Mogalakwena Municipality
	:	3 year National diploma in agriculture or equivalent. Communication skills. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Render natural resource management services to farmers. Implement land care program within the ward. Assist in arranging farmers information days.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/324</u>	:	<u>ENGINEERING TECHNICIAN: (6 POSTS)</u> Directorate: Engineering & Natural Resource Management
<u>SALARY CENTRE</u>	:	R117 501 -137 976 p.a
	:	Capricorn Cluster (2 posts), Vhembe Cluster (2 posts) Sekhukhune Cluster (1 post) and Waterberg Cluster (1 posts)
<u>REQUIREMENTS</u>	:	3 year National Diploma in Engineering (Civil). Liable for registration as candidate of Professional Engineering Technician. 1-2 years experience in Civil or Agricultural Engineering. Valid code B driver's license. Report writing skills. Computer literacy.
<u>DUTIES</u>	:	Perform feasibility studies in cooperation with the relevant stakeholders. Planning and design of infrastructure, irrigation and mechanization. (including farm plans, surveys irrigation schemes, pump houses, dams, soil conservation works etc) in compliance with relevant legislations. Render technical support in implantation of projects. Handle general enquiries and render technical support. Perform administrative and related functions.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745
	:	Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145
	:	Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01 Chuenespoort 0745
	:	Mr Netshiombo D.G Tel (015) 963 2005/7
	:	Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/325</u>	:	<u>SURVEY TECHNICIAN: (3 POSTS)</u> Directorate: Engineering & Natural Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 -137 976 p.a Capricorn Cluster, Mopani Cluster and Vhembe Cluster
	:	3 years National Diploma in Surveying. 1-2 years experience in surveying. Knowledge of operational framework. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Conduct reconnaissance survey. Establish control points. Construct farm survey. Setting out farm structures. Verify the extent of the areas (sizes). Coordinate farm structures. Calculate final survey data. Draw engineering plans and diagrams. Conduct site meeting. Monitoring and evaluation. Compile monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524

<u>FOR ATTENTION</u>	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745 Mr Zitha S.S Tel (015) 812 3210 Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826 Mr Netshiombo D.G Tel (015) 963 2005/7 Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/326</u>	:	<u>CROP SCIENTIST (1 POST)</u> Directorate: Crop Production
<u>SALARY</u>	:	R117 501 -137 976 p.a
<u>CENTRE</u>	:	Sekhukhune Cluster: Makhuduthamaga Municipality
<u>REQUIREMENTS</u>	:	B Sc Agric Degree or B Agric Hons Majoring in Crop production / viticulture. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license is essential. Report Writing Skills. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care, Conflict Resolution. Good interpersonal relations. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Advising farmers on crop production especially grape production. Training of technical staff and farmers. Conducting research on crop production. Supporting farmers under various Governmental land reform programs and other farmers in various sectors. Provide technical support to research activities. Identify and solve problems relating to crop production.
<u>ENQUIRIES</u>	:	Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145
<u>FOR ATTENTION</u>	:	Ms Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01 Chuenespoort 0745
<u>POST 28/327</u>	:	<u>ANIMAL SCIENTIST: GAME PRODUCTION (1 POST)</u> Directorate: Animal Production
<u>SALARY</u>	:	R117 501 -137 976 p.a
<u>CENTRE</u>	:	Waterberg Cluster: Thabazimbi Municipality (1 post)
<u>REQUIREMENTS</u>	:	3 year National Diploma/degree in Wildlife management. 1-3 years experience in Game production. Ability to work independently and under pressure. Good interpersonal skills, communication, report writing skills. Computer proficiency. Valid drivers license.
<u>DUTIES</u>	:	Develop database for game production within the municipalities. Liaise with external and internal stock with game production related issues. Coordinate game production projects within the municipalities. Identify potential projects for the resource poor and new entrance farmers. Assist farmers with game production related information.
<u>ENQUIRIES</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
<u>FOR ATTENTION</u>	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/328</u>	:	<u>ANIMAL SCIENTIST (2 POSTS)</u> Directorate : Animal production
<u>SALARY</u>	:	R117 501 -137 976 p.a
<u>CENTRE</u>	:	Mopani Cluster: Greater Giyani municipality (1 post) and Waterberg Cluster: Mookgopong Municipality (1 post)
<u>REQUIREMENTS</u>	:	BSc Agric degree majoring in Animal Production or equivalent. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license is essential. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Advice farmers on Animal Production. Training of technical staff and farmers. Conducting research on Animal Production. Provide technical support to research activities. Identify and solve problems relating to animal production.
<u>ENQUIRIES</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
<u>FOR ATTENTION</u>	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510 Mr Zitha S.S Tel (015) 812 3210 Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826
<u>POST 28/329</u>	:	<u>AGRICULTURAL RESEARCH TECHNICIAN (AGRONOMY) (1 POST)</u> Directorate : Research and Training
<u>SALARY</u>	:	R117 501 -137 976 p.a

<u>CENTRE REQUIREMENTS</u>	:	Towoomba Research Station
	:	3 year National Diploma/ degree in Agronomy. A solid background in agronomy research, with at least three years relevant experience. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. Some experience in managerial skills in the agricultural sector. Proven knowledge of farming systems research and some exposure to participatory research / extension methodologies. Knowledge of operational framework of the Public Finance Management Act (PFMA) and Municipality Finance Act (MFMA), Division of Revenue Act (DORA) and Supply Chain Management Framework. Clear understanding of the IDP / LED pronouncements. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication and writing skills. Membership to appropriate professional body / association. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Participate in the prioritization of agronomy research needs in accordance with the Departmental strategic plan. Assist researchers to conduct scientifically sound specialized research trials (on-site). Assist researchers to conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries. Technology transfer through popular and scientific publications in local and international journals and proceedings and through presentations in congresses and symposiums. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research Service. Provide institutional capacity building support for emerging / commercial livestock farmer's formations throughout the value chain. Provide mentoring and specialist support/advice to junior scientists, technicians, colleagues and students. Perform administrative and related functions.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms V.R Mashau and Mr. M.F Sepale Tel (015) 294 3000
	:	Ms V.R Mashau and Mr. M.F Sepale Temo Towers
<u>POST 28/330</u>	:	<u>AGRICULTURAL RESOURCE TECHNICIAN: (4 POSTS)</u> Directorate : Engineering & Natural Resource Management
<u>SALARY CENTRE</u>	:	R117 501 -137 976 p.a
	:	Capricorn Cluster: Polokwane Municipality (1 post), Mopani Cluster: Greater Tzaneen Municipality (1 post), Sekhukhune Cluster (1 post) and Waterberg Cluster: Bela-Bela Municipality (1 post)
<u>REQUIREMENTS</u>	:	3 year National Diploma in Agricultural Development or Agricultural Engineering. 1-2 years experience in Land use planning. Report writing skills, communication and interpersonal skills. A valid driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Perform survey duties for planning of farming infrastructures. Provision of soil conservation services within the local municipalities. Contours and terraces constructions. Perform engineering duties that may be required at the municipal level. Understanding of government service delivery environment, team work, FMA and land care.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Zitha S.S Tel (015) 812 3210
	:	Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826
	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745
	:	Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145
	:	Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01 Chuenespoort 0745
<u>POST 28/331</u>	:	<u>ARTISAN FOREMAN (3 POSTS)</u> Directorate : Engineering & Natural Resource Management
<u>SALARY CENTRE</u>	:	R117 501 -137 976 p.a
	:	Vhembe Cluster (Mutale Municipality (1post) & Musina Municipality (1 post) and Waterberg Cluster: Thabazimbi Municipality (1 post)
<u>REQUIREMENTS</u>	:	Diploma in Artisanship in plumbing. Managerial skills. 1-2 proven experience in Artisan Field. Computer proficiency skill will be tested.

