



DATE OF ISSUE: 25 JULY 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 30 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 filling 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 **25 AUGUST 2008**

AMENDMENTS : **Provincial Administration: Gauteng Department of Health:** Kindly note that the post of Secretary (Personal Assistant) Ref No: 70052311, the salary should be R94 326 per annum not as stated in PSVC. The post of Professional Nurse Ref No: 70052582, the Closing date has changed to 11 August 2008 and the centre is Esangweni Clinic, not as stated in PSVC 28 of 2008
Provincial Administration: Limpopo Department of Sport, Arts and Culture: Kindly note that the post of Senior Manager: Communications and Events Management Ref no; SAC 01, the enquiries person is Ms Ledwaba Matsidiso and the contact number is Tel no: (015) 299 7751.

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DEPARTMENT OF DEFENCE

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

NOTE

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

MANAGEMENT ECHELON

POST 30/01

: **CHIEF DIRECTOR (IN THE OFFICE OF THE SECRETARY FOR DEFENCE)**
Office of the Secretary for Defence

**SALARY
CENTRE
REQUIREMENTS**

: R635 874 per annum total package
: Pretoria
: Post graduate degree or equivalent qualifications (NQF Level 6 – 7), Strategic Management. Special requirements (skills needed): Relevant experience in strategic and/or financial management will be a recommendation. Computer literate-, organising-, interpersonal relationships-, problem solving- management-, and strong negotiation skills, Must be able to obtain a Top Secret security clearance within a year.

DUTIES

: Effective management of the office of the Secretary for Defence. Ensure an effective parliamentary service for the DOD. Cluster management activities. Provide support regarding intra-governmental relations, international and executive decisions. Provide staff support and assistance to the Sec Def for the provision of strategic direction for the Office of the Sec Def and the Defence Secretariat. Provision of a secretarial service for all strategic meetings cheered by the Sec Def. Attend submissions and briefings on major policy and administrative issues referred to the Sec Def. Ensure of an effective management and internal control system within the Office of the Sec Def. Assist the Sec Def in exercising adequate control over the divisions of the secretariat.

**ENQUIRIES
APPLICATIONS
CLOSING DATE**

: Ms A.E. Bellingan, Tel: (012) 392 2500
: Department of Defence, D HR Acquisition, Private Bag X281, Pretoria, 0001
: 11 August 2008, (Applications received after the closing date and faxed copies will not be considered).

POST 30/02

: **CHIEF DIRECTOR: STRATEGIC MANAGEMENT**
Defence Policy, Strategy and Planning Division, Chief Directorate Strategic Management, Armscor Building

**SALARY
CENTRE
REQUIREMENTS**

: All inclusive remuneration package of R635 874 per annum
: Pretoria
: NQF 7-8: Preferable MBA/MBL or any other applicable Masters Degree in Business Science, Management Science or Strategic Studies. Experience in a Senior Management capacity. Special requirements: Experience at a level of Director in strategy formulation, strategic planning or management service

	capacity. More than 5 years experience in facilitating top-level management. A sound knowledge of public finance legislation & regulations i.e. PFMA. Analytical and problem solving abilities, interpersonal skills, Good verbal and written communication and language proficiency in English and any other South African official language. Computer literacy. A broad background and experience in departmental/corporate strategy formulation, strategic planning, programming, risk management, performance management and control and corporate management processes.
<u>DUTIES</u>	: The co-ordination of the Department's strategic plan, risk management, performance monitoring and programme including the promulgation of corporate planning directives as well as configuration management of performance and service agreements. Configuration management of the enterprise architecture, macro and micro organisation designs, business processes and departmental policies. The management of the strategic formulation process, including the establishment of the department's profile, environmental scanning and the co-ordination of the Departmental Strategic Business plan and the tabling thereof in Parliament.
<u>ENQUIRIES</u>	: Dr T. Gamede: (012) 355 6223
<u>APPLICATIONS</u>	: Department of Defence, Chief of Defence Policy, Strategic and Planning, Private Bag X910, Pretoria, 0001.
<u>CLOSING DATE</u>	: 04 August 2008, (Applications received after the closing date and faxed copies)
<u>POST 30/03</u>	: <u>DIRECTOR: PERFORMANCE MONITORING AND CONTROL</u> Defence Policy, Strategy and Planning, Strategic Management. Defence Head Quarters
<u>SALARY</u>	: R502 725 per annum total package
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Appropriate Honours Degree (or equivalent) (NQF Level 6). A further qualification in monitoring and evaluation will be recommendable. Special Requirements/Skills: 10 to 15 years working experience, of which three years should be relevant work experience in strategic and planning environment with a thorough knowledge of Public Finance prescripts. Recommended: Quantitative techniques. Performance measures. Extensive knowledge of Government policies, Departmental policy, wider intra-departmental activities in Government (in performance monitoring and control domains), strategic planning, organising, policy analysis, policy formulation and performance management. Essential: Thorough knowledge of microcomputer applications Word for Windows, Excel and Power Point. Analytical and innovative thinking ability as well as problem solving skills. Proven ability to conduct strategic level performance monitoring and control to enable Civil Oversight.
<u>DUTIES</u>	: Establish a strategic control framework in the department. Control based on departmental strategic plan, the defence strategy and business plan of the secretariat, establishment of the monitoring and evaluation criteria, methods and protocol. Promulgate departmental performance reports. Ensure efficient and effective management of the Directorate.
<u>ENQUIRIES</u>	: Dr T. Gamede, Tel: (012) 355 6223 or 355 5987
<u>APPLICATIONS</u>	: Department of Defence, D HR Acquisition, Private Bag X281, Pretoria, 0001
<u>CLOSING DATE</u>	: 11 August 2008, (Applications received after the closing date and faxed applications will not be considered).
<u>NOTE</u>	: This is a permanent appointment. A competency test is required as part of the selection process. The successful candidate will be required to commit to an annual Performance Agreement and will have to obtain or at least a Secret Clearance within a year of assumption of duty.
<u>POST 30/04</u>	: <u>DIRECTOR: COMMUNICATION STRATEGY AND CONTENT DEVELOPMENT</u> Department of Defence, Office of the Secretariat for Defence. Armscor Building
<u>SALARY</u>	: All-inclusive salary package of R540 429 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Diploma in Communication (NQF 5/6). A qualification in communication management is required and any appropriate advanced strategic communication courses will serve as a strong recommendation. Special requirements: Experience in the implementation of corporate communication policies (programmes and principles), strategies and the ability to articulate and defend it. Knowledge of the Defence Act, Treasury Instructions, DOD Strategic Plan, government communication policies as well as communication planning and strategy will be a further advantage. Understanding and clarity of political challenges and dynamics. Excellent reasoning, problem solving and networking

skills. Good language proficiency and report writing skills. Proven leadership and managerial skills and a working knowledge of public relations. Recommended: Managing the provisioning of strategic direction guidelines to the communications function in the DOD. Ensure the alignment and content development of corporate communication process across and between the Secretary for Defence, the Ministry and the DOD in order to ensure an integrated corporate communication on Defence and government policies. Direct and plan communication based on research and need with an understanding of government communication principles and values. Provide communication support and advice to the Secretary for Defence and the DOD on corporate communication and on government communication. Improve the proficiency and performance of communication in the Secretariat by producing a public relations plan. Monitor and control performance management of the communication processes, i.e. take responsibility for the creation of a content database and content management. Provide appropriate, comprehensive, centralised public relations and media support to the Secretary for Defence. Oversee, manage and co-ordinate communication enquiries with regard to PAIA.

ENQUIRIES : Me Fikile Khumalo, Tel: (012) 355 6219
APPLICATIONS : Ms A Sparks, Department of Defence, D HR Acquisition, Private Bag X281, Pretoria, 0001
CLOSING DATE : 04 August 2008, (Applications received after the closing date and faxed copies will not be considered).
NOTE : This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members; must be able to obtain a Top Secret clearance within a year after being appointed and must be in possession of a valid drivers license. Applicants should be willing to undertake a competency test.

OTHER POSTS

POST 30/05 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT**
 Chief Directorate Strategic Management (DIMS)

SALARY : R407 745 total package
CENTRE : Pretoria
REQUIREMENTS : A qualification at Higher Education Band NQF Level 5 related to the fields of Business Process Management and Performance Management plus relevant working experience at middle management level. Additional qualifications (Senior Management Programme, Higher Diploma, Post Graduate Degree or Certified Enterprise Architect) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Conceptual thinking and problem solving skills. Strong written and verbal communication skills. Facilitation- and presentation skills. Knowledge of Principles related to general, strategic and operational management, Performance Management Framework including EFQM, SAEM, Performance Prism but specifically Balanced Scorecard. Must be able to obtain a Secret security clearance within a year.

DUTIES : The providing of performance management related advice to command and management bodies and individuals in Senior Management appointments. The development and maintenance of policy for performance management and measurement. The management organisational performance in the DOD. The co-ordinating of Service/Division efforts with respect to Performance Management and Measurement. Project Management of the Balanced Scorecard Implementation Project. Administration of the DOD Suggestion Scheme System. Facilitation of approved organisational development initiatives. Compilation of annual departmental performance management report.

ENQUIRIES : Col J.H. v/d Colff, Tel: (012) 355 5060
APPLICATIONS : Col N.P. Mkutuka, Department of Defence, D HR DPACQ, Private Bag X281, Pretoria, 0001.
FOR ATTENTION : Col J.H. v/d Colff
CLOSING DATE : 04 August 2008, (Applications received after the closing date and faxed copies will not be considered).

POST 30/06 : **DEPUTY DIRECTOR: DEFENCE STRATEGY**
 Policy, Strategy, and Planning Division, Chief Directorate Strategic Management (Directorate Strategy and Plan)

SALARY : R407 745 per annum
CENTRE : Pretoria

REQUIREMENTS

: Diploma/Degree in Management Science, Strategic studies or related field (NQF 6) Preferable. A post graduate qualification in Economics and Financial Management / Public Finance. Special requirements (skills needed): Good communication and writing skills. Understanding of relevant Acts, Regulations and Policies. Sound understanding of government planning framework, risk management, co-ordinating, monitoring and control of resources and management practises. Analytic, numerical and financial skills. Computer literate (Excel, Access etc). Presentation skills using Power Point. Astute programme and Project Management skills. Must be able to function under pressure and against deadlines. Experience in dealing with management planning or strategic issues at least at Divisional level (Level 2) in Public Service. Practical experience in policy writing and participation in strategic planning and framework at corporate level will be an advantage. Must be able to obtain a Confidential security clearance within a year.

DUTIES

: Align the development, consultations, finalisation and approval of the Defence Strategy with the developmental trajectory around the National Security Strategy. Co-ordinate the mobilisation of resource to ensure the implementation of the Defence strategy, Military strategy and all government ordered commitments. Mobilise the Management of DOD processes relating to the medium-term strategic framework, intergraded planning, long term planning and government wide monitoring framework. Management of special projects pertaining to the strategic planning of the DOD, Options development and presentation thereof to the DOD Management bodies, National Treasury Budget Committees. Participating in the external environmental review process of the DOD. Identification and management of strategic issues within Defence Secretariat, Minister of Defence (MOD) and Chief of the South African Defence Force (CSANDF). Alignment of DOD long-term planning with Government medium-term strategic framework and medium-term expenditure framework. Assist with the reviewing of DOD Strategic Plan process and provide well researched professional advice accordingly, facilitate and making sure that decisions taken by relevant Cluster or Cabinet Makgotla are converted and incorporated into DOD policies, instructions and plans. Participate in relevant forums like DOD Budget and Planning Seminar. Facilitate and assist with the design and configuration of the DOD strategic framework processes. Facilitate and assist with the compilation and issuing of guidelines and instructions on the content, format and management of the DOD inputs as may be required by, for instance National Treasury or the Presidency, Conduct research into international best practices or benchmarking in respect of specific strategic issues on which the DOD must provide inputs or advice to the Secretary for Defence, Chief of South African National Defence and the Minister of Defence. Facilitate and assist with the identification of gaps in the strategic planning or reporting systems of DOD, especially if there is a deviation from Government Policies. Provide professional and administrative support towards the planning, execution of high level strategic worksession for the division, the Secretary for Defence and the Minister of Defence as well as the continuous monitoring of the implementation of the resolutions made. Contribute to building a high performing team.

ENQUIRIES

: Ms N Ntsaluba (012) 355 6999

APPLICATIONS

: Ms A. Sparks, Department of Defence, D HR Acquisition, Private Bag x281, Pretoria, 0001 or be hand delivered to Gen Piet Joubert Building, 218 Visagie Street.

CLOSING DATE

: 04 August 2008, (Applications received after the closing date and faxed copies will not be considered) (The Department reserves the right not to fill in the post)

NOTE

: Applicants will be expected to develop some 15 min presentation s part of the interview. Furthermore it will be expected to comply with the DSPA competency assessment process.

POST 30/07**DEPUTY DIRECTOR: RESOURCE MANAGEMENT**

The post is advertised in the DOD and broader Public Service

SALARY

: R407 745 per annum

CENTRE

: DHQ, Pretoria.

REQUIREMENTS

: Public Administration related Diploma/Degree (NQF Level 5/6) preferable. An Honours degree in Business/Public Administration will be an advantage. Experience in the broadest practicable mix of administrative line function support, in a broad selection of logistics activities and in middle management will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Problem solving-, analysis-, knowledge of management-, planning programming-, budgeting-, people management-, quality management-,

<u>DUTIES</u>	:	continuous improvement-, verbal- and communication skills, Must be able to obtain a Top Secret security clearance and valid driver's license within a year.
	:	Participate in planning and programming meetings. Provide a management information and record management service. Provide a HR management and maintenance service. Provide a logistical financial administration service.
<u>ENQUIRIES</u>	:	Ms A. Thakur, Tel: (012) 355 6203
<u>APPLICATIONS</u>	:	Secretary for Defence, Department of Defence, Private Bag X910, Pretoria, 0001
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/08</u>	:	<u>CHIEF INDUSTRIAL PSYCHOLOGIST</u>
	:	The post is advertised in the DOD and broader Public Service
<u>SALARY</u>	:	R344 052 per annum
<u>CENTRE</u>	:	SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
<u>REQUIREMENTS</u>	:	Masters Degree in Industrial Psychology (NQF Level 8) Special requirements (skills needed): Registration with the Health Professions Council of South Africa as a Research Industrial Psychologist with a minimum of 6 year relevant post registration experience, Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Manage the Assessment Centre. Manage and oversee the provisioning of psychological and psychometric services and systems within the field of human selection, i.e. sign psychometric reports and perform quality control over psychometrics and other assessment instruments and methods. Responsible for the management, conduct and performance staff. Ensure that psychological practices are ethical and professionally acceptable. Clarify and establish protocols and standards with clients. Comply with unit standing orders. Keep records of personnel, projects and client satisfaction. Plan, schedule and monitor interventions. Capture assessment data and validate psychometric and other assessment instruments on an ongoing basis in conjunction with the research psychologists at MPI. Perform job analysis in order to determine relevant competencies for new and existing positions as part of the assessment process.
<u>ENQUIRIES</u>	:	Lt Col Albert Meyer Tel: (012) 319 3161
<u>APPLICATIONS</u>	:	Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/09</u>	:	<u>ASSISTANT DIRECTOR: PLANNING</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Policy, Strategy, and Planning Division, Chief Directorate Strategic Management (Directorate Strategy and Plan), Pretoria
<u>REQUIREMENTS</u>	:	Diploma/Degree in Management Sciences, Strategic Studies or related field (NQF 6) Preferable. A post graduate qualification in economics and financial management/ Economics and Public Finance/ Public Administration will be a strong recommendation. The minimum practical experience of 3 years in the development and implementation of corporate strategy and or budget monitoring, risk management and accompanying monitoring and evaluation systems and processes will be an advantage. Special requirements (skills needed): Good communication, negotiation and writing skills. Understanding of relevant Acts, Regulations and Policies pertaining to strategy, reporting and administration within the public sector. Knowledge of government wide monitoring and evaluation system design and implementation. Sound understanding of latest developments pertaining to strategic planning, risk management, co-ordinating, monitoring and control of resources. Lateral thinker with excellent analytical, numerical, report writing, project management and financial skills. Excellent demonstrable end-user computer skills in Excel, Access, PowerPoint etc. Programme and Project Management skills. Must be able to function under pressure and against tight deadlines. Experience in dealing with management, planning or strategic issues at least at Divisional level (Level 2)/ branch level in the Public Service, in policy-writing and participation in strategic planning, and reviews at corporate level will be an advantage. Must be able to obtain a successfully comply with the security clearance processes of the Department of Defence. Knowledge of government and departmental policies, departmental decision and activities as well as in the wider intra-departmental activities and government. Knowledge of Public Finance legislation and relevant regulations. Knowledge of government wide planning framework, latest developments with regard to integrated planning and long – term planning and the impact thereof on

the MTSF, MTEF, strategic planning and risk management within government. Knowledge of planning, budgeting analysis and organising as well Estimates of National Expenditure. Relevant training in policy and planning, strategic management.