<u>DUTIES</u>	:	Repair and maintenance of windmills and pipes. Laying out of irrigation system. Maintenance of water systems on Government buildings. Preparation of monthly progress reports. Supervision of construction team.0
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
	:	Mr Netshiombo D.G Tel (015) 963 2005/7
	:	Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/332</u>	:	<u>AGRIC TECH: LIVESTOCK (1 POST)</u>
	:	Directorate : Animal Production
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 -137 976 p.a
	:	Waterberg Cluster: Thabazimbi Municipality
	:	3 year National Diploma/Degree in Animal Science.1-3 years experience in livestock research. Ability to work independently and under pressure. Good interpersonal skills, communication, report writing skills. Computer proficiency. Valid drivers license.
<u>DUTIES</u>	:	Development of livestock improvement activities. Facilitate the implementation of programmes geared for livestock improvement. Conduct training to livestock farmers. Provide support/advice to emerging and commercial livestock farmers. Conduct analysis to all relevant stakeholders and beneficiaries.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/333</u>	:	<u>AGRIC TECHNICIAN: CROP PRODUCTION (2 POSTS)</u>
	:	Directorate : Crop Production
<u>SALARY CENTRE</u>	:	R117 501 -137 976 p.a
	:	Waterberg Cluster: Thabazimbi Municipality and Modimolle Municipality (1 post)
<u>REQUIREMENTS</u>	:	3 year National Diploma/degree in agriculture (plant production). Communication skills. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Render advisory services to farmers. Formation of agricultural commodity groups specific to plant production. Assist in arrangement of information days. Provide advisory support to farmers.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/334</u>	:	<u>AGRICULTURAL TECHNICIAN (ANIMAL PRODUCTION) (7 POSTS)</u>
	:	Directorate : Animal Production
<u>SALARY CENTRE</u>	:	R 94 326 – 109 515 p.a
	:	Vhembe Cluster: Makhado Municipality (1 post) and Waterberg Cluster: Mookgopong (1 post) Modimolle (1 post) Lephalale (1post) and Bela-Bela Municipalities (3 posts)
<u>REQUIREMENTS</u>	:	3 year National Diploma \Degree in Animal Production or equivalent. 2-3 years experience in Animal Production. Ability to interact with farmers. Report writing skills .Communication and interpersonal skills. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license.
<u>DUTIES</u>	:	Advice farmers on management of dairy cattle, beef cattle, poultry and small stock. Train farmers on related animal practices. Coordinate, monitor and evaluate poverty alleviation programmes. Search for solutions of farmers identified problems in animal production. Render specialist advice on animal production matters to farmers. Responsible for livestock improvement. Financial management of the academic and training services.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms M.M Legodi Tel (014) 717 4949/2523
	:	Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
	:	Mr Netshiombo D.G Tel (015) 963 2005/7
	:	Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/335</u>	:	<u>AGRICULTURAL TECHNICIAN (10 POSTS)</u>
	:	Directorate : Extension Services
<u>SALARY CENTRE</u>	:	R 94 326 – 109 515 p.a
	:	Capricorn Cluster: Molemole Municipality (3 posts), Mopani

	Cluster (1 post) and Vhembe Cluster: Makhado Municipality (4 posts) Mutale Municipality (1 post) and Sekhukhune District (Fetakgomo Municipality) (1post)
<u>REQUIREMENTS</u>	: 3 years National Diploma/ Degree in Agricultural Extension.1-2 years experience in Extension Services. Knowledge of operational framework of PFMA, MFMA and DORA. Practical experience in the use of MS Excel and Word. Valid code B driver's licence. Computer proficiency will be tested.
<u>DUTIES</u>	: Facilitate the formation of study groups within the Municipalities. Analyze farmer's needs for infrastructure. Facilitate market search and access to training for farmers. Manage relationships among target groups and key stakeholders in the Municipalities.
<u>ENQUIRIES FOR ATTENTION</u>	: Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524 : Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745 Ms Makhafola K.C and Ms Mphahlele R.M Tel (015) 632 4145 Ms Makhafola K.C and Ms Mphahlele R.M Sekhukhune District Private Bag X01 Chuenespoort 0745 Mr Zitha S.S Tel (015) 812 3210 Mr Zitha S.S Mopani District Private Bag X577 Giyani 0826 Mr Netshiombo D.G Tel (015) 963 2005/7 Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/336</u>	: <u>AGRICULTURAL TECHNICIAN (CROP PRODUCTION) (6 POSTS)</u> Directorate: Crop Production
<u>SALARY CENTRE</u>	: R 94 326 – 109 515 p.a : Capricorn Cluster: Molemole Municipality (1 post) and Waterberg Cluster Mookgopong Municipality (2 posts), Modimolle Municipality (1 post) and Thabazimbi Municipality (2 posts)
<u>REQUIREMENTS</u>	: 3 years National Diploma/Degree in Agriculture majoring in Crop Production.1-2 years experience in crop production. Knowledge of operational framework of PFMA, MFMA and DORA legislative frameworks. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	: Advice farmers on management of dairy cattle, beef cattle, poultry and small stock. Train farmers on related animal practices. Coordinate, monitor and evaluate poverty alleviation programmes. Search for solutions of farmers identified problems in animal production. Render specialist advice on animal production matters to farmers. Responsible for livestock improvement. Financial management of the academic and training services.
<u>ENQUIRIES FOR ATTENTION</u>	: Ms M.M Legodi Tel (014) 717 4949/2523 : Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510 Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524 Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745
<u>POST 28/337</u>	: <u>AGRICULTURAL TECHNICIAN (ANIMAL PRODUCTION) (6POSTS)</u> Directorate : Animal Production
<u>SALARY CENTRE</u>	: R 94 326 – 109 515 p.a : Waterberg Cluster: Mookgopong (1 post) Modimolle (1 post) Lephalale (1 post) and Bela-Bela Municipality (3 posts)
<u>REQUIREMENTS</u>	: 3 years National Diploma/ Degree in Animal Production. Knowledge of animal husbandry. Practical experience in the use of MS Excel and Word. Valid code B driver's licence. Computer proficiency will be tested.
<u>DUTIES</u>	: Advice farmers on Animal Production. Training of farmers on animal production issues. Provide technical support to research activities. Identify and solve problems relating to animal production.
<u>ENQUIRIES FOR ATTENTION</u>	: Ms M.M Legodi Tel (014) 717 4949/2523 : Ms M.M Legodi Waterberg District P.O Box 179 Modimolle 0510
<u>POST 28/338</u>	: <u>ARTISAN: WELDER (3 POSTS)</u> Directorate: Engineering and Natural Resource Management
<u>SALARY</u>	: R 76 194 – 89 346 p.a