DUTIES

: Ensure continuous alignment of level 2 and corporate plans with the Estimate of National Expenditure. Design and configure the DOD Planning systems and processes in line with the evolving applicable policies and regulatory frameworks. Compile and issue guidelines and instructions on the content, formats and management of the Strategic Plans for the Policy and Planning Division, the Defence Secretariat and the DOD. Ensure implementation of instructions issued by the Chief of the SANDF, Secretary of Defence and the Minister of Defence in respect of development of, internal control as well monitoring of compliance with applicable regulatory frameworks regarding the strategic planning for the department. Develop the appropriate determination instruments for the evaluation of strategic plans submitted. Conduct due diligence on submissions made for and issue the appropriate determinations. Follow-up on weakness and challenges identified by the Services/Divisions in the previous strategic plans, and confirm performance or progress on instructions that may have been issued by the Secretary for Defence, Chief of the SANDF and the Minister of Defence. Act as a nodal point for strategic planning requirements for the Policy and Planning Division, the Secretary for Defence and the DOD. Liaise and interact with DOD stakeholders on the planning guidelines as may be issued from time to time. Assist in identifying training requirements as well as propose the essential, programmes for continuous support to continually improve the quality of Plans submitted. Liaise with relevant DOD stakeholders including the Presidency, National Treasury and the Office of the Auditor-General regarding alignment of strategic plans with evolving frameworks like government –wide monitoring and evaluation Framework, Framework for Managing Performance Information. Develop and manage a reliable operations, knowledge and information management system as well as tracking system with regards to the strategic planning function. Conduct trend analysis on the impact of corrective actions implemented with regards to strategic plans submitted and furnish such reports as may be required. Utilise the inputs received through the reporting to improve on the quality and content of the strategic plans submitted. Continually promote alignment of strategic planning with the ENE processes, the needs of the stake holders as well as the applicable Strategic Planning and reporting tool. Contribute to building a high performing, results oriented and dependable and innovative team of the Directorate, the Policy and Planning division, the Secretary for Defence and the DOD. Provide the necessary professional advice to the Accounting Officer and Executive Authority on the content of the Accounting Officers guidelines for MTSF and MTEF and ensure comprehensive coverage of the Government Programme of Action. In partnership with the Finance Division, organise the Planning and Budgeting Seminars for the Development as well as provide inputs to the Departmental Planning, Budgeting Committee, with regards to the technical evaluation of strategic plans submitted for in-year and MTEF. Participate in the Development of the DOD ENE Chapter as well as the submissions on funding shortages. Provide the necessary administrative, professional support and expert advice to the Chief of Policy and Planning and the Secretary for Defence to promote economic, effective, efficient, and equitable appropriation of resources within the DOD. Implement strategies aimed at educating and informing stakeholders on the DOD products and services focused on high quality strategic plans that comply with the appropriate legislation.

ENQUIRIES

APPLICATIONS

: Ms N Ntsaluba (012) 355 6999
: Ms A. Sparks, Department of Defence, D HR Acquisition, Private Bag x281, Pretoria, 0001 or be hand delivered to Gen Piet Joubert Building, 218 Visagie Street.

CLOSING DATE

: 04 August 2008 (Applications received after the closing date and faxed copies will not be considered) (The Department reserves the right not to fill in the post)

NOTE

: Applicants will be expected to write an assessment as part of the interview.

POST 30/10

: **CHIEF CLINICAL PSYCHOLOGIST**
The post is advertised in the DOD and broader Public Service

SALARY

CENTRE

REQUIREMENTS

: R217 482 per annum
: SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
: Masters Degree in Clinical Psychology (NQF Level 8) Special requirements (skills needed): Registration with Health Professions Council of South Africa as a Clinical Psychologist with a minimum of 5 year relevant post registration

<u>DUTIES</u>	:	experience, Must be able to obtain a confidential security clearance within a year. Provide Clinical Support to the Assessment Centre. Act as specialist advisor to the SANDF regarding Clinical Psychology development and learning assessments. Provide clinical support according to the instructions issued by the Head of the Assessment Centre. Develop Clinical SOP's and monitor the execution thereof. Identify Clinical requirements for the department in the institution where services are needed. Monitor and evaluate service standards. Implement corrective measures where necessary.
<u>ENQUIRIES</u>	:	Lt Col Albert Meyer Tel: (012) 319 3161
<u>APPLICATIONS</u>	:	Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031
<u>CLOSING DATE</u>	:	22 August 2008, (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/11</u>	:	<u>CHIEF RESEARCH PSYCHOLOGIST</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
<u>REQUIREMENTS</u>	:	Masters Degree in Research Psychology (NQF Level 8) Special requirements (skills needed): Registration with the Health Professions Council of South Africa as a Research Psychologist with a minimum of 5 year relevant post registration experience. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide Research support to the Assessment centre. Act as specialist advisor to the Head of the Assessment centre regarding research on development and learning assessments. Develop research SOP's and monitor the execution thereof. Identify research requirements for Assessment Centre. Monitor and evaluate service standards. Implement corrective measures where necessary.
<u>ENQUIRIES</u>	:	Lt Col Albert Meyer Tel: (012) 319 3161
<u>APPLICATIONS</u>	:	Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/12</u>	:	<u>ASSISTANT DIRECTOR (PERSONAL ASSISTANT)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	DHQ, Pretoria.
<u>REQUIREMENTS</u>	:	Diploma/Degree (NQF Level 5/6) preferable. A Diploma/Degree in Public Administration will be an added advantage. Experience in Secretarial and General Administration will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Administrative-, communication, liaison, networking-, planning, organising, analytical, image and etiquette skills, Must be able to obtain a Top Secret security clearance and valid driver's license within a year.
<u>DUTIES</u>	:	Manage the diary of the Secretary for Defence. Liaise with internal and external stakeholders on behalf of the Secretary for Defence (internal & external networking). Co-ordinate and administrate the Secretary's meetings and co-ordinate arrangements (taking minutes, prepare instructions and follow ups). Provide a dedicated support service to the Secretary for Defence. Compile internal budget of the Secretary. Plan the Secretary's Foreign and Domestic travel and attendant arrangements include S&T claims.
<u>ENQUIRIES</u>	:	Ms A. Thakur, Tel: (012) 355 6203
<u>APPLICATIONS</u>	:	Secretary for Defence, Department of Defence, Private Bag X910, Pretoria, 0001
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/13</u>	:	<u>CHIEF INDUSTRIAL PSYCHOLOGIST (2 X POSTS)</u> The post is advertised in the DOD and broader Public Service
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
<u>REQUIREMENTS</u>	:	Master Degree in Industrial Psychology (NQF Level 8) Special requirements (skills needed): Registration with the Health Professions Council of South Africa as an Industrial Psychologist with a minimum of 2 year relevant post experience, Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Provide Development and Learning Assessment services to the Assessment

	Centre. Provide Development and Learning Assessment services under control of the Staff Officer. Act as specialist advisor to Supervisor regarding assessments. Provide the service at Assessment Centre according to instructions as issued by the Supervisor. Develop SOP's and ensure sound execution by assigned subordinates. Identify requirements in order to execute services at institution where services are needed. Implement corrective measures where necessary.
<u>ENQUIRIES</u>	: Lt Col Albert Meyer Tel: (012) 319 3161
<u>APPLICATIONS</u>	: Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031
<u>CLOSING DATE</u>	: 22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/14</u>	: <u>PRINCIPAL INDUSTRIAL PSYCHOLOGISTS (3 X POSTS)</u> The post is advertised in the DOD and broader Public Service
<u>SALARY</u>	: R145 920 per annum
<u>CENTRE</u>	: SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
<u>REQUIREMENTS</u>	: Master Degree in Industrial Psychology (NQF Level 8) Special requirements (skills needed): Registration with the Health Professions Council of South Africa as an Industrial Psychologist, must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	: Provide Development and Learning Assessment services at the Assessment Centre. Provide Development and Learning Assessment services under control of the Staff Officer. Act as specialist advisor to Supervisor regarding assessments. Provide service at Assessment Centre according to instructions as issued by the Supervisor. Identify requirements in order to execute services at the institution where services are needed.
<u>ENQUIRIES</u>	: Lt Col Albert Meyer Tel: (012) 319 3161
<u>APPLICATIONS</u>	: Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031
<u>CLOSING DATE</u>	: 22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/15</u>	: <u>SENIOR ADMINISTRATION CLERK GR III</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	: R94 326 per annum
<u>CENTRE</u>	: Defence Inspectorate Division, Pretoria
<u>REQUIREMENTS</u>	: NQF Level 2 – 4 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Communicate effectively. Organise-, interpersonal relationships-, problem solving- skills, must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	: Record, organise, store and retrieve information related to work in the administrative environment. Deal with clients by requesting/providing information. Formulate and/or give advise on government Policies/legislations of an administrative nature, Monitor budget levels by collecting financial data. Responsible for the handling of cash, authorise expenditure in some cases.
<u>ENQUIRIES</u>	: Lt Col B. Mbatha, (012) 312 4725
<u>APPLICATIONS</u>	: Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001.
<u>CLOSING DATE</u>	: 22 August 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 30/16</u>	: <u>SENIOR ADMINISTRATION CLERK GR III</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	: R94 326 per annum
<u>CENTRE</u>	: DHQ, Pretoria.
<u>REQUIREMENTS</u>	: NQF Level 4 preferable. A qualification in Public Administration will be an advantage. Experience in the broadest practicable mix of administrative line function support. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Problem solving-, analysis-, knowledge of management-, people management-, verbal- and communication skills. Must be able to obtain a Top Secret security clearance and valid driver's license within a year.
<u>DUTIES</u>	: Render record management service. Manage Record Office. File documents. Control office equipment. Respond to enquiries wrt Records management.

		Supervise and train of sub-ordinates. Liaison with clients and interpretation of client's requirements. Write memorandums and letters.
<u>ENQUIRIES</u>	:	Ms A. Thakur, Tel: (012) 355 6203
<u>APPLICATIONS</u>	:	Secretary for Defence, Department of Defence, Private Bag X910, Pretoria, 0001
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/17</u>	:	<u>SENIOR SECRETARY GR II</u> This post is advertised in the DOD and the Public Service.
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	SAMHS, 7 Medical Battalion Group, Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, organising-, interpersonal relationships-, problem solving- and typing skills. Have detailed knowledge of the operation/utilisation of specific software packages, must be able and prepared to work under pressure. Must be able to obtain a Confidential security clearance within a year.
<u>DUTIES</u>	:	Act as telephonist for the OC. Type/Write routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payments. Arrange meetings with Senior Management. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationery. Keep the Senior Managers diary. Scan newspapers and collect important clippings for the Senior Manager. Organise social functions. Deal with classified files and documents. Arrange for visitors authorisation and parking.
<u>ENQUIRIES</u>	:	Maj J.S. Mahlangu, Tel: (012) 671 5449
<u>APPLICATIONS</u>	:	Department of Defence, Mobile Military Health Formation HQ, Private Bag X1016, Lyttelton, 0140
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 30/18</u>	:	<u>MESSENGER</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	DHQ, Pretoria.
<u>REQUIREMENTS</u>	:	ABET (L 1 – 3). Experience in General Administration will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Basic Computer skills. Basic numeric-, good communication-, planning-, organise own work- and good driving skills. Must be able to obtain a Confidential security clearance and valid driver's license within a year.
<u>DUTIES</u>	:	Deliver and fetch mail, documentation, files, parcels internal within the service center or satellite office (by walking) or external to the Service Centre or satellite office (by driving). Deliver and fetch of mail/parcels at the post office. Assist with physical tasks in the records office. Keep register of documentation received and delivered. Assist with basic record office tasks.
<u>ENQUIRIES</u>	:	Ms A. Thakur, Tel: (012) 355 6203
<u>APPLICATIONS</u>	:	Secretary for Defence, Department of Defence, Private Bag X910, Pretoria, 0001
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

- APPLICATIONS** : To the Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 30/19** : **CHIEF OPERATING OFFICER (THREE-YEAR CONTRACT – RENEWABLE BASED ON PERFORMANCE) (REF NO: AP536/2008)**

- SALARY** : R770 823 per annum (all-inclusive salary package) the remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three-year qualification in Business Management or Public Administration or an equivalent qualification plus proven extensive management experience. A post graduate qualification and public sector experience will serve as an advantage. • Strong strategic planning and leadership skills • Experience and skills in public policy development and implementation and an understanding of the work of Government and the various stakeholders • Good Analytical, innovative, problem solving and interpersonal skills • Human Resources Management experience • Good report writing skills • A high level of Computer literacy • Ability to communicate effectively at all levels • Financial Management skills • Thorough knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

- DUTIES** : Reporting to, and providing high level strategic support to the Director-General of the Department, the incumbent will be responsible for the overall coordination and management of the strategic functions and operations of the Department and perform the following key activities: • Managing the overall performance of the Department • Oversee the internal coordination of the Department's operations and programmes • Managing intergovernmental system and public entities • Overseeing the Department's transformation and Empowerment programmes • Overall management of reporting on operational issues to Parliament and the Portfolio Committee • Ensuring stakeholder involvement in the development of policy and legislation • Ensuring implementation framework for projects that contribute to key Government programmes and aligned to DEAT priorities • Monitoring and managing the compliance of the Department and statutory bodies with the PFMA and other relevant legislation • Co-ordinating the cooperative governance institutions (MINMECs, MIPTEC, MINTEC, and CEC), including inputs and reports to the Government cluster system

- ENQUIRIES** : Mr D Vukela (012 310 3795)
- FOR ATTENTION** : Mr JM Kutu fax number: (012) 322 2682 / 320 2130
- CLOSING DATE** : 11 August 2008
- NOTE** : short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The persons appointed in these positions will be subjected to reference checking and security clearance. Senior management candidates will be subjected to a competency assessment test and the signing of a performance agreement and employment contract.

- POST 30/20** : **DEPUTY DIRECTOR: WASTE RESEARCH AND PLANNING (AP92/2008)**

- SALARY** : Flexible remuneration package of R407 745 per annum. The flexible portion of the package can be structured according to the individual's personal needs

- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate a Bachelors Degree or an equivalent qualification in natural,

environmental sciences or engineering. Appropriate experience in management and a working knowledge of environmental matters relating to pollution and waste management. Sound understanding of the legislative framework governing pollution and waste management and legislative processes, as well as experience in research, planning or knowledge management. A solid background in Project Management will be an added advantage. Technical Skills Required: Negotiation skills, networking skills, good interpersonal relations, Conflict management skills, Communication skills (written and verbal). Ability to work independently and efficiently under pressure. Ability to work to interact at all levels with internal and external stakeholders.

DUTIES : Promote appropriate basic and applied research on pollution and waste management to support policy development and decision making. Encourage the dissemination of research results on pollution and waste management. Investigate research support for addressing specific pollution and waste challenges. Develop a database of local and international waste research resources. Develop or access networks of appropriate research institutions in South Africa. Develop guidelines for the compilation of integrated waste management plans. Ensure that provinces develop and submit integrated waste management plans. Ensure that industries submit integrated waste management plans for industrial waste. Undertake coordinate and oversee planning for the waste sector. Monitor and evaluate planning frameworks across all spheres of government in relation to pollution and waste management. Participate in departmental and government planning forums.

ENQUIRIES : Mr Obed Baloyi Tel: (012) 310-3833
FOR ATTENTION : Ms P Diphaha
CLOSING DATE : 04 August 2008

POST 30/21 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT: OFFICE OF THE DIRECTOR-GENERAL (AP 537/2008)**

SALARY : 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 individual's personal needs.

CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and relevant secretarial certificate/diploma. Proven extensive relevant experience in administration and rendering of executive support services in a similar environment; Ability to work independently with limited supervision; Good coordination Skills; Human Resource Management skills; Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills; A valid light motor vehicle license and willingness to travel.

DUTIES : The successful candidate will be required to provide overall executive support service to the Office of the Director-General and will perform the following key functions: Management of the Director-General's diary and the Department's activity calendar ; Co-ordinate the preparation and support for all the Director-General's meetings ; Assist with the management of the Director-General's personal/private matters within an agreed framework ; Assist with the management of the Director-General's public relations and support all ministerial liaison, Management of support staff and other resources in the Office of the Director-General

ENQUIRIES : Mr J.M Kutu (012 310 3051)
FOR ATTENTION : Ms N Sebola
CLOSING DATE : [11 August 2008](#)
NOTE : The person appointed in this position will be subjected to reference checking and security clearance.

POST 30/22 : **ASSISTANT DIRECTOR: REGULATION AND POLICY (AP90/2008)**

SALARY : R 217 482 (Total salary package of R 295 978 p.a./conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or an equivalent qualification in natural / environmental sciences, public administration or law. An appropriate working experience in the field of pollution and waste management. Understanding of the policy and legislative framework governing pollution and waste management and legislative processes. Experience in policy development and/or project management will be an added advantage. Skills required: Negotiation skills, good interpersonal relations, well-developed communication skills, and excellent

	project management skills. The incumbent must be able to work independently and efficiently under pressure.
<u>DUTIES</u>	: Support the development of national policies and strategies on pollution and waste management. Support the development of national legislation and regulations on pollution and waste management. Support the development of appropriate norms and standards for all aspects of pollution and waste management. Encourage provincial environmental departments to draft legislation and regulations that are aligned to national policy. Encourage municipalities to draft by-laws that are aligned to national policy. Assess that domestic legislation supports ratified international agreements. Liaise with line functions in the development of national policies, strategies and legislation on pollution and waste management. Promote public participation in processes for the development of national policies, strategies and legislation on pollution and waste management. Participate in departmental and government forums on law reform and legislative processes.
<u>ENQUIRIES</u>	: Mr Obed Baloyi Tel: (012) 310-3833
<u>FOR ATTENTION</u>	: Ms P Diphaha
<u>CLOSING DATE</u>	: 04 August 2008
<u>NOTE</u>	: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment
<u>POST 30/23</u>	: <u>CHIEF DIRECTOR: BIODIVERSITY AND HERITAGE (THREE YEAR CONTRACT – RENEWABLE BASED ON PERFORMANCE) (AP102/2008)</u>
<u>SALARY</u>	: Remuneration package of R635 874 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A recognised three year Bachelors degree or an equivalent qualification and relevant experience in biodiversity management. A relevant post graduate qualification will serve as additional advantage. Proven strategic management and leadership skills; Experience in policy development and implementation; An understanding of the Public Service policy frameworks and knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations; Interpersonal skills including problem solving, conflict resolution and negotiation skills; Human resources management skills; Ability to work under pressure and with minimal supervision; Possession of a valid drivers license.
<u>DUTIES</u>	: The incumbent will be responsible for providing strategic direction and leadership to the Chief Directorate: Biodiversity and Heritage. Key performance areas for the post will include the following: Development of legislation, policies, programmes and plans, guidelines and regulations for the sustainable use of biological resources. To provide support to the national implementation of relevant multilateral environmental agreements, namely the United Nations Convention to Combat Desertification and the Effects of Drought (UNCCD), Convention on Biological Diversity (CBD), its Cartagena Protocol on Biosafety as well as the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Convention on Migratory Species (CMS) and the Ramsar Convention on Wetlands of International Importance. To promote the conservation of ecosystems and ensuring that they are well managed and rehabilitated, while at the same time promoting job creation and addressing poverty. To promote intergovernmental collaboration by convening and providing strategic leadership to stakeholder management.
<u>ENQUIRIES</u>	: Mr F Mketeni Tel 012 310 3315
<u>FOR ATTENTION</u>	: Ms P Diphaha
<u>CLOSING DATE</u>	: 11 August 2008
<u>NOTE</u>	: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The successful candidate will be subjected to a competency assessment test.

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 : 8 August 2008

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

OTHER POST

POST 30/24 : **STATE ACCOUNTANT: BUDGET OFFICE**
 Directorate: Finance

SALARY : All-inclusive salary package: R174 667 per annum Commencing salary: R117 501 per annum

CENTRE : Pretoria

REQUIREMENTS : A relevant three-year degree/diploma in a financial field, especially public finance and accounting. One to three year's budgeting experience. Ability to work under pressure and meet deadlines. Good communication and writing skills. Good planning and reporting skills. Good organisational skills. Knowledge of Budgeting process in the Public Service, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS). Proven working experience in MS Excel and Word.

DUTIES : Responsible for Monthly Projections to be submitted to the Deputy Director: Budget Office for consolidation to National Treasury. Assist in compiling the Medium Term Expenditure Framework (MTEF); Estimates of Expenditure (ENE) and Adjustments Budget. Capture budget allocations on BAS. Effect the shifting of funds (virement). Compile Budget Committee inputs for submission to the Budget Committee. Collect and report on expenditure trends to the Financial Control Forum. Collect and analyse Business Plans from respective Sections. Evaluate business plans on a quarterly basis. Check expenditure and do necessary rectifications. Provide other support to the Deputy Director: Budget Office.

ENQUIRIES : Kedibone Huma, tel: (012) 314 2499

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 30/25** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION (REF NO NDOH 128/2008) THREE YEAR CONTRACT**
Cluster: Primary Health Care, Districts and Development. Directorate: EU/Partnerships for the Delivery of Primary Health Care Programme (EU PDPHCP).
- SALARY** : An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service Guidelines.
- CENTRE** : Pretoria.
- REQUIREMENTS** :
*An appropriate recognised three-year Bachelor's degree in health or social sciences *A recognised post graduate qualification in health and/or social sciences discipline *Recognised training in monitoring and evaluation and/or research *Knowledge and skills of computers and competency in statistical packages e.g. EPI Info, SAS, SPSS, etc *Two (2) years experience in information systems or public health information systems *Two (2) years experience in monitoring and evaluation *General experience in the developing and managing of Monitoring and Evaluation (M&E) system *Experience in the development and monitoring of indicators *Co-ordination, analytical and research skills *Report writing skills *Good communication (written and verbal) and facilitation skills *Good interpersonal relations *Skills to develop M&E manuals and tools *Extensive computer skills *Ability to work in a team *Willingness to do extensive travelling *A valid code 08 (Code B) driver's licence.
- DUTIES** :
*Manage programme M&E section *Co-ordinate all M&E systems for NPO's in the nine provinces *Review the existing M&E systems as well as the M&E indicators and tools that have been developed *Manage NPO information system *Manage the Developed NPO M&E framework for the Programme *Oversee the commissioning of research and surveys for the programme and compile research reports and disseminate to all provinces and stakeholders *Develop an integrated management information system for the programme *Collaborate with DOH M&E unit for integration *Co-ordinate the integration of NPO data base DOH DHIS *Ensure that appropriate training and technical support accompany the establishment and maintenance of the system *Provide management and co-ordinate support for the ongoing development and field-testing of technical manuals/guidelines in provinces and NPO's *Identify special research studies that need to be completed to complement routine M&E data collection *Commission studies, oversee their completion and dissemination of findings *Oversee commissioning of research studies for the programme *Compile monthly and quarterly M&E reports for the programme *Liaise with DOH program

		managers, M&E unit, Provincial line management structures to ensure that relevant NPO's monitoring data is regularly collected, collated and analysed, that reports are submitted in accordance with agreed schedules.
<u>ENQUIRIES</u>	:	Mr F PNetshipale at Tel no (012) 312-0034.
<u>CLOSING DATE</u>	:	11 August 2008 (Applications received after the closing date will not be considered)
<u>POST 30/26</u>	:	<u>PRINCIPLE MEDICINES CONTROL OFFICER (REF NO NDOH 127/2008)</u> Cluster: Office of Standards Compliance. Directorate: Inspectorate and Law Enforcement.
<u>SALARY</u>	:	R190 557 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized four-year qualification in Pharmacy or equivalent qualification *At least three years experience in the Pharmaceutical Industry or Wholesale Pharmacy relating to Good Manufacturing Practices or Good Wholesaling Practices *Good planning and organizational skills *Good communication skills (written and verbal) *Good interpersonal relations *Computer literacy *A valid Code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Inspect pharmaceutical manufacturing sites both local and international for compliance with Good Manufacturing Practices (GMP) as accepted by the Medicines Control Council *Assess and evaluate GMP inspection reports of other regulatory authorities on international pharmaceutical manufacturing sites where medicines for exportation to South Africa are manufactured *Evaluate Standard Operating Procedures (SOP's) of manufacturing sites for compliance with GMP Guidelines as accepted by the MCC *Perform Pre- and Post Registration inspections on information submitted in a medicine application form (MRF1) *Evaluate requests from the pharmaceutical industry for exceptions from the provisions of the Act in terms of the provisions of the Medicines Act *Prepare reports for the Medicines Control Council and relevant Committees *Liaise with inspectors from International Regulatory Authorities *Assist in minuting the recommendations of the Pharmaceutical and Analytical Committee and other related Committees of Council applicable to the activities of the inspectorate *Manage responses from Applicants *Evaluate requests from Applicants for amendments to the MBR1 dossier *Interview members from industry to discuss Council resolutions, requirements of the Act and medicines quality issues *Attend meetings of the Pharmaceutical and Analytical Committee as well as other committees related to the activities of the Inspectorate *Perform Wholesale Inspections at Wholesalers and Distributors of medicines for compliance with Good Wholesaling and distribution practices in accordance with guidelines accepted by Council *Evaluate complaints received from the public relating to the quality of medicines, sale of unregistered medicines, stolen medicines and counterfeit medicines.
<u>ENQUIRIES</u>	:	Dr Joey Gouws or Mr Enos Motshitela or Ms Virginia Vilikazi at Tel (012) 312-0230
<u>CLOSING DATE</u>	:	11 August 2008 (Applications received after the closing date will not be considered).
<u>POST 30/27</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF NO NDOH 126/2008)</u> Cluster: Multilaterals and North South Co-operation Directorate: North South Co-operation (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>	:	*An appropriate recognised three-year Bachelor's degree or equivalent qualification *Three (3) to five (5) years experience in administration *Experience in Human Resources, Public Administration and Financial Management *Knowledge of the Public Finance Management Act (PFMA) *Appropriate knowledge and experience in general office administration and procurement systems and processes *Supervisory experience *Experience in or knowledge of International Relations and experience with government processes and procedures will be added advantages *Computer literacy (MS Word, Excel, PowerPoint) *Strong organizational, liaison and general office management skills *Good interpersonal relations *Good communication skills (written and verbal) *A valid code 08 (Code B) driver's licence will be an added advantage.
<u>DUTIES</u>	:	*Perform general administrative functions in the Directorate *Manage and

maintain all administrative functions relating to the Directorate *Assist with financial matters, including the management of the Directorate's budget *Facilitate the processing of subsistence and travel advances and claims *Oversee all provisioning and procurement for the unit *Co-ordinate the Human Resources functions of the Directorate such as leave records and telephone records *Handle and respond to general enquiries.

ENQUIRIES : Ms N Minty at Tel (012) 312-0845.
CLOSING DATE : 11 August 2008 (Applications received after the closing date will not be considered).

POST 30/28 : **SENIOR ADMINISTRATIVE OFFICER (REF NDOH 129/2008)**
Cluster: Health Information, Evaluation and Research: Directorate: Monitoring and Evaluation
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY : R145 920 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three-year Bachelor's degree/diploma or equivalent qualification. At least five years experience in public sector management and/or administration including financial, procurement, human resources, asset control and other relevant areas. Knowledge of the Public Finance Management Act, Treasury Regulations and Public Service regulations. Knowledge of provisioning administration. Advanced computer literacy. Good interpersonal and organisational skills. Good communication skills (written and verbal). A valid code 08 (Code B) driver's licence.

DUTIES : *Perform financial and expenditure duties relevant to the post *Ensure compliance and correctness of submissions with Treasury and Departmental regulations *Assist with asset control and maintain asset register *Manage the administrative personnel *Control and approve procurement of services on LOGIS *Human Resources Management – drafting advertisements for post, arrange interviews and conduct interviews for administrative support staff *Provide logistical support, arrange meetings and take minutes *Act as training coordinator for the directorate *Check travel and subsistence claim forms *Assist the Director in the running of the directorate and provide support when required.

ENQUIRIES : Mr NH Ntuli at tel. (012) 312 0783.
CLOSING DATE : 25 August 2008 (Applications received after the closing date will not be considered)

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.

CLOSING DATE : 11 August 2008

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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 30/29 : **CHIEF DIRECTOR: HUMAN RESOURCES REF: 08/272/HR**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Three year Degree or Diploma; Post graduate qualification in management or related field will be an advantage ; At least Five years management; experience ; Extensive experience in the management of Human Resources as a senior manager.; Knowledge of HR best practice principles, operational efficiencies and automated HR administrative / transactional processes. Skills and competencies: Strategic leadership capability; People Development and Empowerment; Customer service orientation and Stakeholder Management; Analytical, Problem solving and Decision making; Strategic Financial and Project management; Conceptual thinking and Communication; Above average HR technical expertise.

DUTIES : Develop, align and ensure consistent application of human resource policies, systems and practices with the strategic direction of the Department and Government ; Ensure attainment of the HR branch results through alignment and management of the Chief Directorate strategic framework; Manage relationship of both internal and external relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders; Actively advance the development of Human Resources employees in accordance with the demand for more efficient service delivery through prioritizing skills development and empowerment. Strategically manage funds allocated to the chief directorate in accordance with the PFMA, approved budgets, Departmental Financial Instructions and relevant regulations related to the government Supply Chain Management. Direct and manage the interaction between the Branch: Human Resources and the rest of the branches to drive organizational transformation at a strategic and operational level with regards to human resource. Ensure understanding of the operational functions of the different branches and give input into their strategic planning from a human resource management perspective. Give input and counsel to the DDG: Corporate Services, Exco and the Director General on matters pertaining to human resource that would improve and increase efficiencies and effectiveness in the Department.

ENQUIRIES : Ms K Padayachee ☎ (012) 315 1152

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.

OTHER POSTS

POST 30/30 : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF: 08/273/HR**

<u>SALARY</u>	:	R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Three year Degree or Diploma in Administration or Human Sciences; Seasoned Practitioner with demonstrable five years experience in managing the broad area of human resources and proven competencies in turning around the recruitment and selection processes; Broad knowledge of Human Resource and extensive understanding of best practice recruitment and selection processes; Understanding of the Public Service rules, policies and regulations pertaining to recruitment and selection will be an advantage; Thorough understanding of relevant legislation such as the Employment Equity Act, Basic Conditions of Employment Act, Skills Development act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotions of Access to Information Act, etc.; A valid code EB driver's license. skills and Competencies: Interviewing and Communication; Facilitation and Presentation; Project Management; Research and report writing; People Management and Team-building; Conflict Management and Resolution; Advanced computer literacy; Results and deadline driven; Creative and innovative; Customer orientation and focus; Strategic and tactful.
<u>DUTIES</u>	:	Manage the entire recruitment and selection process (sub-directorates and external service providers); Provide leadership to the Recruitment and Selection Sub-directorate; Monitor the implement the recruitment and selection policy and strategy; Facilitate the process of sourcing and selecting human capital; Ensure that recruitment and selection is conducted in terms of applicable rules, policies and legislation; Provide training to line managers in interviewing skills and legislation that impact on recruitment and selection; Manage performance in line with organization objectives; Socialize and induct new employees into the organization; Conduct exit interviews and assess the impact of recruitment and selection processes; Conduct research to improve the recruitment and selection process; Develop a system to maintain and analyze recruitment and exit trends; Be willing to work unusual hours and to travel countrywide.
<u>ENQUIRIES</u>	:	Ms K Ngomani ☎012 357 8501
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 30/31</u>	:	<u>ASSISTANT STATE ATTORNEY: LITIGATION REF: 08/270/SA</u>
<u>SALARY</u>	:	R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, Mafikeng (2 Posts), Port Elizabeth (1 Post)
<u>REQUIREMENTS</u>	:	LLB Degree or four year recognized legal qualification; Admission as an Attorney with Right of Appearance in High Court of South Africa; At least three years appropriate Litigation experience; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Strategic and conceptual orientation; Strong communication (written and verbal)skills; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail; Ability to motivate and direct people.
<u>DUTIES</u>	:	Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other tribunals; Furnish legal advice and opinions; Give effect to the strategic Plan; Avoid prescription and default judgments; Provide supervision and training to other professionals staff; Maintain record of work performed.
<u>ENQUIRIES</u>	:	Mafikeng: L C Lehobye ☎ (018) 381 0593/4 Port Elizabeth: R A L Crozier ☎ (041) 585 7921
<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>NOTE</u>	:	Indian, African, White males and females encouraged to apply.
<u>POST 30/32</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH & DEVELOPMENT IN SUPPLY CHAIN MANAGEMENT (SUPPLIER DATABASE) REF: 271/CFO</u> This is a re-advertisement; Candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	A Bachelor Degree or related qualifications; Three years experience in Supply Chain Management; Knowledge of procurement systems; Knowledge of procurement policies and procedures; Skills and Competencies: Good Communication (verbal & written) skills; Computer literacy. Motivating skills; Strategic planning skills.
<u>DUTIES</u>	:	Research demand for products and services; Develop user profiles, product and supplier base; Perform supplier evaluations and check BEE rating; Provide product, service and supplier accreditations; Conduct market research; Develop and implement policy in this functional area, manage and oversee the resources of the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Mugodo ☎ (012) 315 8747
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 30/33</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS (2 POSTS) REF: 08/37/FS</u>
<u>SALARY</u>	:	R174 243 to R202 287 per annum, the successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrates Offices: Welkom and Kroonstad
	:	Bachelor's Degree or National Diploma in Financial or Commercial field; Five (5) years experience at a supervisory/management level in financial and related fields; Valid driver's license – will be expected to travel extensively; Good knowledge of BAS and supply chain management (scm), incl. asset management; and Operational knowledge and practical experience of JYP and JDAS would be an added advantage. Skills and competences: Sound financial management; Computer Literacy (MS Office – with focus on Excel); Good communication skills (written and verbal); General office- and project management; Exceptional report writing; Good people skills/interpersonal relations; Ability to work long hours under pressure and be self motivated; and Attention to detail.
<u>DUTIES</u>	:	Assess financial performance and compliance with the PFMA, TR and DFI within the cluster; Analyze budget performance and management (expenditure management); Analyze procurement and asset management within the cluster; Provide financial- and scm capacity building within the cluster; Provide training on financial and supply chain management issues; Provide guidance on operations and reconciliations of Third Party Funds modules; Assist with office readiness for system roll-outs; and compile monthly- and ad-hoc reports on office visits.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.A Luthuli ☎ (051) 407 1800
	:	Quoting the relevant reference number, direct your applications to: Postal Address: Regional Head, Private Bag X20578, Bloemfontein, 9300 Or Physical Address: Colonial Building, 53 Maitland Street, Bloemfontein, 9301.
<u>POST 30/34</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF: 08/41/FS</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum, the successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Free State, Bloemfontein
	:	An appropriate Bachelor's degree or equivalent qualification; Five years experience in a budgeting environment as well as expenditure control; Ability to produce reports; Ability to solve problems, manages time and Training and Development of staff members; Thorough knowledge of PFMA; Knowledge and practical experience in BAS, PERSAL and the budgeting process in Government are strongly recommended; A valid driver's license. Skills and competences: Excellent verbal and written communication skills; Interpersonal skills; Management skills; Computer literacy
<u>DUTIES</u>	:	Manage the budget on BAS and prepare monthly and quarterly reports on expenditure; Compile the budget and MTEF inputs in line with the agreed strategic plans; Manage monthly projections; Communicate and co-operate with Internal and external financial stakeholders; Compile reports and submissions; Manage the staff and resources in the Finance Sub-directorate; Act as PERSAL controller; Manage, plan and compile the budget; Manage work flow reports; Prepare required financial and administration reports; Manage the Financial Management Unit
<u>ENQUIRIES</u>	:	Ms M.A Luthuli @ (051) 407 1800

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your applications to: Postal Address: The Regional Head, Department of Justice and Constitutional Development, Private Bag X20578, Bloemfontein, 9300. or Physical Address: Colonial Building, 53 Maitland Street, Bloemfontein, 9301.
<u>POST 30/35</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT (2 POSTS)</u> <u>REF: 08/201/GP</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: Gauteng
<u>REQUIREMENTS</u>	:	National Diploma or degree in Risk and Security Management or equivalent qualification; Grade A PSIRA registered; Fire fighting and prevention certificate; A code EB driver's (code 8) licence. 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.
<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 OHS compliance at sub-offices within the region; Ensure the safety of all persons in the court environment; Take overall responsibility of all security operations in the region; Coordinate reports of all activities in the sub-directorate (OHS, Physical Security, Document control and Information Security) and give advice; Coordinate vetting of all personnel in the region including contractors; Conduct security risks/appraisals ensuring proper implementation of recommended measures.
<u>ENQUIRIES</u>	:	Mr Reddy ☎ (011) 223 7600.
<u>APPLICATIONS</u>	:	Please direct your application to: The Regional Office Gauteng, Private Bag X6, GAUTENG, 2000.
<u>POST 30/36</u>	:	<u>INTERNAL AUDITOR: GENERAL ASSURANCE REF: 08/274/IA</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; Membership of the Institute of Internal Auditors or a relevant professional association; Two years experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act (PFMA), SPPIA and related legislation; A valid driver's license as the candidate will be required to travel frequently.
<u>DUTIES</u>	:	Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ (012) 3151781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 30/37</u>	:	<u>STATE ACCOUNTANT: BUDGET (REF 39/08/LMP)</u> Re-advertisement
<u>SALARY</u>	:	R117 501 – 137 976 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Limpopo
<u>REQUIREMENTS</u>	:	B.Com degree or equivalent qualifications plus two (2) years relevant experience; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations; A valid driver's license. Skills and competencies: Basic Accounting skills; Computer literacy (MS Office); Good communication skills (verbal and written); Ability to

<u>DUTIES</u>	:	work under pressure; Good interpersonal relations; Attention to detail.
	:	Prepare the budget for the Region; Coordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and compile expenditure reports; Request and analyze BAS reports; Control and budget expenditure; Check and authorize sundry payments on BAS; Check and ensure banking of State monies; Compile monthly and quarterly reports.
<u>ENQUIRIES</u>	:	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>POST 30/38</u>	:	<u>SENIOR COURT INTERPRETER REF: 40/08/LMP</u>
<u>SALARY</u>	:	R117 501 – 137 976 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court: Thohoyandou
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus five (5) years experience in court interpreting; 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.

DEPARTMENT OF LAND AFFAIRS

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 3 August 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POST

- POST 30/39** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (REFERENCE: S8/3/2008/830)**
- SALARY** : R145 920 per annum
- CENTRE** : Shared Service Centre: Western Cape
- REQUIREMENTS** : A Diploma/degree with three years experience. Successful completion of LOGIS I course. *Computer Literacy, Good written and verbal communication skills, Good Interpersonal relations, Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts (SCOA). Knowledge of BAS will be an added advantage.
- DUTIES** : Authorise and control LOGIS orders. * Act as LOGIS Sub-System Controller. * Control and maintain LOGIS filing system. * Pre-authorize payments. * Manage stores and warehouse. * Ensure that provisioning services are rendered accordingly to requirements and adhere to SCM delegations. * Ensure that orders comply with necessary requirements and provide reports accordingly. * Supervisory function and train sub-ordinates

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 Applications can also be faxed to (012) 315 5557
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

MANAGEMENT ECHELON

- POST 30/40** : **DIRECTOR: INTERNAL AUDIT REFERENCE NUMBER: S154/2008**
 Division: Office of Accountant-General
 Purpose: To formulate uniform policy regarding Internal Audit across Government, to ensure compliance with section 216 of the Constitution and the Public Financial Management Act (PFMA), 1999. This work programme would include development and implementation of an Internal Audit Framework, and task complementary to buttressing Internal Audit practice, such as monitoring and communication. In addition, this position will require development of Internal Audit standards and processes based on best international and local standards, supporting its implementation and reporting on the level of compliance therewith, in order to promote effective Internal Auditing in Government.
- SALARY** : R540 029 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A degree or equivalent qualification in the Internal Audit field • 3 - 5 years' managerial level experience in the Internal Audit profession • Extensive knowledge of computerised and financial and business systems • An understanding of the development of guidelines and standards • Experience in delivering presentations to all levels of management • Progressive leadership and management qualities to lead a highly skilled and dynamic team of audit professionals • Advanced computer literacy with sound knowledge of the full MS Office Suite
- DUTIES** : Manage the relevant Directorate • Outline policy strategy consistent with the framework of the Institute of Internal Auditors • Report regularly on progress on policy formulation on Internal Audit practices • Report on compliance with legislative prescripts and professional standard by National and Provincial departments and Municipalities • Provide support and guidance to stakeholders on Internal Audit issues • Participate in Audit Committees • Facilitate Internal Audit training and develop and maintain best practice guidelines for Internal Auditors
- CLOSING DATE** : 4 August 2008 at 12:00 unless otherwise stated
APPLICATIONS : Applications for the above-mentioned positions must be forwarded to recruit.oag@treasury.gov.za

OTHER POSTS

- POST 30/41** : **SENIOR POLICY ANALYST: GENERAL GOVERNMENT ACCOUNTS REFERENCE NUMBER: S145/2008**
 Division: Budget Office
 Purpose: To provide reliable statistics on general government accounts in order to ensure compliance with legislation and local and international standards.
- SALARY** : R407 745 per annum (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Appropriate degree/diploma in Accounting/ Public Finance/ Economics/ Business Economics/ Management. • Knowledge of the financial environment of the wider public sector • Knowledge of the national budget and budget process • Basic knowledge of the PFMA and IMF's GFS system of classification • Knowledge of accrual accounting and financial statements will be to the candidates advantage • Very good working knowledge of Microsoft Excel (will be tested during interviews) • Experience in working with statistical data • Significant exposure to the budgeting process in government • Operational exposure to statistical and financial accounting standards relevant to extra-budgetary accounts and wider public sector.
- DUTIES** : It will be expected from the successful candidate to perform the following duties: Compile statistics • Participate in team projects to improve the quality of financial

statistics compiled • Provide quality data to other sections in the National Treasury for inclusion in all treasury publications • Prepare consolidated statistics to be included in the consolidation of the government accounts • Assist in the development and implementation of a system to monitor the flow of funds between central government and extra-budgetary accounts • Assist in the development of non-financial statistics for the wider public sector • Maintain of financial database • Manage the database on social security funds and extra-budgetary accounts • Extend and improve the database on social security funds and extra-budgetary accounts • Input into the development of a database on the wider public sector accounts that improves the production of relevant information to different sectors of the national treasury and other key stakeholders • Liaise with different role-players in the information field in order to ensure that the specific needs of all institutions are met. Compliance with Local and international standards • Participate in the GFS Classification Committee process in order to ensure GFS compatibility of the data produced for extra budgetary institutions • Align statistics produced on Social Security funds between the National Treasury and South African Reserve Bank (SARB) • Align the sector classification of wider public entities between National Treasury, Stats SA and SARB for better comparability of produced statistics • Develop reporting procedures and templates for social security funds and extra-budgetary accounts to ensure compliance with the PFMA • Provide advice to extra budgetary institutions on the IMF's GFS classifications system.

CLOSING DATE : 1 August 2008 at 12:00 unless otherwise stated
APPLICATIONS : Applications for the above-mentioned positions must be forwarded to recruit.bo@treasury.gov.za

POST 30/42 : **SENIOR POLICY ANALYST: DATA INTERROGATION REFERENCE NUMBER: S146/2008**
 Division: Budget Office
 Purpose: The purpose of this position is to contribute to the improvement of data quality and integrity of all Government statistics produced by the National Treasury, by extracting and interrogating financial data records in terms of compliance with applicable statistical classification standards.

SALARY CENTRE : R407 745 per annum (All-inclusive remuneration package)
REQUIREMENTS : Pretoria
 Relevant undergraduate degree or equivalent qualification • Working knowledge of the Microsoft Office package; with specific reference to Access and Excel databases • Clear understanding of the structure and legislative mandates of the organs of Government • Experience in working with statistical data and significant exposure to the budgeting process in Government. Understanding the Financial System (BAS) of Government will be advantageous to the candidate • Operational exposure to statistical and financial accounting standards relevant to public sector with knowledge of both local and international accounting standards e.g. GAAP, GRAP, IPSAS and GFS • Understanding of numeric databases and ability to interrogate data inputs • Strong ability to identify stakeholders and employ different means for communicating.

DUTIES : Develop techniques for completing data verification and validation activities, compile periodic reports, ensure correctness of all data publications, manage monthly reconciliation between various publications and extract and interrogate various financial data • Monitor implementation of the Economic Reporting Format in the budget and financial systems, monitor compliance to financial data reporting policy and international reporting standards and prepare data inputs • Prepare technical inputs for and responses to queries submitted to the Standard Chart of Accounts (SCO) Technical Committee and provide input to the process of drafting Classification Circulars • Query relevance of specific metadata definitions in terms of practical application of expenditure codes.

CLOSING DATE : 1 August 2008 at 12:00 unless otherwise stated
APPLICATIONS : Applications for the above-mentioned positions must be forwarded to recruit.bo@treasury.gov.za

POST 30/43 : **SENIOR POLICY ANALYST: DATA STANDARD AND POLICY REFERENCE NUMBER: S147/2008**
 Division: Budget Office
 Purpose: The purpose of this position is to contribute to the improvement of data quality and integrity of all Government statistics produced by the National Treasury, by researching, customizing and implementing applicable statistical classification standards.

<u>SALARY</u>	:	R407 745 per annum (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Relevant undergraduate degree or equivalent qualification • Operational exposure to statistical and financial accounting standards relevant to public sector with knowledge of both local and international accounting standards e.g. GAAP, GRAP, IPSAS and GFS • Strong ability to communicate at strategic level in order to participate in the standard setting process • Working knowledge of the Microsoft Office package; with specific reference to Access and Excel databases • Clear understanding of the structure and legislative mandates of the organs of Government • Experience in working with statistical data and significant exposure to the budgeting process in Government. Understanding the Financial System (BAS) of Government will be advantageous to the candidate • Understanding of numeric databases and ability to interrogate data inputs • Strong ability to identify stakeholders and employ different means for communicating.
<u>DUTIES</u>	:	Lead documentation of local and international financial data policies and standards, compile periodic reports, ensure correctness of all data publications, manage understanding of differences between various publications and assist with policy implementation • Monitor the effectiveness of standards and policy implementation, ensure compliance of statistical data to accounting policy, monitor policy compliance to international reporting standards and comment on data inputs • Participate in the Standard Chart of Accounts (SCOA) Technical Committee and corresponding maintenance process • Manage the SCOA Call Centre and Website to ensure efficient communication and prepare inputs for the internal communication strategy.
<u>CLOSING DATE</u>	:	1 August 2008 at 12:00 unless otherwise stated
<u>APPLICATIONS</u>	:	Applications for the above-mentioned positions must be forwarded to recruit.bo@treasury.gov.za
<u>POST 30/44</u>	:	<u>SENIOR FINANCIAL ADMINISTRATION OFFICER: INTERNAL AUDIT</u> <u>REFERENCE NUMBER: S155/2008</u> Division: Office of Accountant-General Purpose: To improve the quality of Internal Audit Function within the Public Sector
<u>SALARY</u>	:	R344 052 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A tertiary qualification in Auditing / Accounting. Postgraduate qualification in Auditing/ Accounting will be an added advantage. At least three years experience in the following fields: • Knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing • Understanding of implementation of norms and standards • Extensive knowledge of Internal Audit in the Public Sector • The ability to liaise at different levels of management • Advanced knowledge of computer literacy covering word processing and presentation programs.
<u>DUTIES</u>	:	Assist in managing Implementation at National and Provincial Departments and Municipalities • Gathering, collating and analysing information on compliance with international standards, PFMA, Treasury Regulations etc, enabling the submission of annual report to oversight bodies on the status of Internal Audit within government • Conduct Internal Audit Reviews on Internal Audit units at National and Provincial Departments and Municipalities in preparation for Quality Assurance Reviews • Make Internal Audit presentations to Heads of Internal Audit, Accounting Officers and Audit Committees • Facilitate learnership programs for Internal Auditors • Facilitate training of Internal Auditors at various levels i.e. Institute of Internal Auditors, Academic Institutions, etc • Provide a support and monitoring role for queries by National and Provincial and Municipals' Internal Audit units.
<u>CLOSING DATE</u>	:	4 August 2008 at 12:00 unless otherwise stated
<u>APPLICATIONS</u>	:	Applications for the above-mentioned positions must be forwarded to recruit.oag@treasury.gov.za
<u>POST 30/45</u>	:	<u>SENIOR BUDGET ANALYSTS: JUSTICE AND PROTECTION SERVICES (2 POSITIONS) REFERENCE NUMBER: S138/2008</u> Division: Public Finance Purpose: To Assist in the management of Treasury's relations with the Department of Defence and Independent Complaints Directorate; and Department of Correctional Services, including providing fiscal and financial advice, research of policy proposals and research on effectiveness of existing policies, evaluation of expenditure plans, policy development, project advice, and

monitoring of expenditure and service delivery trends

<u>SALARY</u>	:	R174 243 – R252 483 per annum (Excluding benefits) depending on experience and academic qualifications
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A postgraduate qualification in Economics, Public Finance or Accounting • Practical experience and / or training in budgets and financial management • Proven knowledge of public sector finance processes and budgeting, policy analysis and costing • Knowledge of broad fiscal and macroeconomic policy, financial legislation, budgeting and accounting practices • Good research, writing, negotiation and communication skills • Well developed quantitative skills, computer literacy and ability to manipulate spreadsheets and databases • Analytical and creative with sound problem solving ability
<u>DUTIES</u>	:	Oversee budget analysis and financial planning and provide advice and technical input to support preparation of budgets, related documentation and budget reform • Monitor financial management and service delivery and support, monitor and advise on the implementation of the Public Finance Management Act and Treasury Regulations • Perform in-year analysis, advice on expenditure trends and financial situations and analyse service delivery in the sector • Provide policy research, analysis and support, contribute to policy discussions where appropriate and support work on key policy areas in the criminal justice system
<u>CLOSING DATE</u>	:	8 August 2008 at 12:00 unless otherwise stated
<u>APPLICATIONS</u>	:	Applications for the above-mentioned position must be forwarded to recruit.pf@treasury.gov.za