<u>CENTRE</u>	:	Capricorn Cluster: Lepelle-Nkumpi Municipality (1 posts) Vhembe Cluster: Thulamela Municipality (1 post), Makhado Municipality (1 post)
<u>REQUIREMENTS</u>	:	N4/Trade Test Diploma in Welding. Valid code B drivers licence. 1-2 years experience in welding. Interpersonal skills. Report writing skills.
<u>DUTIES</u>	:	Ensure that Government properties are made e.g. gates and yards. Make burglars proofs for doors and windows. Make engine pumps protector.
<u>ENQUIRIES</u>	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
<u>FOR ATTENTION</u>	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745 Mr Netshiombo D.G Tel (015) 963 2005/7 Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/339</u>	:	<u>ARTISAN: PLUMBER (3 POSTS)</u> Directorate: Engineering and Natural Resource Management
<u>SALARY</u>	:	R 76 194 – 89 346 p.a
<u>CENTRE</u>	:	Capricorn Cluster: Lepelle-Nkumpi Municipality (1 post) and Vhembe Cluster: Musina Municipality (1 post) and Makhado Municipality (1 post)
<u>REQUIREMENTS</u>	:	N4/Trade Test Diploma in Plumbing. 1-2 years experience in Plumbing. Interpersonal skills. Report writing skills.
<u>DUTIES</u>	:	Fitting of pipes in general. Develop activities for irrigation system. Develop pipes for water inside and outside the houses. Maintain projects, reservoirs and drinking troughs.
<u>ENQUIRIES</u>	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
<u>FOR ATTENTION</u>	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745 Mr Netshiombo D.G Tel (015) 963 2005/7 Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970
<u>POST 28/340</u>	:	<u>ARTISAN BRICKLAYER (2 POST)</u> Engineering and Natural Resource Management
<u>SALARY</u>	:	R76 194 – 89 346 p.a
<u>CENTRE</u>	:	Vhembe Cluster: Musina Municipality (1 post) and Capricorn District: Aganang Municipality (1 post)
<u>REQUIREMENTS</u>	:	N4/Trade Test /Diploma. 1-2 years experience in bricklaying. Interpersonal skills. Report writing skills. Valid code B driver's license.
<u>DUTIES</u>	:	Erection and maintenance of Departmental structures. Caring & safekeeping of Departmental property. Supervision of subordinates. Repair of infrastructure
<u>ENQUIRIES</u>	:	Mr Gololo P.L and Mr Ramaano P.T Tel (015) 632 5524
<u>FOR ATTENTION</u>	:	Mr Gololo P.L and Mr Ramaano P.T Capricorn District Private Bag X28 Chuenespoort 0745 Mr Netshiombo D.G Tel (015) 963 2005/7 Mr Netshiombo D.G Vhembe District Private Bag X2247 Sibasa 0970

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

NOTE : In line with Employment Equity, women and disabled persons are encouraged to apply. Applications must be submitted on Z.83 Form obtainable from any Public Service Department and should be accompanied by certified copies of qualifications. Please forward your application together with your Curriculum Vitae, stating the reference number and the post for which you apply, to the under-mentioned address. Please ensure to include references and their contact details (telephone and fax numbers as well as e-mail address). No fax or e-mail applications will be accepted. Applications received after the closing date will not be considered. All applicants please note that should written notification not be received within six (6) weeks of closing date of post/s, it can be assumed that short-listing, interviews and appointments have already been carried out. All applicants are subject to security vetting. The Department reserves the right not to fill the post.

OTHER POSTS

POST 28/341 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
CONDITIONS OF SERVICE REFERENCE: H08/101

SALARY : R174 243 per annum
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : A three (3) year tertiary qualification in Human Resource Management/Public Management or equivalent plus 3 years experience Competencies: Intensive in-depth knowledge of Human Resource Management processes, policies and prescripts and legislation Knowledge of the PFMA and Treasury Regulations, Public Service Regulations and Human Resource information system People management skills in a diverse working environment Strategic management Policy development and implementation skills Good communication (written and verbal) Liaison skills Computer literacy The ability to interpret Human Resource legislation, directives and policy framework Planning and organisational skills Problem solving skills Ability to work under pressure and meet the Department's deadlines Ability to handle high level of confidentiality

DUTIES : The successful candidate will have the following responsibilities/duties: Provide comprehensive Human Resource Management service in the Department Ensure adherence to the legislative framework of the Public Service in the context of Human Resource Ensure that HR policies and procedures are correctly implemented accordingly Effective management of Human Resource Registry, records and information system Ensure that conditions of service benefits and other HR practices are implemented Co-ordinate financial disclosures of SMS Approve PERSAL transactions and ensure that effective and accurate Human Resource information is provided Render monitoring and evaluation Human Resource practices in the regions Manage the budget Supervise the administrative work of staff in the HRA component Develop work plan and implement performance management development system Ensure high level of confidentiality Develop and implement internal contracts on human resource practices

ENQUIRIES : Ms ZPP Tantsi Tel: (053) 830 0601
APPLICATIONS : Deputy Director General, Department of Health, Private Bag X5049, KIMBERLEY, 8300

FOR ATTENTION : Ms Z P P Tantsi
CLOSING DATE : 25 July 2008

POST 28/342 : **PROFESSIONAL NURSE PN-B1 (PRIMARY HEALTH CARE) X2**

SALARY : R177 318 – R268 218 (final salary will be determined by years of experience)
CENTRE : Kimberley Hospital Complex Galeshewe Day Hospital
REQUIREMENTS : Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse Current registration with the South African Nursing Council as a Professional Nurse A post basic qualification in Primary Health Care A minimum

of 4 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. (Experience in maternity will be added advantage) Competencies And Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations Act, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Leadership, organising, decision-making and problem solving abilities within the limit of the public sector and institutional policy framework Financial and budgetary knowledge pertaining to the relevant resources under management Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes Ability to work under pressure Ability to implement objectives as set for the service Sound knowledge of legislation, policies and the application thereof Willingness to work shifts

DUTIES : The successful candidate will have the following responsibilities/duties: Provision of quality comprehensive community health care Provision of administrative services Provision of educational services Provision of clinical services Usage of equipment and machinery Assist in regional and departmental projects Provide a Comprehensive Health Care Services in a clinic setting according to the scope of practice Participate in quality improvement programmes Ensure the implementation of the Batho Pele and the Patients Right's Charter Facilitate and monitor health education programmes Ensure proper and accurate record keeping

ENQUIRIES : Mrs D.M Mdokwana Tel no 053 8022132
APPLICATIONS : Human Resource Management: Kimberley Hospital Complex, Private Bag X5021, Kimberley, 8300

FOR ATTENTION : Mr K Mokgosi
CLOSING DATE : 1 August 2008

POST 28/343 : **CLINICAL NURSE PRACTITIONER PN – B1**

SALARY : R160 470 – R186 030 (depending on years of experience) per annum
CENTRE :
CHC NAMAQUA
Pofadder (1 Posts) - Ref: H08/212
Brandvlei (1 Post) - Ref: H08/213
Loeriesfontein (1 Post) - Ref: H08/214
Williston (1 Post) - Ref: H08/215
Fraserburs (1 Post) - Ref: H08/216
Sutherland (1 Post) - Ref: H08/217
Nababeep (1 Post) - Ref: H08/218
Port Nolloth (1 Post) - Ref: H08/219
Alexander (1 Post) - Ref: H08/220
Garies (2 Posts) - Ref: H08/221
CHC KGALAGADI
Olifantshoek CHC 1(1 Post) - Ref: H08/223
Loopeng CHC (2 Posts) - Ref: H08/224
Kagisho CHC (1 Post) - Ref: H08/225
Cassel CHC (1 Post) - Ref: H08/226
Kemden (2 Posts) - Ref: H08/227
CHC SIYANDA
Groblershoop (1 Post) - Ref: H08/228
Olifantshoek CHC + Mobile (2 Posts) - Ref: H08/229
Kgalelopele: Danielskuil (1 Post) - Ref: H08/230
Mier: Rietfontein (1 Post) - Ref: H08/231
Askham (1 Post) - Ref: H08/232

REQUIREMENTS : Basic R425 qualification (re: diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC A minimum of four (4) years appropriate recognisable nursing experience after registration as professional nurse with the SANC in general nursing. Competencies: Understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility Promote quality

of nursing care as directed by the professional scope of practices and standards as determined for a primary health care facility Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility Demonstrate an basic understanding of HR and financial policies and practices Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required Work as part of the multidisciplinary team to ensure good nursing care at primary health care level Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences Able to plan and organize own work and that of support personnel to ensure proper nursing care Display a concern for patients, promoting and advocating proper treatment and care including awareness to respond to patients needs, requirements and expectations (Batho Pele)

DUTIES : The successful candidate will have the following responsibilities/duties Provision of quality comprehensive community health care Provision of administration services Provision of educational services Provision of clinical services Usage of equipment and machinery Research responsibility and machinery Provide direction and supervision for the implementations of the nursing plan (clinical practice/quality patient care) Implement standards practices, criteria and indicators for quality nursing (quality of Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care Maintain a constructive working relationship with nursing and other stakeholders Utilized human, material and physical resources efficiently and effectively

ENQUIRIES : Ms ZPP Tantsi (053) 830 0601

APPLICATIONS : Deputy Director General, Department of Health, Private Bag X5049, KIMBERLEY, 8300

FOR ATTENTION : Ms Z P P Tantsi

CLOSING DATE : 25 July 2008

NOTE : In line with Employment Equity, women and disabled persons are encouraged to apply.