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** : 08 August 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 30/46** : **SENIOR STATE ACCOUNTANT: SALARIES (REF: SSA/08)**
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. Candidates whose promotion/transfer will promote representivity will receive preference.

- SALARY** : R145 920 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Diploma/Degree coupled with at least 3 years relevant experience. Preference will be given to candidates with appropriate experience; who have in-depth knowledge of the Basic Accounting System (BAS) and (PERSAL); experience in salary remuneration control, ability to work under pressure with strict deadlines, and good knowledge of the requirements of the PFMA, Treasury Regulations, and related policies. Good interpersonal relations and communication skills. Good computer literacy skills (MS Excel and MS Word).

- DUTIES** : Check and authorize salary related transactions on PERSAL and BAS* Check and authorize Local and Foreign travel and subsistence claims* Control payments of salary claims* Control the correctness of the distribution of salary pay sheets to all officials including regional offices* Control the correctness of the distribution of Item Analysis reports to Financial Institutions* Control, follow up, clear, reconcile and report on state of salary related ledger accounts *Control over PAYE, recalculation of Income Tax , monthly income tax reconciliation EMP 201 and the annual tax reconciliation EMP 501 to SARS * Check SARS tax directives for assessment* Check leave and lump sum payments. *Check spreadsheets for the annual income tax* Check issue /reissue of IRP 5 Certificates* Compile BAS/PERSAL monthly interface reconciliations* Follow up and resubmit PERSAL exceptions on BAS* Debtor control: Check and approve debt calculations and transactions to be effected on the BAS and control debt documentation* Supervise the work performance of subordinates by; inter alia, allocating and controlling work and maintaining office discipline.

- ENQUIRIES** : Mr N Fabricius, Tel: 012 352 1080

- POST 30/47** : **PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT (REF: PAO/P08)**

- SALARY** : R117 501 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: Candidates must be in possession of a three-year degree / National Diploma in Supply Chain Management/ Provisioning Administration / Purchasing/ Economics PLUS the following key competencies: Knowledge and experience in Supply Chain Management procedures, LOGIS, Public Financial Management Act (PFMA) and Treasury Regulations. Skills: Supervisory, Organisational, Computer Literacy e.g. .MS Office Suite and accuracy. Good written and verbal communication skills. A valid Code 08 driver's license.

- DUTIES** : Prepare documents for advertisement of bids, submissions to the Departmental Control Committee (DCC), Information Technology Committee (ITC),

Departmental Standing Bid Committee (DSBC) and other stakeholders, Bid Management, Contract Management. Monthly reporting to National Treasury and DEAT, Obtain quotations for the procurement of goods and services through the Iqual System. Manage Supplier Performance, Co-ordinate, control and monitor and evaluate activities of subordinates. Determine and provide training. Approve Procurement Advises (PA). Update Suppliers details including banking details, Ensure compliance PPPFA, BBBEE, PFMA and Treasury Regulation.

ENQUIRIES

: Ms Adri Coetzer, (012) 3521111

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.
- 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.

OTHER POSTS

- POST 30/48** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING**
- SALARY** : An all-inclusive remuneration package of R407 745 per annum. Annual progression up to maximum salary of R472 758 per annum is possible subject to performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised qualification at NQF level 6 or equivalent in Human Resource Management/Social Sciences supported by extensive management experience in the human resource planning environment. Extensive knowledge of the various legislative frameworks governing human resource practices in general and, in particular, in the Public Service. Ability to communicate at all levels and work under pressure, travel extensively and work long and extra hours. Ability to determine human resource needs flowing from departmental strategic goals and objectives. Computer literacy, particularly the use of MS Project, MS Excel, PowerPoint, and PERSAL. Policy research, development, and analysis. Programme and project management. People management and empowerment. Problem-solving and analysis. Client-orientation and customer focus. Acceptance of responsibility. Ability to work in a team, plan and execute. Ability to read and analyse projection statistics. A self-starter.
- DUTIES** : Conduct research on human resource planning practices in the Public Service. Provide support and advice to national and provincial departments on the development, implementation and institutionalisation of human resource planning practices. Build capacity at departmental level by providing technical support and assistance in the compilation of workplace human resource plans. Identify gaps and practices that inhibit the development and implementation of human resource planning in the Public Service and initiate appropriate targeted interventions. Contribute towards achieving the DPSA's national objectives and outputs by participating in lateral projects and other departmental activities. Manage projects, analyse and assess existing human resource planning prescripts for effectiveness and relevancy. Conduct human resource planning at macro level in the Public Service. Develop and manage human resource planning portal, information system and personnel database.
- ENQUIRIES** : Mr Geeva Pillay, tel. (012) 336 -1272
- CLOSING DATE** : Monday, 4 August 2008

<u>NOTE</u>	:	A practical exercise will be given as part of the selection process.
<u>POST 30/49</u>	:	<u>OFFICE MANAGER: OFFICE OF CHIEF OF STAFF</u>
<u>SALARY</u>	:	R174 243 per annum. Annual progression up to a maximum salary of R202 287 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree or equivalent qualification. Experience in working in an administrative capacity. A very good understanding of the Government Regulatory framework. Excellent writing and interpersonal skills. Meticulous attention to detail and record keeping. Proven track record of high-level office administration exposure and advanced computer skills. A good understanding of the Ministry for Public Service and its mandate. Proven ability to innovate. Willingness to work under pressure, long hours and meet deadlines.
<u>DUTIES</u>	:	Manage and co-ordinate activities, administrative issues and communications with internal and external stakeholders. Prepare/co-ordinate/consolidate and quality control presentations; reports; discussion documents and minutes for meetings. Provide administrative and strategic support to the Chief of Staff with special projects of the Minister. Supervise the PA to the Chief of Staff in terms of all duties, including Performance Agreement. Manage the budget in the office of the Chief of Staff. Deal with the day to day management of the office. Provide direct support to the Office of the Minister.
<u>ENQUIRIES</u>	:	Ms. A. Misra. Tel: 012-336 1016
<u>CLOSING DATE</u>	:	Friday, 8 August 2008

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** : 8 August 2008
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department.
- OTHER POST**
- POST 30/50** : **ADMINISTRATIVE ASSISTANT**
Directorate: Integrated Geographic Information Management Systems
- SALARY** : R76 194 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 or equivalent qualification with typing as a passed subject. Broad experience/exposure to general secretarial duties at least at Director level. He/She should be proactive, effective and self confident and able to work in a diverse team. Excellent verbal and writing skills and competency in Microsoft word, Excel, and PowerPoint are essential. He/she must have the ability to work independently and handle confidential matters.
- DUTIES** : The successful candidate will be required to: Render effective and efficient secretarial services to the Director including typing, copying, and faxing and managing e-mail correspondence. Type a variety of documents such as agenda, minutes, memos, letter, and reports for the Director and ensure that these are distributed timeously. Arrange meetings, appointments, flights, accommodation, transport, parking, refreshments etc for Director. Handle and maintain the Director's daily correspondence. Maintain an effective filing system in the Director's office. Maintain the Director's diary. Answer telephone calls and take/relay messages and process outgoing calls. Manage the Director's personnel database, and remind the Director of staff events.
- ENQUIRIES** : Mr. P. Pillay Tel: (012 334 4997)

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.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue
<u>FOR ATTENTION</u>	:	Ms M Makgae
<u>CLOSING DATE</u>	:	1 August 2008
<u>NOTE</u>	:	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

<u>POST 30/51</u>	:	<u>SPOKESPERSON FOR THE DEPUTY PRESIDENT (CONTRACT APPOINTMENT)</u>
<u>SALARY</u>	:	R635 847 all inclusive salary package per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year degree or equivalent qualification. Experience in the key performance areas listed below: exposure to a demanding work environment. Prepared to work long hours. Well developed written and verbal communication skills. Excellent interpersonal and intellectual skills. Computer skills. Advanced strategic planning skills. leadership and management skills. Broad knowledge of Government communication strategy. Advanced project management skills. Advanced policy development and analysis skills. research skills. Valid driver's licence.
<u>DUTIES</u>	:	The spokesperson is expected to support the Deputy President in all her media related activities and functions. These include: Organizing/managing/ facilitating media conferences in line with the media strategy. Organizing interviews and information sessions. Writing articles, opinion pieces, briefing/speech notes and letters to the editor. Organizing media outreach activities for the Deputy President, i.e. imbizos. Communicating internally and facilitating the implementation of public commitments made by Deputy President/Deputy President's media Liaison. Functions: In order to maintain a positive profile of the Deputy President and The Presidency the Spokesperson needs to perform the following functions: Develop a media strategy and media plan. Develop and disseminate media statements. Prepare media packages for media conferences. Arrange and hold interviews with the media. Respond to media queries. Frequently host the media to extend relations and make them aware of the Government environment. Frequently visit the media house to extend relations and learn about their environment. Interact with and brief media based in parliament on issues raised by the Deputy President during parliamentary sessions. Participate in the development of responses to parliamentary questions, written or verbal. Involved in the development of The Presidency communication strategies, media monitoring, analysis and rapid response. Monitoring media reports such as television, radio and website and scanning the communication environment. Analyzing the information gathered through the processes stipulated above. Responding rapidly to issues raised in the media, Calendar management: The spokesperson needs to participate in the management of the calendar of the Deputy President in order to ensure effective media work in relation to the calendar. This would require: Participating in determining the Deputy President's calendar to maximize media opportunities. Giving input into the Deputy President's calendar. Ensuring there are monthly media plans for all the Deputy President's key events. Coordinating and managing the Deputy President's interaction with the media. Scanning and giving into the Government calendar of events to ensure co-ordination of events and avoid duplication. Media briefings: The Spokesperson needs to regularly manage media in order to deepen the understanding of the media in certain policies and pronouncements. This will include: Organizing media briefings between the

		Deputy President, DG or Senior Managers and the media on specified topics/issues/programmes for the preparation of the Deputy President's presentation and Parliamentary Media briefings. Giving input into Post-Cabinet briefings as and when required. Participate in GCIS forums of collective planning of Government communication. This would include: Participating at Pre-Cabinet meetings. Participation at the Government Communication Forum. Participate in GCIS Rapid Response Teleconferences when requested to do so.
<u>ENQUIRIES</u>	:	Mr K Terry: 012 300 2138
<u>POST 30/52</u>	:	<u>DIRECTOR: ADMINISTRATION (CONTRACT)</u> Branch: Private Office
<u>SALARY</u>	:	R540 429 all inclusive salary package per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Bachelor's Degree coupled with 5 years experience. Applicants should have proven high-level managerial, organisational, logistics management, communication, research and report writing skills, as well as understanding of government processes and systems. A good understanding of the functions of Private Office of the Political Office-Bearer environment would be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be required to: assume responsibility for the overall office management and administration, planning of logistics as well as coordinating personal support services offered to the Political Office- Bearer. The candidate will be expected to assist the Chief Director: Personal Support Services and Administration in the management of the budget and MTEF process for the unit, and to coordinate expenditure reporting with the units in the Private Office. She/he will oversee the smooth running of the Registry, Information and Document Management Systems for the whole Office. The candidate will be expected to develop and maintain communication and coordination systems with internal and external stakeholders, Coordination of the strategic planning, annual report and special projects within the unit. Overall office management and coordination of systems, including administration and logistics of the Advisers to the Political Office Bearers. Travel will be necessary from time to time. He/she will be required to manage staff within his/her Unit. This person will be required to report to the Chief Director: Personal Support Services and Administration.
<u>ENQUIRIES</u>	:	Ms R Sediba: 012 300 5588
<u>POST 30/53</u>	:	<u>HEAD OF SECRETARIAT</u> Unit: Independent Commission for Remuneration of Public Office Bearers
<u>SALARY</u>	:	R540 429 all inclusive salary package per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Post graduate qualification in law and/or commerce. MBA/MBL is preferable. 10 years experience in law, commerce, HRM, public service, of which at least 5 should be at managerial level. Formal management and leadership training. Basic financial management training. Excellent verbal and written communication skills. Good computer literacy. Good research skills. Basic knowledge of economics and remuneration practice. Knowledge of applicable legislation. Knowledge of good governance requirements and practice
<u>DUTIES</u>	:	Provide necessary operational, Secretariat and administrative support to the Commission. Keep records of the Commission's meetings. Prepare and manage the Commission's budget and expenditure. Act as Responsibility Manager for the Commission. Manage the provisioning requirements of the Commission and its Secretariat. Prepare Agendas, Chairperson Notes and Board Packs for Commission meetings, and distribute to Commissioners. Attend and minute meetings of the Commission, and perform follow up actions. Distribute Minutes of Commission meetings. Manage all Commission projects. Plan the Commission's Annual Program. Co-ordinate the key functions of the Commission and its Secretariat. Provide liaison functions between the Commission, The Presidency, and other stakeholders. Oversee safe keeping of all records of and pertaining to the Commission. Ensure compliance with all relevant statutory obligations. Preparation of documents for consideration by the Commission. Attend and participate at meetings of the Commission. Ensure that follow up actions resulting from Commission decisions are executed. Prepare task directives to invite tenders for consultants and advisors to the Commission in terms of Tender Board Regulations. Evaluation of Tenders (in consultation with the Commission and The Presidency), and appointment of successful candidates. Manage the performance of advisors or consultants, scrutinise and approve their financial

claims, and ensure that reports to the Commission are delivered on time and in terms of tender specifications. Prepare draft reports for the Commission's consideration, and finalise reports in terms of the Commission's decisions. Produce draft reports (interim and final) for the Commission. Have reports signed by the Commissioners, and published as may be required. Submit Annual Report, annual recommendations and any other formal Commission report to the President, Parliament, and other stakeholders. Publish the Commission's recommendations in a Government Gazette for general notice. Prepare draft press releases on the Commission's reports.

ENQUIRIES

: Mr K Terry: 012 300 2138

DEPARTMENT OF TRADE AND INDUSTRY

We are an affirmative action employer. Preference will be given candidates whose appointment will enhance representivity.