POST 28/344 : **CHIEF PERSONNEL OFFICER REFERENCE: H08/107**

SALARY : R145 920 per annum

CENTRE : Gordonia Hospital

REQUIREMENTS : Three (3) year tertiary qualification in Human Resource Management or Matric (Grade 12) coupled with a minimum of ten (10) years experience Competencies: Knowledge of Job Evaluation System, PERSAL system, Performance Management, Labour Relations Act, Employment Equity Act, Public Service Act and Regulations. Good interpersonal, liaison and communication (written and verbal) skills A good understanding of PERSAL administration

DUTIES : The successful candidate will have the following responsibilities/duties: Manage and maintain a Personnel Information System and supervise staff who work on PERSAL on a daily basis Ensure that PERSAL is updated and that personnel files meet the required standards set by NMIR Ensure follow-up on PERSAL messages and reports Assist Human Resource Development in identifying training needs relating to PERSAL Ensure maximum level of confidentiality in the office Provide management with reports regarding the status of personnel files Assist in the co-ordination, development and implementation of Human Resource Management policies at the Hospital Provide information, guidance, assistance and training to managers and other relevant stakeholders Rendering support in the recruitment and selection of personnel Co-ordinate implementation of Performance Management Systems Co-ordinate all PERSAL functions Assist in the compilation of Human Resource plans, affirmative action plans and employment equity plans for the hospital Ensure HR policies and procedures are correctly implemented Any other duties or responsibilities incidental thereto

ENQUIRIES : Mr GI Moncho Tel: (054) 338 6100

APPLICATIONS : Gordonia Hospital Human Resource Management Private Bag X5888 Upington 8800

CLOSING DATE : 25 July 2008

<u>NOTE</u>	:	In line with Employment Equity, women and disabled persons are encouraged to apply.
<u>POST 28/345</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REFERENCE: H08/102</u> (Recruitment and Selection Unit)
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification in Human Resource Management or equivalent Grade 12 certificate or equivalent with 10 years experience in Human Resource Management Grade 10 or equivalent with more than 10 years experience in human resource management Competencies: Thorough knowledge of the PERSAL system Knowledge of the Public Service Act, Public Service Regulations Act, Employment Equity Act, Code of Remuneration and Human Resources prescripts Ability to develop work speed, correctness and maintain quality and acceptable standards to meet turn-around-time Ability to communicate ideas tactful, verbally and in writing Problem solving skills Knowledge of the functioning of the Provincial Government Ability to work in a team Energetic and self-driven Good analytical and interpersonal relations Reporting procedure Knowledge of leave, incapacity leave, Medical boarding Ability to operate computers (MS Word, Excel and PowerPoint) Ability to handle high level of confidentiality Ability to work under pressure to meet the Department's deadlines
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities/duties: Ensure that all relevant processes are adhered to prior to recruitment of personnel Administering and facilitation of recruitment of personnel Drafting of advertisements Manage the selection process by co-ordinating the sorting of applications Attend to all queries related to recruitment and selection process Processing and writing of submissions Drafting of notification letters and make travelling arrangements Provide administrative support to selection committees Ensure verification of qualifications and reference checking Render advisory service during interviews Ensure accurate minute taking during meetings Render administrative support and other duties incidental thereto Ensure high level of confidentiality
<u>ENQUIRIES</u>	:	Ms ZPP Tantsi Tel: (053) 830 0601
<u>APPLICATIONS</u>	:	Deputy Director General Department of Health Private Bag X5049 KIMBERLEY 8300
<u>FOR ATTENTION</u>	:	Ms Z P P Tantsi
<u>CLOSING DATE</u>	:	25 July 2008
<u>NOTE</u>	:	In line with Employment Equity, women and disabled persons are encouraged to apply.
<u>POST 28/346</u>	:	<u>PROFESSIONAL NURSE PN - A2 TO PN –A4</u>
<u>SALARY</u>	:	R106 086 – R203 280 (depending on years of experience) per annum
<u>CENTRE</u>	:	<u>Hospitals: Frances Baard</u> Barkly West Hospital (8 posts) Ref: H08/113 Connie Vorster Hospital (5 posts) Ref: H08/114 Jan Kempdorp Hospital (3 posts) Ref: H08/115 Hartswater Hospital (5 posts) Ref: H08/116 <u>Clinics: Frances Baard</u> Warrenvale Clinic (9 posts) Ref: H08/117 Hartswater Clinic (5 posts) Ref: H08/118 Greenpoint Clinic (1 post) Ref: H08/119 Masakane Clinic (3 posts) Ref: H08/120 Beaconsfield Clinic (1post) Ref: H08/121 Betty Gaetsewe Clinic (3posts) Ref: H08/122 Winston Torres (3posts) Ref: H08/123 Floors Clinic (1post) Ref: H08/124 City Clinic (3posts) Ref: H08/125 Mapule Matsepane (3 posts) Ref: H08/126 Madoye Clinic (2posts) Ref: H08/127 Phutanang Clinic (2posts) Ref: H08/128 Ritchie Clinic (2Posts) Ref: H08/129 Platfontein Clinic (2posts) Ref: H08/130 GDH Mental Health (3posts) Ref: H08/131

Pampierstad Clinic (9posts) Ref: H08/132
CHC Namaqua:
 Pofadder (3 posts) Ref: H08/133
 Calvinia (12 posts) Ref: H08/134
 Brandvlei (3 posts) Ref: H08/135
 Williston (2 posts) Ref: H08/136
 Frasersburg (2 posts) Ref: H08/137
 Sutherland (3 posts) Ref: H08/138
 Nababeep (1 Posts) Ref: H08/139
 Port Nolloth (3 posts) Ref: H08/140
 Alexander Bay (3 posts) Ref: H08/141
 Garies (4 posts) Ref: H08/142
 Springbok (2 posts) Ref: H08/143
Clinics: Namaqua
 Concordia Clinic (1 post) Ref: H08/144
 Calvinia (1 post) Ref: H08/145
 Eksteenfontein (1 post) Ref: H08/146
 Lekkersing (1 post) Ref: H08/147
 Rooiwal (1 post) Ref: H08/148
 Okiep (1 post) Ref: H08/149
 Pofadder (1 post) Ref: H08/150
 Vioolsdrift (2 posts) Ref: H08/151
 Witbank (1 posts) Ref: H08/152
Kgalagadi Hospitals:
 Tshwaragano Hospital (21 posts) Ref:H08/153
 Kuruman Hospital (10 posts) Ref: H08/154
Clinics: Kgalagadi
 Tsineng Clinic (1 post) Ref: H08/155
 Penryn Clinic (1 post) Ref: H08/156
 Metsimantsi (1 post) Ref: H08/157
 Rusfontein (1 post) Ref: H08/158
 Laxey Clinic (1 post) Ref: H08/159
 Loopeng (4 posts) Ref: H08/160
 Kagiso (1 post) Ref: H08/161
 Cassel (2 post) Ref: H08/162
 Kemden (3 post) Ref: H08/163
 Seoding (1 post) Ref: H08/164
 Gateway Clinic (1 post) Ref: H08/165
 Lebogate Clinic (1 post) Ref: H08/166
 Deerward Clinic (1 post) Ref: H08/167
 Pietersham Clinic (1 post) Ref: H08/168
 Mecwetsaneng (1 post) Ref: H08/169
 Maruping Clinic (1 post) Ref: H08/170
 Manyeding Clinic (1 post) Ref: H08/171
 Gadiboe Clinic (1 post) Ref: H08/172
 Dithakong Clinic (1 post) Ref: H08/173
 Bendel Clinic (1 post) Ref: H08/174
 Bothetheletsa Clinic (1 post) Ref: H08/175
 Ditshipeng Clinic (1 post) Ref: H08/176
 Gasehunelo (1 post) Ref: H08/177
 Glenred Clinic (1 post) Ref: H08/178
 Heuningvlei Clinc (1 post) Ref: H08/179
 Padstow Clinic (1 post) Ref: H08/180
 Perth Clinic (1 post) Ref: H08/181
 Moshweng Mobile (2 posts) Ref: H08/182
CHC: Kgalagadi
 Loopeng CHC (4 posts) Ref: H08/183
 Kagisho CHC (1 posts) Ref: H08/184
 Cassel CHC (2 posts) Ref: H08/185
 Kemden CHC (3 posts) Ref: H08/186
Siyanda District: Clinics
 Sarah Strauss (2 posts) Ref: H08/187
 Lingeletu (1 post) Ref: H08/188
 Louisvalebweg + Mobile (1 post) Ref: H08/189
 Leerkrans (1 post) Ref: H08/190

Kalksloot Mobile (1 post) Ref: H08/191
 Groblershoop CHC (2 posts) Ref: H08/192
 Wegdraai + Mobile (1 post) Ref: H08/193
 Topline (1 post) Ref: H08/194
 Kail Garib - Keimoes (1 post) Ref: H08/195
 Augrabies + Mobile (1 post) Ref: H08/196
 Marchand (2 posts) Ref: H08/197
 Riemvasmaak (1 post) Ref: H08/198
 Cilliers Satellite (2 posts) Ref: H08/199
 Lutzburg Satellite (1 post) Ref: H08/200
 Kenhardt Mobile (1 post) Ref: H08/201
 Postdene (1 post) Ref: H08/202
 Olifantshoek CHC + mobile (3 posts) Ref: H08/203
 Kgatelopele: Danielskuil CHC (3 posts) Ref: H08/204
 Mier: Rietfontein CHC (2 posts) Ref: H08/205
 Askham CHC (1 post) Ref: H08/206

Hospitals:

Kakamas Hospital (8 posts) Ref: H08/207
 Keimoes Hospital (4 posts) Ref: H08/208
 Postmasburg Hospital (4 posts) Ref: H08/209
 Gordonias Hospital (39 posts) Ref: H08/210

REQUIREMENTS

: Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse Current registration with the South African Nursing Council as a Professional Nurse Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations Act, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Good communication skills Report writing skills Facilitation skills Co-ordination skills Liaison skills Information management Knowledge management Planning and organising Computer literacy Ability to work under pressure Good interpersonal and problem solving skills Ability to implement objectives as set for the service Sound knowledge of legislation, policies and the application thereof Willingness to work shifts

DUTIES

: The successful candidate will have the following responsibilities/duties: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care Maintain a constructive working relationship with nursing and other stakeholders Utilize human, material and physical resources efficiently and effectively Ensure proper record keeping

ENQUIRIES

: Ms ZPP Tantsi (053) 830 0601

APPLICATIONS

: Deputy Director General, Department of Health, Private Bag X5049, KIMBERLEY, 8300

FOR ATTENTION

: Ms Z P P Tantsi

CLOSING DATE

: 25 July 2008

NOTE

: In line with Employment Equity, women and disabled persons are encouraged to apply.

POST 28/347

: **SENIOR PERSONNEL OFFICER GRADE III REFERENCE: H08/103**

SALARY

: R94 326 per annum

CENTRE

: Provincial Office, Kimberley

REQUIREMENTS

: A tertiary qualification in Human Resource Management or equivalent Grade 12 certificate or equivalent Between 5 – 10 years experience in Human Resource Management Competencies: Thorough knowledge of the PERSAL system Knowledge of COIDA Knowledge of leave management, incapacity leave, Medical boarding Ability to operate computers (MS Word, Excel and PowerPoint) Interpretation of regulations and other legislative framework around HR issues and leave policy issues Ability to handle high level of confidentiality Problem solving Analytical thinking Ability to work under pressure to meet the Department's deadlines Good verbal and written communication skills Energetic and self-driven

DUTIES : The successful candidate will have the following responsibilities/duties: Capture leave applications on PERSAL system Receive and keep record of all medical boarding and incapacity leave Ensure that PERSAL transactions are captured correctly and approved on time Receive and process injury on duty cases and report to the compensation commissioner Attend to Human Resource enquiries internally and externally Applying and interpreting of Regulations and other legislative framework governing leave, coida and benefits and allowances Render administrative support and other duties incidental thereto Ensure high level of confidentiality and professionalism Implement internal contracts to manage risks associated with conditions of service

ENQUIRIES : Ms ZPP Tantsi Tel: (053) 830 0601

APPLICATIONS : Deputy Director General Department of Health Private Bag X5049 KIMBERLEY 8300

FOR ATTENTION : Ms Z P P Tantsi

CLOSING DATE : 25 July 2008

NOTE : In line with Employment Equity, women and disabled persons are encouraged to apply.

POST 28/348 : **SENIOR PERSONNEL OFFICER GRADE II REFERENCE: H08/104**
Recruitment and Selection

SALARY : R76 194 per annum

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : Grade 12 certificate with 2 - 5 years experience in the relevant field Grade 10 or equivalent with 5-10 years experience Competencies: Thorough knowledge of PERSAL system Good verbal and communication skills Good computer skills (MS Word, Excel and PowerPoint) Knowledge of Human Resource policies and practices Job evaluation system Procurement directives and procedures Employment Equity Act, Public Service Act and Regulations

DUTIES : The successful candidate will have the following responsibilities/duties: Render advice and support in Recruitment and Selection of personnel Check and ensure PERSAL transactions are captured correctly Apply and interpret of regulations and other legislative frameworks governing Recruitment and Selection Facilitate Recruitment and Selection processes Capture all transactions relating to recruitment and selection on PERSAL system Maintain manage recruitment information and transactions records Collect and analyse data on service delivery Ensure high level of confidentiality Ensure PERSAL is updated and that personnel files meet standards set. Any other duties incidental thereto

ENQUIRIES : Ms ZPP Tantsi Tel: (053) 830 0601

APPLICATIONS : Deputy Director General Department of Health Private Bag X5049 KIMBERLEY 8300

FOR ATTENTION : Ms Z P P Tantsi

CLOSING DATE : 25 July 2008

NOTE : In line with Employment Equity, women and disabled persons are encouraged to apply.

POST 28/349 : **SENIOR PERSONNEL OFFICER GRADE II REFERENCE: H08/104**
Recruitment and Selection

SALARY : R76 194 per annum

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : Grade 12 certificate with 2 - 5 years experience in the relevant field Grade 10 or equivalent with 5-10 years experience Competencies: Thorough knowledge of PERSAL system Good verbal and communication skills Good computer skills (MS Word, Excel and PowerPoint) Knowledge of Human Resource policies and practices Job evaluation system Procurement directives and procedures Employment Equity Act, Public Service Act and Regulations

DUTIES : The successful candidate will have the following responsibilities/duties: Render advice and support in Recruitment and Selection of personnel Check and ensure PERSAL transactions are captured correctly Apply and interpret of regulations and other legislative frameworks governing Recruitment and Selection Facilitate Recruitment and Selection processes Capture all transactions relating to recruitment and selection on PERSAL system Maintain manage recruitment information and transactions records Collect and analyse data on service delivery