- APPLICATIONS** : Forward your application, quoting the relevant Reference number, to: The Registry Office Department of Trade and Industry, Private Bag X84, Pretoria 0001. Alternatively, e mail your application to recruitment@thedti.gov.za
- FOR ATTENTION** : Central Recruitment Office
- CLOSING DATE** : 08 August 2008
- NOTE** : Application must be submitted on Form Z83, obtainable from any department or on <http://www.thedti.gov.za> and must be accompanied by a comprehensive CV. Failure to submit the Z83 form and the required supporting documents will result in your application not being considered. These appointments are subject to the preferred candidate obtaining the necessary security clearance and competency assessment. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application had been unsuccessful. This position is subject to the signing of a performance agreement.

OTHER POST

- POST 30/54** : **SENIOR ACCOUNTING CLERK: (REF: GSSSD/FIN ACC 019)**
Directorate Financial Accounting
Group Systems and Support Services Division
- SALARY** : Commencing Salary Package: R94 326 per annum All-inclusive Salary Package: R144 688 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 plus relevant financial qualification and /or relevant experience in Public service financial administration, Computer literacy. Experience in the field creditors control will be an added advantage, Knowledge of the PFMA, National Treasury Regulations and relevant financial prescripts in Public sector, Knowledge of BAS and Vulindlela. Good Communications skills verbal and written. Good interpersonal skills. Able to work under pressure and independent, A driver licence will be an added advantage.
- DUTIES** : Creditors Controller to assist with the capturing and processing of the following transactions: Sundry payments on BAS and capturing of journals. Capturing of banking details from Suppliers. Assist with the creditor's statement reconciliation. Assist with the correction of expenditure allocation.
- ENQUIRIES** : E Skosana Tel no. : 012 394 1914
- POST 30/55** : **SENIOR ACCOUNTING CLERK: (REF: GSSSD/FIN ACC 024)**
Directorate Financial Accounting
Group Systems and Support Services Division
- SALARY** : Commencing Salary Package: R94 326 per annum All-inclusive Salary Package: R144 688 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 plus relevant financial qualification and /or relevant experience in Public service financial administration. Computer literacy. Knowledge of the PFMA, National Treasury Regulations and relevant financial prescripts in Public sector. Knowledge of BAS, Vulindlela and Safetynet, Good Communication skills both verbal and written. Good interpersonal skills. Able to work under pressure and independent, A drivers licence will be an added advantage.
- DUTIES** : Administration of PMG account. Administration, Processing and reconciling the interdepartmental claims. Processing of Foreign payments through safetynet. Bank reconciliation, closure of books monthly basis on BAS, clearing of suspense accounts and monthly reporting on suspense accounts.
- ENQUIRIES** : E Skosana Tel no. : 012 394 1914

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

OTHER POSTS

<u>POST 30/56</u>	:	<u>DATA MANAGER</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Bellville Regional Office
<u>REQUIREMENTS</u>	:	Degree or diploma with maths, or science, or statistics, or GIS, or computer science as part of the curriculum. Extensive database experience. A valid code B drivers license and willingness to travel. The following will serve as recommendations: Highly motivated, good interpersonal and negotiation skills, exposure to earth science.
<u>DUTIES</u>	:	Management and development of departmental groundwater data base for the Western Cape region Management of data capturing staff Ensure data quality and data flow to the groundwater data base is maintained Identify and obtain data from private data bases and other sources for entry on to the departmental data base Make arrangements for the future systematic flow of private and public sector data to the Departmental data base Ensure and effect linkages between the departmental groundwater and other departmental data bases (hydrology, water quality, water licenses, etc) Ensure that local and regional water management institutions are appropriately and effectively linked to departmental data bases Manage the generation of information products based on these data Manage orderly archiving and distribution of geohydrological information products from various sources in the Region. Manage the orderly archiving of geohydrological information in general and dissemination to the public on request. Employment of GIS in data analysis, quality control and reporting.
<u>ENQUIRIES</u>	:	M C Smart, Tel. 021 950 7100
<u>APPLICATIONS</u>	:	Chief Director: Department of Water Affairs and Forestry, Private Bag X16, Sanlamhof, 7532
<u>FOR ATTENTION</u>	:	Mr B Saki
<u>CLOSING DATE</u>	:	8 August 2008
<u>POST 30/57</u>	:	<u>WMA MANAGER OLIFANTDOORN (5 YEAR CONTRACT)</u>
<u>SALARY</u>	:	R209 493 per annum
<u>CENTRE</u>	:	Belville
<u>REQUIREMENTS</u>	:	Degree or Diploma in Natural Sciences and or Forestry with 3- 5 years appropriate management experience in financial, people and technical experience in invasive alien plant eradication and conservation. Grade 12 with 10 years relevant work experience in invasive plant eradication and conservation. Computer literate. Driver's licence. Be prepared to be away from the office for long periods of time and to travel extensively. Ability to communicate in at least two official languages, Exceptional communication both verbal and written (reports and presentations) and interpersonal skills. The following will serve as recommendations : Knowledge of the legislative framework of invasive alien plants and clearing norms and standards.
<u>DUTIES</u>	:	Manage the WFW partnership with Implementation Agents, Monitor project clearing plans and annual plans of operations. Monitor quality of work, work methods, health and safety, training and social development to WFW standards. Monitor and analyse monthly operational, financial and training project performance against targets. Conduct 10 % field inspections to ensure compliance to WFW norms and standards. Resolve queries arising from operations. Provide assistance to public queries in invasive alien plant control.
<u>ENQUIRIES</u>	:	Wessel Wentzel (021 950 7100)
<u>APPLICATIONS</u>	:	The Chief, Department of Water , Affairs and Forestry, Private Bag X16, Sanlamhof, 7532.
<u>FOR ATTENTION</u>	:	Mr. B. Saki
<u>CLOSING DATE</u>	:	8 August 2008
<u>POST 30/58</u>	:	<u>PROJECT MANAGER (5 YEAR CONTRACT)</u>
		Directorate: Institutional Establishment
		Sub-Directorate: Working for Water
		Nkandla

<u>SALARY</u>	:	R147 187 (All inclusive salary) per annum
<u>CENTRE</u>	:	Midmar Dam
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Natural Science, Forestry and Environmental Sciences, Valid Drivers License and willingness to travel and work extra hours. Excellent written and verbal skills. The competencies required are: ability to read maps and GPS, knowledge of Herbicide and Biological control, project planning and Management, working experience on invading alien plants clearing, good people management as well as administrative and financial skills will be added advantage, ability to speak Zulu, understanding and knowledge of PFMA and public service prescripts and Alien plants control related legislations.
<u>DUTIES</u>	:	Facilitate the development of project clearing plans and annual plans of operations. Oversee and co-ordinate projects, technical operations and work standards. Oversee training and social development programs. Liaise with relevant stakeholders and land owners / users. Conduct field inspections to ensure compliance to Working for Water norms and standards.
<u>ENQUIRIES</u>	:	Mr M. I Netshavhakololo (033) 239 1202
<u>APPLICATIONS</u>	:	The Regional Program Leader: Department of Water Affairs and Forestry, Private Bag x 24, Howick, 3290.
<u>FOR ATTENTION</u>	:	Ms P.P Tibe
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 30/59</u>	:	<u>SENIOR PERSONNEL PRACTITIONER</u> Kwazulu-Natal Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	To be considered for appointment to this position, applicants must be in possession of an appropriate Bachelors degree or equivalent qualification plus extensive appropriate experience in Human Resource Management. Recommendations: Knowledge of the PERSAL system, database and spreadsheet applications. Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Communication skills (verbal and written).
<u>DUTIES</u>	:	The successful candidates will be responsible for: Rendering a professional personnel advisory and liaison service to line managers. Interpretation and implementation of statutory prescripts and policies. Administering of recruitment and selection, pension administration, capturing, checking, approvals and requesting of reports from Persal. Development and maintenance of computerized Human Resource Management Information System to expedite the obtaining of statistics. Maintenance of Performance Management and Development system within the region. Supervision and providing guidance and direction to staff in the human resources management division.
<u>ENQUIRIES</u>	:	Ms M. Cele (031) 336 2841
<u>APPLICATIONS</u>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 30/60</u>	:	<u>SENIOR ADMINISTRATION CLERK (WARMS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Durban Most of DWAF's KZN staff could then be transferred to any one of these three CMA's offices. This restructuring process and the establishment of CMAs could take anything between one to five years and until that time you will be based in the DWAF office in Durban.
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent with between 5 to 10 years general administrative experience of which 2 years should be data capture experience. Previous WARMS experience and knowledge of the National Water Act, 1998 (Act No 36 of 1998) and other relevant legislation would be an advantage. Working computer experience in MS Word, MS Excel and MS Outlook is a prerequisite. Practical experience in client services, letter and report writing is also required. Proven organisational, interpersonal, conflict resolution and problem solving skills is preferred. A one hour practical computer test related to the work will follow immediately after each interview.
<u>DUTIES</u>	:	Reporting to the Senior Administration Officer, the incumbent will be responsible for data capturing and general office administration for the registration of water use, in terms of the National Water Act. Assist with the planning of workflow and

administrative duties. Assist with the supervision of staff. Checking and authorizing of registrations. Undertake training. Handling of enquiries by providing either verbal or written responses, gathering, obtaining and processing information for the registration and licensing of water use applications. Filing, file maintenance systems and retrieval of various registration and licensing documentation.

ENQUIRIES : Mr R. Alli (031) 336 2710
APPLICATIONS : Please direct your applications to: The Regional Director, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
FOR ATTENTION : The Manager (Human Resources)
CLOSING DATE : 22 August 2008

POST 30/61 : **DATA CAPTURER (5 YEAR CONTRACT)**
 Directorate: Institutional Establishment
 Sub-Directorate: Working for Water

SALARY : R101 833 (All inclusive salary) per annum
CENTRE : Midmar Dam
REQUIREMENTS : The requirement for appointment to this position is a Grade 12 certificate with appropriate experience in the similar field. The following will serve as recommendations: A valid Drivers License. Excellent written and verbal skills
 The competencies required are: Proven above average Computer proficiency in MS Office, and Windows 2000.

DUTIES : The successful candidate will be responsible to: Provide support to the Data Manager by capturing all no spatial data for projects managed by Working for Water regional offices, Maintain and update database, Identify discrepancies in the document and Generation of reports for regional management.

ENQUIRIES : Mr L F Mxoli (033) 239 1202
APPLICATIONS : The Regional Program Leader: Department of Water Affairs and Forestry, Private Bag x 24, Howick, 3290.
FOR ATTENTION : Ms P.P Tibe
CLOSING DATE : 22 August 2008

POST 30/62 : **MESSENGER**

SALARY : R64 410 – 74 772 per annum
CENTRE : Bellville
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or 1-2 years messenger experience. Familiar with registry environment. Code 08 Driver's license.

DUTIES : The successful candidate will be responsible for the collection and delivery of post, parcels, files, books and other forms of documentation and articles to and from the Post Office, collection and delivery of documents or items for one point to another. Distribute mail, circulars, post and documents between offices and Registry and from one office to another Assist with the preparation of the daily post. Participating in sorting of files in the registry.

ENQUIRIES : Mr G Adriaans (021 950 7100)
APPLICATIONS : The Chief, Department of Water , Affairs and Forestry, Private Bag X16, Sanlamhof, 7532.

FOR ATTENTION : Mr. B. Saki
CLOSING DATE : 8 August 2008

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

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

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 30/63 : **MANAGER: ENTERPRISE SYSTEM REF 70052643**
Directorate: Technology Support Services

SALARY : R407 745 - R472 758 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Bcom (Information Technology), Bsc (Computer Science) or related information Technology qualification. At least three years experience in management position ideally managing an enterprise service unit. Experience in managing and developing employees. Some experience in a volume driven processing centre environment will be an advantage. Person Profile: Business acumen, analytical results, quality management, innovation continuous improvement, problem solving, decision making, Customer management. Business performance management. Customer relationship management.

DUTIES : Enterprise System Management. Provide technical support to the production environment. Provides a standard platform for hosting remote terminal sessions and applications. Support multiple systems and releases of varying levels of complexity. Manage service level agreements

ENQUIRIES : Rina Van Der Walt, Tel No: (011) 689 6601
CLOSING DATE : 08 August 2008

POST 30/64 : **MANAGER: ORGANISATION STRUCTURE DESIGN & CHANGE MANAGEMENT REF NO: 70052726**
Directorate: Human Resource Services

SALARY : R407 745 to R427 758 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Appropriate B Degree in HRM or equivalent qualifications, which cover Industrial and Organizational Psychology. 2 years experience in Change Management and Organization Development. Person Profile_The role requires an individual with strong strategic leadership, people management and strong client service management skills are essential. The candidate must have good problem solving and negotiating skills, be analytical, have sound business acumen and decision making, communication, good writing skills. The candidate should be self-driven, goal orientated and able to meet tight deadlines and work under pressure. Consulting background with project management experience will be an added advantage. The person should be knowledgeable about: The Public Service framework. Organisational Development and Change Project Management principles. Strategy and Organisation Design principles. Organisational process change (Business Process Re-engineering).Organisational Structure Design principles and systems.

DUTIES : Design and develop methodologies for Organisation Development and Change Project Management. Conduct work-group environmental analysis to determine the individual level goals, needs, tasks, relationships and abilities. Conduct internal and external environmental analysis to determine GPG organisation development strategy in terms of culture, values, norms, systems and technology. Develop integrated organisation development interventions and outcomes with other HR processes. Handle complex and sensitive queries and processes related to Organisation Development, Change Management and Organisation Structure Design Manage change processes associated with transformation of Departments from end to end. Determine resource needs and availability for projects and allocate them accordingly Quality assures Organisation Development and Change Management processes. Mentor and

support a team of Organisation Development and Change Management Specialists. Compile monthly reports and quality assure all deliverables for Organisation Development and Change Management. Monitor budgets.

ENQUIRIES : Nakampe Mogale, Tel No: (011) 689-6652
CLOSING DATE : 14 August 2008

POST 30/65 : **MANAGER: EXECUTIVE ENGINEER REF 70052641**
 Directorate: Technology Support Services

SALARY : R344 052 - R398 805 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : B. Degree in IT/Commerce highly desirable. Relevant ERP qualification. 5 or more years ERP experience. Three or more full project implementation, ICT technical knowledge. Communication skills, Person Profile: Business acumen, analytical results, quality management, innovation continuous improvement, problem solving, decision making, Customer management.

DUTIES : Work closely with the end user management and staff during development and implementation of system solution to ensure that all customer needs are identified. Conduct feedback sessions and presentations to client audience and professional peers if and when required. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components

ENQUIRIES : Rina Van Der Walt, Tel No: (011) 689 6601
CLOSING DATE : 08 August 2008

POST 30/66 : **MANAGER: DESKTOP SUPPORT REF 70052642**
 Directorate: Technology Support Services

SALARY : R344 358 - R 398 805 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Bcom (Information Technology), Bsc (Computer) or related Information Technology qualification. At least three years experience in desktop support. Some experience in volume driven processing centre environment will be an advantage. Person Profile Business acumen, Analytical, results quality management, innovation continuous improvement, problem solving, decision making, customer management, negotiation.

DUTIES : To manage all desktop support services. Manage desktop support application support services. Manage desktop technology support services. Management of information..

ENQUIRIES : Rina Van Der Walt, Tel No: (011) 689 6601
CLOSING DATE : 08 August 2008

POST 30/67 : **TEAM LEADER: TRANSVERSAL SUPPORT REF 70052639**
 Directorate: Technical Support Services

SALARY : R344 052 - R398 805 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matriculation or equivalent. MCSE 2000 with experience in managing HIS environments. At least three years participation experience in HIS administration. Some experience in a volume driven processing centre environment will be an advantage. Experience with HIS or SNA in an enterprise environment. At least two years experience in distributed Microsoft SNA or HIS implementations and administration. Experience on Microsoft Exchange 2003 will be an added advantage. Extensive communication skills are key advantage. Person Profile: Business Acumen, Analytical. Decision making. Customer management. Initiative. Result/quality oriented. Problem solving and analysis, Knowledge management. Service delivery innovation, Client orientation and focus. Communication.

DUTIES : Develop HIS SNA standards. Implement and maintain the structure. Assist in the setting of HIS standards through out GPG. Provide HIS advice to the departments and GSSC. Provide HIS advice on file share services and manage administrative tasks for this environment.

ENQUIRIES : Rina Van Der Walt, Tel No: (011) 689-6601
CLOSING DATE : 08 August 2008

<u>POST 30/68</u>	:	<u>DEPUTY MANAGER: ACCOUNTS PAYABLE (2 POSTS) REF NO: 70052660</u> Directorate: Finance
<u>SALARY</u>	:	R344 052 – R398 805 per annum (all inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Completed Tertiary qualification (Diploma/Degree in Accounting/Finance). Sound knowledge of / and experience in Financial operating systems especially BAS and SAP. Public Sector experience will be an added advantage. Sound knowledge of all the pricipits of the PFMA and Treasury Regulations as it applies to Procure to Pay is a definite requirement. Proven Managerial experience, strong people management skills, ability to lead with good communication skills, customer focused, decisive, self driven, analytical problem solving capabilities.
<u>DUTIES</u>	:	Excellent time management skills for self and the team and able to manage and lead a team during change initiatives. To monitor and review overall day – today operations of the Unit, manage customer relations including the service level agreement within the Unit, ensure timeous and effective resolutions of queries and the prevention thereof, compilation of management reports, ensure effective internal controls and compliance to policies, procedures and regulations, manage development of staff, implement projects within the Unit and change management thereof. Performance management of staff.
<u>ENQUIRIES</u>	:	Fanie Hanekom, Tel No: (011) 689 - 6627
<u>CLOSING DATE</u>	:	11 August 2008
<u>NOTE</u>	:	This is a 5 year Performances Based Fixed Term Contract. GSSC is an equal opportunity Employer. All appointments will be made in accordance with the Employment Equity targets of the Department. Preference will be given to Females.
<u>POST 30/69</u>	:	<u>NETWORK ENGINEER (3 POSTS) REF: 70052640</u> Directorate: Technology Support Services
<u>SALARY</u>	:	R174 243 – R210 489 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	CISCO Qualifications – Valid CCNA, studying towards CCNP. At least 2 years experience in LAN and WAN management. Experience in working within budget constraints. Some experience in a volume driven processing centre environment will be an advantage. Person Profile: Business acumen, analytical, results/ quality management, innovation continuous improvement, problem solving, decision making, customer management and negotiation.
<u>DUTIES</u>	:	Manage the local area network and manage the nodes. Manage the wide area network and manage protocol services. Attending to network connectivity issues at remote sites throughout the GPG. Monitor Network performance. Attending to calls logged on the Call Management System (HEAT). Maintaining of Network Patch Rooms housed at the Nodes (WAN Links) and GSSC (LAN links). Quality control on installations. Assisting other engineers and line departments in Network connectivity issues within the GPG. Coordinating and supervision of external cabling vendor on GSSC site. Improve service delivery. LAN and WAN management. Apply maintenance, upgrade and process changes. Communicate changes to upper levels. Report on component, connectivity and functional problems
<u>ENQUIRIES</u>	:	Rina van der Walt, Tel No: (011) 689 - 6601
<u>CLOSING DATE</u>	:	08 August 2008
<u>POST 30/70</u>	:	<u>PRACTITIONER: DEBT ADMINISTRATION (4 POSTS) REF NO: 70052661</u> Directorate: Finance
<u>SALARY</u>	:	R94 326 – R109 515 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric or equivalent, 3 year diploma or degree in Accounting. Debt Collection or legal collection experience will be advantageous. Computer systems experience: BAS, Ms Word, Excel & Outlook. Excellent communication, telephone & negotiation skills; Ability to plan, organize & priorities work. Customer focused, results/targets orientation. Ability to analyse and solve problems.
<u>DUTIES</u>	:	Collect and administer the debts owed to all Gauteng Provincial Government Departments. Communicating with all clients, make follow up on debt accounts. Ensuring that the amount owed to the GPG Department is collected within the SLA. Accurately process all the transactions within the SLA. Attending and resolve customer queries. Generating productivity stats and submit weekly reports to the team leaders, contact, check and resolve the queries.
<u>ENQUIRIES</u>	:	Elmarie Venter, Tel No: (011) 689 - 8641

CLOSING DATE : 11 August 2008

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 30/71 : **SPECIALIST/LECTURER REF NO: 70052730**
Directorate: Anaesthesiology

SALARY : R391 026 per annum (all inclusive package)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : MBChB & MMed (Anaes) or FCA or equivalent registration as a specialist with the Health Professions Council of South Africa.

DUTIES : Teaching and training duties at under and post graduate level and including medical interns and medical officers. Provisioning of clinical services to Pretoria Academic Hospital and its referring hospitals. Consultancy work as allocated and participation in the departments' outreach programmes and research activities.

ENQUIRIES : Prof. J.L.A. Rantloane, Tel No: (012) 354- 1510
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 08 August 2008

POST 30/72 : **DEPUTY DIRECTOR: HIV/AIDS FINANCIAL CONTROL REF NO: 70052755**
Directorate: HAST

SALARY : R344 052 – 398 805 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : 3-year post matric diploma or degree. Code 8 driver's licence. Computer literate. Thorough knowledge of the Basic Accounting System (BAS), Public Finance Management Act (PFMA), Act 1 of 1999, the Treasury Regulations and the annual Division of Revenue Act (DoRA).

DUTIES : The incumbent must manage and control the HIV/AIDS allocations to the Department. Ensure compliance with monthly, quarterly and annual PFMA and DoRA reporting on the HIV/AIDS allocations. Expenditure monitoring and analysis of the HIV/AIDS conditional grant and special project allocations of all Health institutions and districts. Prepare monthly and ad-hoc financial reports for senior management. Provide a financial support service to all Gauteng health facilities regarding the HIV/AIDS budget. Supervise, support and train subordinates. Ensure DoRA stock and ARV registers are kept accurately.

ENQUIRIES : Dr. D.V Moloi, Tel No: (011) 355 - 3384
CLOSING DATE : 08 August 200

POST 30/73 : **DEPUTY DIRECTOR: EMERGENCY CARE SERVICES (COURSE CO-ORDINATOR) REF NO: 70052728**
Directorate: Professional Development and Training

SALARY : R 344 052 per annum (all inclusive package)
CENTRE : Lebone College of Emergency Care, Pretoria
REQUIREMENTS : National Diploma AET / EMC or higher qualification in EMC with a minimum of 2 years post qualification experience. Current registration with the Health Professions Council of South Africa (HPCSA). Training and Management experience will be advantageous. Valid driver 08 driver's licence with PDP. Qualification as assessor, facilitator, mentor and / or moderator is advantageous. Computer literacy in MS Word, Excel and Power Point is essential.

DUTIES : Understand and work within the EMS Educations, Training and Development environment of South Africa. Understand the Legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skill Development Act, Employment Equity Act, Further Education and Training Act and key legislation. Ensure that all aspects of the course are aligned with HPCSA

Regulations. Operations Management: Co-ordination of all theoretical and practical components of the course. Management of the quality assurance of all aspects of the courses. Liaison and communication with various stakeholders of the College, including HPCSA and Local Government and Co-ordination of experiential learning phase of the course. Must be willing to work with learners on road shifts and inspect / oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned to HPCSA Regulations and sound educational practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the Collage. Oversee community based training. Submission of annual and quarterly reports to the Principal Participating in drafting of operational and business plans for the College. Human Resources Management: Management of all College staff involved on the course. Good communication and leadership skills. Responsible for performance management and development of sub-ordinates. Must be familiar with Legislation & Regulations governing Human Resources in the Public Service. Finance Management: Must be familiar with the Public Finance Management Act, Treasury Regulations, Management of assets used for course. Any other duties as may be required from time to time by the Principal.

**ENQUIRIES
FOR ATTENTION
CLOSING DATE**

: Mr. L.A. Malotana, Tel No: (012) 356-8003
: Ms. Victoria Skosana
: 04 August 2008

POST 30/74

: **PROFESSIONAL NURSE REF NO: 70052731**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R235 659 per annum (plus benefits)
: Pretoria Academic Hospital
: Registration with S.A.N.C. as Registered Nurse. Min of 9 years experience as PN, 5 years must be appropriate / recognisable experience after obtaining 1 year post basic qualification in Oncology Nursing.

DUTIES

: Co-ordination of optimal, holistic, specialized nursing care, utilizing a cost effective approach. Promote the Principles of Batho Pele in health care delivery. Ensure availability of human and material resources. Set standards and norms of the unit. Promote and maintain accreditation requirements. Engage in teaching and research. Ensure that customer care services are in place. Implement strategies to prevent medico legal hazards. Provision of effective support to Nursing Service.

**ENQUIRIES
FOR ATTENTION
CLOSING DATE**

: Ms. S. Motau, Tel No: (012) 354- 4686
: Ms. Victoria Skosana
: 08 August 2008

POST 30/75

: **MIDDLE MANAGER REF NO: 70052650**
Directorate: Administration

**SALARY
CENTRE
REQUIREMENTS**

: R217 482 per annum (plus benefits)
: Tshwane District Hospital
: Appropriate degree/National diploma in Public Administration a 3 years experience in management is desirable. Sound understanding of Public Sector, policies and public hospital Acts, leadership, analytical, interpersonal relationship, good communication skills and computer literacy. Valid driver's licence, prior experience in hospital environment is essential.

DUTIES

: Responsible for the overall management of the administration and support the department in compliance with the relevant legislation for Total Quality Management. Ensure that performance and development of staff members is monitored and evaluated. Maintain sound financial, budgeting and procurement in terms of PFMA. Responsible for HR AND Facility sections. Promote the Vision, Mission and objective of the hospital in line with Gauteng Health Department. Ensure systems are in place for the continues maintenance of the hospital. Assist the CEO with the management of the hospital budget. Also assist the CEO with the preparation of documents, reports and statistics. Promote sound labour relations, planning and budget for special programmes/projects.

**ENQUIRIES
FOR ATTENTION
CLOSING DATE**

: Ms O.I.Ubogu, Tel No: (012) 354-5602
: Ms. Victoria Skosana
: 11 August 2008

<u>POST 30/76</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> <u>REF NO: 70052735</u> Directorate: Ekuruleni Sedibeng Health Region
<u>SALARY</u>	:	R 174 243 per annum (plus benefits).
<u>CENTRE</u>	:	Germiston Hospital
<u>REQUIREMENTS</u>	:	An applicable tertiary qualification in Finance or Supply Chain Management with at least three (3) years relevant experience or Grade 12 coupled with at least ten (10) years relevant experience. Knowledge of Public Finance Management Act (PFMA) and other relevant legislations, Supply chain, Management of delegation(prescripts) Provisioning Administration, Stores, Procurement directives and procedures. The incumbent must have computer, problem solving skills, conflict resolution and analytical thinking Experience in BAS.SAP,PAAB and BAUD will be an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for the following sections: Revenue, (Procurement store) Expenditure and Finance Department. Responsible for budget preparation and monitoring of expenditure of departments including cost centres. Responsible for the Hospital budgeting processes. Provide an efficient supply chain management services. Manage resource in the department, including personnel management, financial reporting in accordance with GAAP. Respond to queries from Auditor-General and legislature. General supervision, management and training of staff.
<u>ENQUIRIES</u>	:	Mr. MN. Gumbi, Tel No: (011) 345-1285
<u>FOR ATTENTION</u>	:	M. Diane Samuels
<u>CLOSING DATE</u>	:	8 August 2008
<u>POST 30/77</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: 70052736</u> Directorate: Ekuruleni Sedibeng Health Region
<u>SALARY</u>	:	R174 243 per annum (plus benefits).
<u>CENTRE</u>	:	Germiston Hospital
<u>REQUIREMENTS</u>	:	3 year diploma / degree in HR Management or Grade 10 or 12 with 10 year experience in HR and 3 years experience as HR supervisor. Knowledge of all legislation within HR framework Computer skills. Problem solving interpersonal relations conflict resolution and analytical thinking. Sound knowledge of PERSAL.
<u>DUTIES</u>	:	Must have skills/ be competent in following HR recruitment and selection, Training and development of staff. Employee wellness Programme, Labour Management, Occupational Health and Safety, Co-ordination of PMDS, knowledge of financial management system. Management and control of HR budget. Management and control of staff establishment Ensure policy development in HR Proper interpretation of policies. Provide leadership and guidance co-ordinate project respond to audit queries and compile reports.
<u>ENQUIRIES</u>	:	Mr. MN. Gumbi, Tel No: (011) 345 1285
<u>FOR ATTENTION</u>	:	M. Diane Samuels
<u>CLOSING DATE</u>	:	8 August 2008
<u>POST 30/78</u>	:	<u>MIDDLE MANAGER: LOGISTICS REF NO: 70052785</u> Directorate: Logistics
<u>SALARY</u>	:	R174 246 – 210 489 per annum (all inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Standard 10 (Grade 12) certificate. 5 years in the Public Sector and 3 years supervisory experience. An appropriate/ relevant degree/ diploma will be an advantage. Computer literacy (Ms Word, Ms Excel). Knowledge and understanding of PFMA Act, OHS act. National Building Regulations and Procurement Policies. Sound communication, interpersonal, leadership and organizational skills. Knowledge, understanding and implementation of practices, regulations and acts that governs administration support. Logistic experience will be an advantage.
<u>DUTIES</u>	:	Ensure formation of programmes/ projects and implementation thereof. Manage the budget and adhere to human resource, procurement and financial acts and regulations. Manage facility management, transport, garden and pest control and other logistic duties. Liaise with the Department of Public Works, Roads and Transport. Initiate and advice on the compilation of business plan and budget process. Prepare and submit monthly progress and status report to the Management. Evaluation, training and development of personnel. Perform all legal duties that may be suggested by management.
<u>ENQUIRIES</u>	:	Mr. B. Kgadimane, Tel: (011) 933 8313

CLOSING DATE : 14 August 2008

POST 30/79 : **CHIEF COMMUNITY LIAISON OFFICER (CONDOM OFFICER) REF NO: 70052756**
Directorate: HAST

SALARY : R145 920 – 169 410 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Diploma in health related science or relevant experience. Verbal and non verbal communication skills. Computer literacy. Valid driver's licence. Experience in condom management / LMIS will be an added advantage.

DUTIES : Monitoring of condoms through the Logistics Management Information System (LMIS). Ensure procurement of both male & female condoms. Ensure availability & constant supply of condoms to public facilities & all primary sites. Ensure implementation of policy guidelines on condom storage & management. Monitor condom courier services to non-traditional outlets (spaza shops, taverns, etc). Assess monthly distribution figures, investigate & take appropriate action where there is decrease in condom distribution rate. Collaborate with NDoH on condom distribution issues. Ensure that all primary sites & courier services submit monthly reports. Provide training for health care providers / workers & other stakeholders on LMIS. Collaborate with health promoters, government & non-governmental departments, private & other sectors in condom distribution. Conduct monitoring & evaluation & give support to all sites. Compile monthly, quarterly & annual condom distribution reports.

ENQUIRIES : Mrs. Nomvula Nyandeni, Tel No: (011) 355 - 3421
CLOSING DATE : 08 August 2008

POST 30/80 : **FINANCIAL OFFICER REF NO: 70052757**
Directorate: HAST

SALARY : R145 920 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : An appropriate three year diploma /degree in Finance plus relevant experience. Thorough knowledge of the Public Finance Management Act (Act 1 of 1999), Treasury Regulations, Annual Division of Revenue Act (DoRA) and Basic Accounting System. Must be computer literate and have excellent verbal and written communication skills, Code 8 driver's licence.

DUTIES : Provide support to programme managers regarding budget and expenditure. Monitor and ensure appropriate expenditure is allocated correctly on BAS. Assist with the compilation and submission of financial reports to relevant stakeholders, NDoH and financial management. Assist with the compilation and submission of the Business Plan to the NDoH. Monitor compliance by institutions with PFMA and DoRA regarding budgetary and expenditure issues. Assist with the compilation and submission of the budget to NDoH and financial management.

ENQUIRIES : Mr T V Madi, Tel No: (011) 355 - 3003
CLOSING DATE : 08 August 2008

POST 30/82 : **COMPUTER TECHNOLOGIST REF NO: 70052737**
Directorate: ICT

SALARY : R145 920 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Grade 12 with National Diploma or IT qualification, A+, N+. Drivers license compulsory. Experience in Medicom, BAS, PERSAL, Citrix, SAP, Microsoft packages and the helpdesk environment will be a preference. Good communication and planning skills also required as well as a good attendance profile.