		Ensure high level of confidentiality Ensure PERSAL is updated and that personnel files meet standards set. Any other duties incidental thereto
<u>ENQUIRIES</u>	:	Ms ZPP Tantsi Tel: (053) 830 0601
<u>APPLICATIONS</u>	:	Deputy Director General Department of Health Private Bag X5049 KIMBERLEY 8300
<u>FOR ATTENTION</u>	:	Ms Z P P Tantsi
<u>CLOSING DATE</u>	:	25 July 2008
<u>NOTE</u>	:	In line with Employment Equity, women and disabled persons are encouraged to apply.
<u>POST 28/350</u>	:	<u>PERSONNEL OFFICER GRADE II REFERENCE: H08/105</u>
		Conditions of Service
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 certificate with 2 years experience in the relevant field Competencies: Knowledge of HR matters Planning and organising ability with regards to activities and functions of PERSAL Administration procedures relating to specific working environment, including norms and standards Reporting procedures Basic research/ gather information Good analytical and interpersonal relations Good verbal and written communication skills Energetic and self-driven Good computer skills (MS Word)
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities/duties: Gather the information and process it Administration of state guarantees, leave Capture all transactions relating to conditions of service on the PERSAL system Keep and maintain Acts, Regulations. Adhere to all DPSA prescripts relating to Conditions of Service on leave of absence and housing Ensure high level of confidentiality Any other duties incidental thereto
<u>ENQUIRIES</u>	:	Ms ZPP Tantsi Tel: (053) 830 0601
<u>APPLICATIONS</u>	:	Deputy Director General Department of Health Private Bag X5049 KIMBERLEY 8300
<u>FOR ATTENTION</u>	:	Ms Z P P Tantsi
<u>CLOSING DATE</u>	:	25 July 2008
<u>NOTE</u>	:	In line with Employment Equity, women and disabled persons are encouraged to apply.
<u>POST 28/351</u>	:	<u>ADMINISTRATIVE CLERK REFERENCE: H08/108</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Gordonia Hospital
<u>REQUIREMENTS</u>	:	Grade 10 with two years experience or Grade 12 Competencies: Have good interpersonal/human relation skills Possess the ability to communicate freely and easily with other employees, the general public and clients Computer literacy (MS Word, Excel and PowerPoint)
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities/duties: Provide support and assistance with the development workload process Registration, admission and discharging of patients Check diverse documents for completion and correctness Gather, keep and process statistics Provide switchboard services Complete death certificates and removal orders Processing/capturing of patient data Organise transfer and booking of patients Efficiently perform administrative activities with regard to patients' affairs Compile timeous and accurate patients' statistics Ensure that all files, account books, receipt books, file request slips are organised Relieve where his/her services delegated/instructed by management Ensure high level of confidentiality Any other duties incidental thereto
<u>ENQUIRIES</u>	:	Mr GI Moncho Tel: (054) 3386100
<u>APPLICATIONS</u>	:	Gordonia Hospital Human Resource Management Private Bag X5888 Upington 8800
<u>CLOSING DATE</u>	:	25 July 2008
<u>NOTE</u>	:	In line with Employment Equity, women and disabled persons are encouraged to apply.
<u>POST 28/352</u>	:	<u>LAUNDRY AID (3 POSTS) REFERENCE: H08/109</u>
<u>SALARY</u>	:	R42 663.00 per annum
<u>CENTRE</u>	:	Gordonia Hospital

<u>REQUIREMENTS</u>	:	Basic literacy (ABET) Must be of sober habits Competencies: Have good interpersonal/human relation skills Possess the ability to communicate freely and easily with other employees, the general public and clients Good verbal and written communication skills Be creative, flexible and highly motivated Knowledge of work procedures such as hygiene and safety will be an added advantage
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities/duties: Washing, ironing and drying of linen, clothes and other textiles Load/unload of clean/dirty washing on/off the laundry truck Mixing of chemicals used in the washing process according to instructions Any other duties or responsibilities incidental thereto
<u>ENQUIRIES</u>	:	Mr GD Titus Tel: (054) 338 6114
<u>APPLICATIONS</u>	:	Gordonia Hospital Human Resource Management Private Bag X5888 Upington 8800
<u>CLOSING DATE</u>	:	25 July 2008
<u>NOTE</u>	:	In line with Employment Equity, women and disabled persons are encouraged to apply.

PROVINCIAL ADMINISTRATION: WESTERN CAPE
Department of Environmental Affairs and Development Planning

APPLICATIONS : The Head of Department, Department of Environmental Affairs and Development Planning Private Bag X9086, Cape Town, 8000

FOR ATTENTION : Mr NJ Smit

CLOSING DATE : 1 August 2008

NOTE : The Department intends to promote representivity with the filling of the post. Kindly indicate gender, race and disability status to facilitate the process. These posts will be advertised in the Weekend Argus, PSVC and EADP Bulletin and will be filled in accordance with section 11 of the Public Service Act, 1994, as amended. Strong consideration will be given to excess employees. Excess staff must kindly indicate as such on Z83. Applications, via the Head of Department (if a public service employee), with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of documentation (ID, Scholastic, as well as highest educational qualification). The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on those checks. No CV's will be returned. No faxed, e-mailed or late applications will be considered. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process; it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 28/353 : **ENVIRONMENTAL ENFORCEMENT OFFICER (VARIOUS POSTS)**
REFERENCE NO: F/08/015
 Directorate: Strategic Environmental Management
 Environmental Enforcement and Compliance

SALARY : Salary of R 145 920 per annum Note: In addition to the salary mentioned, this position offers competitive benefits which include an annual service bonus, conditional housing allowance, pension and medical subsidies.

CENTRE : Cape Town and George

REQUIREMENTS : The formal qualification for this position is an appropriate, recognised tertiary qualification in Social, Natural, Physical Sciences or Environmental Sciences (or relevant equivalent qualification) with appropriate working experience. The following will serve as requirements: • sound interpersonal and communication skills (verbal and written) • computer literacy (particularly in Word, Excel and PowerPoint) • report writing skills • ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape • a valid code 08 driver's license. The following will serve as recommendations: • successful completion of the EMI Bridging Training or designated as an EMI (Environmental Management Inspector) • knowledge of applicable policies, legislation, guidelines, standards and procedures relating to environmental and land use management applicable in the Western Cape • experience in the interpretation of legislation, policies, norms and guidelines.

DUTIES : entail: • the incumbent will ensure the implementation of and compliance with relevant environmental an planning legislation • ensure the effective and efficient implementation of law enforcement measures and compliance monitoring systems • assist with general capacity building with regard to compliance monitoring and law enforcement • assist municipalities, officials of the Department and other departmental stakeholders on the application and implementation of environmental and planning legislation • draft notices and directives, and various other submissions relating to the functions of the sub-directorate • undertake site visits, inspections and manage investigations • undertake research • provide an effective and efficient service to the public in accordance with the principles of Batho Pele • assist with and contribute to the

implementation of strategic plans, business plans and operational plans of the Directorate.

ENQUIRIES : Ms F Abrahams, Tel (021) 483 8779

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 28/354 : **REGISTRAR (2 YEAR CONTRACT POST)**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : All inclusive salary package: R 297 950 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

CENTRE : Stationed at Red Cross War Memorial Children's Hospital, Rondebosch
(Post will be on the establishment of Valkenberg Hospital)

REQUIREMENTS : Registration with the Health Professions Council of South Africa as Specialist Psychiatrist. The capacity to develop academic and clinical skills in Child and Adolescent Psychiatry. The following will serve as recommendations: Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Undertake designated psychiatric services, teaching and research activities at Red Cross Hospital and related facilities in fulfillment of the registration requirements of the Health Professions Council of South Africa for the sub-specialty of Child Psychiatry.

ENQUIRIES : Prof A Flisher, tel. no. (021) 685-4103

APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms B Hermes

CLOSING DATE : 1 August 2008

POST 28/355 : **OPERATIONAL MANAGER NURSING (PAEDIATRIC INTENSIVE CARE UNIT)**

SALARY : R 260 403 (PN-B3) per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Current registration with the South African Nursing Council as Professional Nurse. Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A 1 year post basic qualification in Medical and Surgical Nursing Science (Critical Care Nursing – General or Child) accredited with the South African Nursing Council. Excellent, verbal and written communication skills in at least two of the three official languages of the Western Cape. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse of which 5 years must be appropriate / recognisable experience in Medical and Surgical Nursing Science (Critical Care Nursing – General or Child) after obtaining the post basic qualification in Critical Care Nursing. The following will serve as recommendations: Ability to work independently and make decisions. Effective communication, interpersonal, leadership and conflict resolution skills. Knowledge and skills in relation to supervision, planning and organisation. Knowledge and insight of legislation and policies, procedures relevant to current nursing practice.

DUTIES : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in the Paediatric Intensive Care Unit in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals

and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Assist with after-hours management of hospital services.

ENQUIRIES : Ms S Roodt, tel.no. (021) 685-5008
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Ms C Bulak
CLOSING DATE : 1 August 2008

POST 28/356 : **ASSISTANT DIRECTOR: MORTUARY MANAGER**

SALARY : R174 243 per annum.
CENTRE : Forensic Pathology Laboratory (M3), Paarl
REQUIREMENTS : Senior (or equivalent) Certificate. Appropriate management experience plus extensive experience in a forensic environment. Valid Code B driver's licence. Fluency in two of the three official languages in the Western Cape. Above average computer and software literacy. Financial and Asset Management skills. Planning skills. May be required to work overtime. Candidates will be subjected to a security clearance. Recommendation: Relevant diploma.

DUTIES : Ensure the rendering of an effective, efficient and caring service within the Forensic Pathology Laboratory. Effective management of all human resources, buildings, physical assets and finances of the Forensic Pathology Laboratory. Efficient and effective support to the Forensic Pathology Laboratories in the Region. Effective management of occupational health and safety and medical waste disposal. Compilations and communication amongst role players and staff regarding efficient and effective mass/mini disaster plans.

ENQUIRIES : Mr Deon Bruiners, tel. no. (021) 483-6118 or Mr Stephen Cloete, tel. no. (021) 872-7660.

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

FOR ATTENTION : Mr RA Merton
CLOSING DATE : 25 July 2008

POST 28/357 : **CHIEF SPEECH THERAPIST**
 (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R145 920 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.

CENTRE : Western Cape Rehabilitation Centre, Mitchell's Plain
REQUIREMENTS : Current registration with the Health Professionals Council of South Africa as Speech Therapist and/or Audiologist plus appropriate experience. The following will serve as recommendations: Proven management and leadership abilities. Knowledge of Public Health policies and procedures. Experience in physical and cognitive adult rehabilitation. Ability to facilitate transfer of knowledge and skills. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Manage and develop Speech Therapy and rehabilitation services. Perform management functions. Render efficient, effective and accountable clinical services within an interdisciplinary team. Facilitate student placements. Provide training to own and other professionals. Provide consultative services. Engagement in relevant research programmes.

ENQUIRIES : Ms C Ireton, tel.no (021) 370-2317
APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms B Hermes
CLOSING DATE : 1 August 2008

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000
FOR ATTENTION : Mr SI Ntontela
CLOSING DATE : 25 July 2008

MANAGEMENT ECHELON

POST 28/358 : **SENIOR MANAGER: EMPOWERMENT AND INSTITUTIONAL DEVELOPMENT REF NO: U2/08/036**

Job purpose: To facilitate and promote the development of institutional, human and technological capacity in the transport and supporting industries and associated administration

SALARY : Remuneration package: R540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Town
REQUIREMENTS : The formal qualification for this post is an appropriate degree (or equivalent qualification) and extensive appropriate technical and management experience • knowledge of national and provincial regulatory environment plus extensive knowledge and understanding of the Transport sector. Recommendations: Generic managerial competencies required for below-mentioned posts: Strategic management: • participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach • developing, implementing and -monitoring structures to ensure efficient and effective functioning of Department in the Western Cape • ensuring alignment with other spheres of Government, parastatals and private sector organisations/forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human capital management: • recruit and retain adequate staff to achieve the component's -business plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial management: • prepare inputs for performance and annual reports • prepare inputs for Annual and Adjustment Budgets for the Directorate • exercise control over the budget • ensure accurate record-keeping and reporting of losses and/or -damages • ensure timeous procurement of supplies and -services • ensure proper utilisation of resources through -adequate record keeping. Committees/forums: Attend and be a member of relevant committees and forums • proven ability to manage change and a diverse workforce • knowledge of applicable legislation, regulations and policies impacting on Branch • knowledge of financial and personnel delegations and reporting processes • knowledge of national and provincial treasury regulations and directives • knowledge of appropriate management information systems • knowledge of policy development • A valid -driver's licence is an advantage • the incumbent will be required to travel and work beyond the normal working hours. Please note: Candidates who do not meet the minimum advertised qualification, but who have the necessary competencies to successfully perform in this post, may also apply

DUTIES : Participate in the strategic policy development and implementation processes at Branch, Departmental and National level through capacity building in the transport industries, local authorities and communities • facilitate and promote the development of an education and training strategy for the transport sector and implement initiatives • active participation in formalising, reviewing and adjustment of policy and the prompt implementation thereof • provide professional, technical and administrative guidance/advice, as necessary to management, clients, colleagues and subordinates • ensure that policies are in accordance with the norms and standards of national frameworks and other best practices • initiate research in the field of Public Transport Empowerment and Institution Management • active participation in the development and maintenance of systems and procedures • coordinate the activities of the component, empowerment and institutional management by ensuring an

integrated public transport system and that special programmes are managed effectively • liaise with other relevant role players in order to plan and regulate public transport

**ENQUIRIES
NOTE**

- : Mrs N Tipo-Sipoyo at (021) 483-4852
- : Applicants must be prepared to undergo a competency assessment. The appointments will be subject to the conclusion of an employee contract and an annually renewable performance agreement, in terms of which the position of the appointees' future incentives will be determined. The successful candidate will be required to sign a performance agreement and disclose his or her financial interest in accordance with the prescribed regulation and form. He/she may also be expected to undergo a process of security vetting. In the filling of these posts, the objectives of section 195(1)(i) of the Constitution SA, 1996 (Act 108 of 1996), the Employment Equity Act, 1998 (Act 55 of 1998) and the Public Service Act, 1994 (Act 103 of 1994) will be taken into consideration. It is our intention to promote Employment Equity according to our Equity Plan with the filling of these posts.

POST 28/359

- : **SENIOR MANAGER: TRAFFIC LAW ADMINISTRATION REF NO: U2/08/037**
Job purpose: To render an effective administrative support to the professional components of the Provincial Roads and Transport Management Branch and to perform the law administration duties in respect of road traffic related matters

SALARY

- : Remuneration package: R540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

- : Cape Town
- : The formal qualification required for this post is: • an appropriate degree (or equivalent qualification) and extensive appropriate technical and management experience • knowledge of national and provincial regulatory environment plus extensive knowledge and understanding of the Transport sector. Recommendations: Generic managerial competencies required for below-mentioned posts: Strategic management: • participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach • developing, implementing and -monitoring structures to ensure efficient and effective functioning of Department in the Western Cape • ensuring alignment with other spheres of Government, parastatals and private sector organisations/forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human capital management: • recruit and retain adequate staff to achieve the component's -business plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial management: • prepare inputs for performance and annual reports • prepare inputs for Annual and Adjustment Budgets for the Directorate • exercise control over the budget • ensure accurate record-keeping and reporting of losses and/or -damages • ensure timeous procurement of supplies and -services • ensure proper utilisation of resources through -adequate record keeping. Committees/forums: Attend and be a member of relevant committees and forums • proven ability to manage change and a diverse workforce • knowledge of applicable legislation, regulations and policies impacting on Branch • knowledge of financial and personnel delegations and reporting processes • knowledge of national and provincial treasury regulations and directives • knowledge of appropriate management information systems • knowledge of policy development • A valid -driver's licence is an advantage • the incumbent will be required to travel and work beyond the normal working hours. Please note: Candidates who do not meet the minimum advertised qualification, but who have the necessary competencies to successfully perform in this post, may also apply

DUTIES

- : Manage all the functions related to the registration and licensing of motor vehicles in the Province of the Western Cape • manage the property and accommodation portfolio • financial administration activities • and all the procurement and tender related activities of the Provincial Roads and Transport Management Branch • manage the processes attached to the administration of roads related claims against the Branch • manage all the applications and

registrations in terms of the National Road Traffic Act and the Western Cape Provincial Road Traffic Act • render and administrative support to the Senior Managers of the Branch in respect of financial, procurement and human resource management

ENQUIRIES : Mrs N Tipo-Sipoyo at (021) 483-4852

POST 28/360 : **SENIOR MANAGER: FINANCIAL ACCOUNTING REF NO: U2/08/114**
Job purpose: To manage the Directorate: Financial Accounting

SALARY : Remuneration package: R540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Town

REQUIREMENTS : The formal qualification requirement for this post is an appropriate three-year degree or equivalent qualification and extensive appropriate management experience. Requirements: Generic managerial competencies required for below-mentioned posts: Strategic management: • participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach • developing, implementing and -monitoring structures to ensure efficient and effective functioning of Department in the Western Cape • ensuring alignment with other spheres of Government, parastatals and private sector organisations/forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human capital management: • recruit and retain adequate staff to achieve the component's -business plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial management: • prepare inputs for performance and annual reports • prepare inputs for Annual and Adjustment Budgets for the Directorate • exercise control over the budget • ensure accurate record-keeping and reporting of losses and/or -damages • ensure timeous procurement of supplies and -services • ensure proper utilisation of resources through -adequate record keeping. Committees/forums: Attend and be a member of relevant committees and forums • proven ability to manage change and a diverse workforce • knowledge of applicable legislation, regulations and policies impacting on Branch • knowledge of financial and personnel delegations and reporting processes • knowledge of national and provincial treasury regulations and directives • knowledge of appropriate management information systems • knowledge of policy development • A valid -driver's licence is an advantage • the incumbent will be required to travel and work beyond the normal working hours. Please note: Candidates who do not meet the minimum advertised qualification, but who have the necessary competencies to successfully perform in this post, may also apply

DUTIES : Ensure a holistic approach to financial accounting in the Department through inter alia developing, implementing and reviewing the necessary financial legislation, strategies and frameworks • align own strategic processes through membership of national, provincial and departmental forums • define and review the objectives and priorities of the directorate • provide strategic leadership and direction in terms of GRAP (Generally Recognised Accounting Practice) • manage financial reporting and accounting services • provide professional and technical direction of a financial accounting nature • manage the accounting system • ensure the maintenance of the Standard Chart of Accounts • submit a business plan and annual report to CFO • ensure a positive bank balance

ENQUIRIES : Mr C Ismay at (021) 483-2209

POST 28/361 : **SENIOR MANAGER: MANAGEMENT ACCOUNTING REF NO: U2/08/115**
Job purpose: To manage the Directorate: Management Accounting

SALARY : Remuneration package: R540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Town

<u>REQUIREMENTS</u>	:	The formal qualification requirement for this post is a an appropriate three year degree or equivalent qualification and extensive appropriate management experience. Recommendations: Generic managerial competencies required for below-mentioned posts: Strategic management: • participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach • developing, implementing and -monitoring structures to ensure efficient and effective functioning of Department in the Western Cape • ensuring alignment with other spheres of Government, parastatals and private sector organisations/forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human capital management: • recruit and retain adequate staff to achieve the component's -business plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial management: • prepare inputs for performance and annual reports •prepare inputs for Annual and Adjustment Budgets for the Directorate • exercise control over the budget • ensure accurate record-keeping and reporting of losses and/or -damages • ensure timeous procurement of supplies and -services • ensure proper utilisation of resources through -adequate record keeping. Committees/forums: Attend and be a member of relevant committees and forums • proven ability to manage change and a diverse workforce • knowledge of applicable legislation, regulations and policies impacting on Branch • knowledge of financial and personnel delegations and reporting processes • knowledge of national and provincial treasury regulations and directives • knowledge of appropriate management information systems • knowledge of policy development • A valid -driver's licence is an advantage • the incumbent will be required to travel and work beyond the normal working hours. Please note: Candidates who do not meet the minimum advertised qualification, but who have the necessary competencies to successfully perform in this post, may also apply
<u>DUTIES</u>	:	Ensure a holistic approach to management accounting in the Department • actively and strategically manage budgeting processes and prepare budgets • in-year monitoring reporting • advise Accounting Officer, MEC and Programme Managers on expenditure and revenue • align own strategic processes through membership of national, provincial and departmental forums • define and review the objectives and priorities of the directorate • manage performance reporting linked to departmental budget • manage payment office • provide professional and technical direction of management accounting nature
<u>ENQUIRIES</u>	:	Mr C Ismay at (021) 483-2209
<u>POST 28/362</u>	:	<u>SENIOR MANAGER: PROVINCIAL CO-ORDINATION REF NO: U2/08/116</u> Job purpose: To manage the co-ordination of the provincial EPWP
<u>SALARY</u>	:	Remuneration package: R540 429 per annum, including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification requirement for this post is an appropriate three-year degree and extensive appropriate management experience. Recommendations: Generic managerial competencies required for below-mentioned posts: Strategic management: • participate in the Department's Strategic and Planning Processes to ensure a holistic and integrated approach • developing, implementing and -monitoring structures to ensure efficient and effective functioning of Department in the Western Cape • ensuring alignment with other spheres of Government, parastatals and private sector organisations/forums • developing and implementing an annual business plan linked to that of the Department, Provincial and National strategic objectives • actively participate in strategic processes on National, Provincial and Departmental level. Human capital management: • recruit and retain adequate staff to achieve the component's -business plan • ensure that staff are empowered to effectively execute their jobs • actively manage the performance and evaluation of staff. Financial management: • prepare inputs for performance and annual reports •prepare inputs for Annual and Adjustment Budgets for the Directorate • exercise control over the budget • ensure accurate record-keeping and reporting of losses and/or

-damages • ensure timeous procurement of supplies and -services • ensure proper utilisation of resources through -adequate record keeping. Committees/forums: Attend and be a member of relevant committees and forums • proven ability to manage change and a diverse workforce • knowledge of applicable legislation, regulations and policies impacting on Branch • knowledge of financial and personnel delegations and reporting processes • knowledge of national and provincial treasury regulations and directives • knowledge of appropriate management information systems • knowledge of policy development • A valid -driver's licence is an advantage • the incumbent will be required to travel and work beyond the normal working hours. Please note: Candidates who do not meet the minimum advertised qualification, but who have the necessary competencies to successfully perform in this post, may also apply

DUTIES

: Lead the component's strategic processes to ensure a holistic and integrated approach to EPWP co-ordination in the Western Cape by developing, implementing and reviewing legislation/ strategies/ frameworks and policies • review, update and monitor EPWP Sectors within MEDS (Microeconomic Development Strategy) • develop and implement business plan linked to national strategic objectives • align own strategic processes through membership of national, departmental and provincial meetings • provide professional and technical direction to Managers in the execution of their assigned tasks • co-ordinate the activities of the various components within and external to the Department • ensure that the required service standards are in place to promote effective, efficient and economical functioning of unit • monitor the efficient, economical and effective utilisation of information and communication technology and other technology and equipment specific to the functions of the component • co-ordinate the roll out of the NYSP (National Youth Service Programme) in EPWP • develop exit strategy plan for EPWP beneficiaries • facilitate private sector partnerships within EPWP • manage and co-ordinate sector and district EPWP activities • manage EPWP helpdesk • manage research into EPWP impact

ENQUIRIES

: Mr RF Petersen at (021) 483-4135