DUTIES : The successful candidate will be expected: to provide user support for computer hardware and software installation, maintenance and upgrading. Network troubleshooting and support. Support operational systems perform routine back-up for all the available servers. The appointee will be expected to perform standby and after hour duties.

ENQUIRIES : Mr. C. Boshoff, Tel No: (012) 354-2478
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 08 August 2008

POST 30/83 : **CHIEF ACCOUNTING CLERK REF NO: 70052732**
Directorate: Finance

SALARY : R117 501 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Grade 12 certificate. Medicom. PERSAL and BAS.
DUTIES : Supervision of revenue section. Ensuring the optimal general of revenue. Compilation of Annexure "F" on monthly basis as well as reconciliation of Medicom /BAS and BAS/PERSAL. Experience in work flow of the Main Cashier. Writing of submission in order to write off bad debt. Good communication skills. Experience in the correct billing of patients of patients on the Medicom system with special emphasis to the Road Accident Fund patients as well as Workmans Compensation and other government entities.
ENQUIRIES : S. M. Robertson, Tel No: (012) 354- 1790
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 08 August 2008

POST 30/84 : **SENIOR ACCOUNTING CLERK REF NO: 70052733**
Directorate: Finance

SALARY : R94 326 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Grade 12 certificate. Medicom. PERSAL and BAS.
DUTIES : Billing of patients on the Medicom system. Following up of outstanding medical aid accounts. Writing of submissions regarding write off of bad debt. Good communication skills. Knowledge of Main Cashier. Knowledge of BAS/PERSAL reconciliation.
ENQUIRIES : S. M. Robertson, Tel No: (012) 354- 1790
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 08 August 2008

POST 30/85 : **SENIOR ADMINISTRATION CLERK GRADE III REF NO: 70052758**
Directorate: Management, Leadership & Skills Development

SALARY : R94 326 – 109 515 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Senior certificate or equivalent qualification. Good administrative, communication (both verbal and written) and interpersonal skills. Intermediate to advanced computer skills, telephone etiquette and ability to work under pressure.
DUTIES : General administrative duties. Capture data. Compile relevant reports. Answer telephone calls, proper utilization of fax and photocopier. Maintain efficient electronic and manual filing system. Manage / record incoming and outgoing correspondence. Administrate all procurement processes like ordering of stationery. Organise /provide support for meetings including agenda and minutes. Type documents including reports, memos and letters. Perform other duties as may be required.
ENQUIRIES : Ms. P.J. Bassed, Tel No: (011) 355 - 3039
CLOSING DATE : 08 August 2008

POST 30/86 : **ROAD ACCIDENT FUND OFFICER REF NO: 70052779**
Directorate: Administration and Patient Affairs

SALARY : R94 326 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 certificate, computer literate with 3-4 years experience in Road Accident Fund environment. Good verbal, written communications, interpersonal and computer skills. Knowledge of PAAB/Medicom will be an added advantage.
DUTIES : Manage all RAF functions in the hospital. Ensure that capturing of applications of medical records is done efficiently. Provide effective and efficient service to visitors and callers. Manage the receiving and safe keeping of patients medical records. Provide information, assistance and training to all RAF clerks. Communicating with various stakeholders regarding the completion of official's documentation in accordance with regulation. Apply disciplinary measures in accordance with the policies of RAF. Monitoring, control and maintain accurate personnel records. Supervise and ensure the development of subordinates. Handling of enquiries from SAPS, Attorneys, Doctors and family members.
ENQUIRIES : Ms A. Lewis, Tel No: (012) 354-5964
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 11 August 2008

POST 30/87 : **DATA CAPTURER REF NO: 70052759**
Directorate: Health Information Management

<u>SALARY</u>	:	R76 194 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Matric or post matric qualifications. Computer literacy. Good communication and coordination skills.
<u>DUTIES</u>	:	Maintenance of data bases in the information administration division. Data capturing and validation. Attend to adhoc duties as provided by supervisor. Handle electronic data submission register. Follow up on non submission or queries with facilities.
<u>ENQUIRIES</u>	:	Mr. M.V. Mbelu, Tel No: (011) 298 – 2314 or 082 418 4932
<u>CLOSING DATE</u>	:	08 August 2008
<u>POST 30/88</u>	:	<u>HOUSEHOLD SUPERVISOR REF NO: 70050841</u> Directorate: Administration
<u>SALARY</u>	:	R76 194 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Matric certificate or extensive experience as a Household worker. Good communication and good interpersonal skills, Willingness to work shifts.
<u>DUTIES</u>	:	Maintenance of environment hygiene and ensure coverage of staff. Evaluation of PMDS, leave, overtime and quarterly report, Ensure correct usage of medical and general waste boxes, Monitoring of inventory list or kitchen utensils, checking of linen stock level and stock up. Stocking and controlling of grocery.
<u>ENQUIRIES</u>	:	Ms A. Matsetela, Tel No: (012) 354-5842
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	11 August 2008
<u>NOTE</u>	:	This is a re-advertisement, candidates who applied previously must not re-apply.
<u>POST 30/89</u>	:	<u>HANDYMAN REF NO: 70052776</u> Directorate: Logistical Support
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3-4 years maintenance experience and computer literate. Good verbal and written communication and interpersonal skills. Familiar with public service procedures and processes. Be prepared to work on weekends or overtime.
<u>DUTIES</u>	:	Promote health and safety. Allocate subordinates, control attendant register and compile monthly report. Analyses leave, PMDS and keep statistics. Report defects to Public Works, prepare TW 84, makes follow –ups and sign TW 84 and supervise and ensure the development of subordinates.
<u>ENQUIRIES</u>	:	Ms A. Matsetela, Tel No: (012) 354-5842
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	11 August 2008
<u>POST 30/90</u>	:	<u>WASTE OFFICER REF NO: 70052777</u> Directorate: Logistical Support
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus relevant certificate in waste management and 3-4 years experience and computer literate. Good verbal and written communication and interpersonal and Computer skills. Familiar with public service procedures and processes. Be prepared to work on weekends or overtime.
<u>DUTIES</u>	:	Promote health and safety. Allocate subordinates, control attendant register and compile monthly report. Analyses leave, PMDS and keep statistics. Ensure that Medical and general waste are disposed. Receive and record invoice and delivery notes from Phambili & Tshwane Municipality. Supervise and ensure the development of subordinates
<u>ENQUIRIES</u>	:	Ms A. Matsetela, Tel No: (012) 354-5842
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	11 August 2008
<u>POST 30/91</u>	:	<u>HORTICULTURIST REF.NO:70052778</u> Directorate: Logistical Support
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3-4 years extensive experience in Horticulturist and

	computer literate. Good verbal, written communications and interpersonal skills. Familiar with public service procedures and processes.
<u>DUTIES</u>	: Promote health and safety. Allocate subordinates, control attendant register and compile monthly report. Analyses leave, PMDS and keep statistics. Ensure that there is fumigation, planting and running flowers at the right season. Supervise and ensure the development of subordinates.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	: Ms A. Matsetela, Tel No: (012) 354-5842 : Ms. Victoria Skosana : 11 August 2008
<u>POST 30/92</u>	: <u>ADMINISTRATION CLERK REF NO: 70052679</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY CENTRE REQUIREMENTS</u>	: R64 410 per annum (plus benefits) : Sebokeng Hospital : Grade 12 certificate, Computer literacy, Ability to work under pressure, Prepared to work shifts and night duty, Prepared to work shifts and night duty.
<u>DUTIES</u>	: Data capturing, Interaction with public, clients and patients. Solving patients queries. Cashier service and safekeeping of goods.
<u>ENQUIRIES CLOSING DATE NOTE</u>	: Mrs.A.C. Pienaar, Tel No: (016) 930-3378 : 01 August 2008 : This is an affirmative action initiative and people with disabilities will be accommodated.
<u>POST 30/93</u>	: <u>FINANCE CLERK REF NO: 70052729</u> Directorate: Professional Development and Training
<u>SALARY CENTRE REQUIREMENTS</u>	: R 64 410 per annum (plus benefits) : Lebone College of Emergency Care, Pretoria : Grade 12, with 0-2 years relevant experience in financial environment. Good understanding of PFMA and Treasury Regulations. Knowledge of SAP, BAS and Persal will be an added advantage, Computer Literacy (MS Word, Excel, & Outlook). Good communication skills (written and verbal), Must be able to work under pressure, Disciplinary procedures. Valid drivers' licence will be an added advantage.
<u>DUTIES</u>	: Prepare payments for goods and services rendered to the College. Receive and record invoices in the payment register. Compile payment advice and entity maintenance. Compile journals. Filing all documents and invoices in order and sequence, General office administration and any other duties determined by College Management, Salary, Payroll & Tax administration.
<u>ENQUIRIES CLOSING DATE FOR ATTENTION</u>	: Ms. S.P. Joubert, Tel No: (012) 356-8000 : 08 August 2008 : Ms Victoria Skosana
<u>POST 30/94</u>	: <u>HOUSEHOLD REF NO: 70050840</u> Directorate: Administration NB: This is a re-advertisement, candidates who applied previously must not re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	: R47 787 per annum (plus benefits) : Tshwane District Hospital : ABET qualification, good communication skills and relevant experience. Willingness to work shifts.
<u>DUTIES</u>	: Ensure maintenance of general cleanliness of the wards. Bring food, tea and water for patients. Monitoring and checking of linen stock levels. Ensure collection and returning of trolleys to the main kitchen. Report defects to the works department.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	: Ms A. Matsetela, Tel No: (012) 354-5842 : Ms. Victoria Skosana : 11 August 2008
<u>POST 30/95</u>	: <u>CLEANER (5 POSTS) REF NO: 70052784</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R47 787 per annum (plus benefits) : Chris Hani Baragwanath Hospital/ Surgical Division : ABET level 3 or equivalent qualification. Ability to read and write. Must be prepared to work under pressure. Must have good interpersonal skills. Must be prepared to work shifts which includes fixed, after hours, night duty and public holidays.

<u>DUTIES</u>	:	Cleaning daily in accordance to hygiene standards. Sweep and mop the floors daily and when there is a need, scrub floor and polish as required. Clean toilets at least twice a day and whenever they are in a mess. Refill paper towels and toilet papers as delegated by the unit manager. Clean walls and windows as delegated. Sign checklist after cleaning ablution block.
<u>ENQUIRIES</u>	:	Mr. M.K. Mbewu, Tel No: (011) 933 - 8676
<u>CLOSING DATE</u>	:	14 August 2008
<u>POST 30/96</u>	:	<u>ADMINISTRATION CLERK REF NO: 70052680</u> Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R47 787 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Grade10/ Abet 4 (Numeracy and Literacy). Ability to read and write and be familiar with the alphabet. Basic computer literacy. Prepared to work shifts and night duty.
<u>DUTIES</u>	:	Data capturing, Collection of files from different offices, Extensive filing on daily basis.
<u>ENQUIRIES</u>	:	Mrs. A.C. Pienaar, Tel No: (016) 930-3378
<u>CLOSING DATE</u>	:	01 August 2008
<u>NOTE</u>	:	This is an affirmative action initiative and people with disabilities will be accommodated.
<u>POST 30/97</u>	:	<u>PROPERTY CARETAKER (GARDEN/GROUNDS) REF NO: 70052681</u>
<u>SALARY</u>	:	R42 663- 47 787 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Employed by Gauteng Department of Health. Good physical condition. Ability to read, write and communicate.
<u>DUTIES</u>	:	Regular maintaining of gardens and grounds. Assistance with moving of furniture between offices if necessary. Using equipment e.g. lawnmowers, tractor, etc and reporting repairs and maintenance needed. Perform cleaning service during winter months and in summer whenever weather conditions prevents work in the gardens.
<u>ENQUIRIES</u>	:	Mr. J.J Muller, Tel No: (016) 930-3154
<u>CLOSING DATE</u>	:	01 August 2008
<u>POST 30/98</u>	:	<u>CLEANER (22 POSTS) REF NO: 70052683</u>
<u>SALARY</u>	:	R42 663- 47 787 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Employed by Gauteng Department of Health. Ability to read, write and communicate. Good physical condition and able to do manual labour. Must work shifts.
<u>DUTIES</u>	:	Perform cleaning services of a routine nature by utilizing a variety of cleaning aids and equipment
<u>ENQUIRIES</u>	:	Mrs. M. Oeschger, Tel No: (016) 930-3366
<u>CLOSING DATE</u>	:	01 August 2008

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

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed 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 30/99** : **SENIOR PROJECT COORDINATOR (REF. NO P 168/2008)**
- SALARY** : R217 482 per annum
- CENTRE** : Regional Office: Empangeni
- REQUIREMENTS** : *A minimum of 4 years' Civil Engineering degree along with registration or eligibility for registration as a Professional Technologist in Engineering. *A minimum of 5 years proven experience. *A valid Code B driver's licence. Knowledge, Skills, Training and Competencies Required: *Specialised knowledge of engineering materials required in the building and design of road structures. * Computers literacy. * Planning and organising. * Norms and standards. * Construction and maintenance of roads. * Financial matters-measurements, checking invoices. * Project management, design-roads, pavement and structures. *Analytical thinking interpersonal relations, facilitation, numeric skills. * Record keeping and filing, report writing, public speaking, chairing meetings. * Tender documents and tendering procedures, schedule of tender report / adjudication. * Innovation, organisation, management, leadership. * Computer literacy. * Innovative thinker, receptive to suggestions and ideas. * Logical, responsible, team builder
- DUTIES** : *Provide specialist advice with regard to technical services to internal staff and contractors. * Execute business plans in connection with the Region's requirements with regard to reseal, rehabilitation and reconstruction of road and structures. * Prepare and manage contractors to stay contracts to stay within budget. * Ensure the capturing of all relevant information on the Project Information Management's system for management / record purposes. * Manage the resources within the component. *
- ENQUIRIES** : Mr LXX Mtambo Tel. No: 035-7871442
- FOR ATTENTION** : Ms N Khanyile
- CLOSING DATE** : 04 August 2008
- POST 30/100** : **CHIEF INDUSTRIAL TECHNICIAN: GROUND SURVEY (REF. NO P 169/2008)**
- Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
- SALARY** : R145 920 per annum
- CENTRE** : Cost Centre, Newcastle

REQUIREMENTS

- : *Degree / National Diploma in Survey; plus a minimum of 3 years appropriate experience in a Survey field; plus a valid driver's license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of the Land Survey Act (8 of 1997) and Regulations as well as all amendments. *Knowledge of Technical Manual for Highways (TMH11) and specifications supplied by technical experts. *Knowledge of Professional and Technical Surveyors Act regarding registration and training requirements of all students. *Knowledge of geometric design specifications. *Knowledge of environmental legislation. *Communication (written and verbal), leadership and research skills. *Computer literacy.

DUTIES

- : *Manage resources within the component. *Supervise volume calculations for construction of roads and quarries. *Plan mapping services for construction and rehabilitation projects, local road projects, road structures and quarries for the cost centre and its consultants. *Manage road logging requirements and quarries, provincial road declarations and de-declarations, district road networks and information maintenance, access and encroachment applications and control. *Manage Global Positioning Systems services. *Compile cadastral information.

ENQUIRIES

- : Mr L Buthelezi Tel. No: 034 – 638 4000

FOR ATTENTION

- : Mrs S McCarthy

CLOSING DATE

- : 08 August 2008

NOTE

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

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

APPLICATIONS : Human Resource Management, Kimberley Hospital Complex, Private bag X5021, Kimberley, 8300

FOR ATTENTION : Mr EK Mokgosi

CLOSING DATE : 8 August 2008

NOTE : Applications must be submitted on Z.83 form obtainable from any public service department, and should be accompanied by certified copies of qualifications and proof of registration. Please forward your application, stating the reference number and the post for which you apply, to the under mentioned address: All applicants please note that should written notification not be received within six (6) weeks of the closing date of post/s, it can be assumed that short listing, interviews and appointment/s have already been carried out.

OTHER POSTS

POST 30/101 : **CHIEF PERSONNEL OFFICER: REF NO: HEALTH/KHC 223**

SALARY : R145 920 per annum

CENTRE : Kimberley Hospital Complex

REQUIREMENTS : The successful candidate must have a three-year tertiary qualification in human resource management or matric coupled with a minimum of ten years experience. Knowledge of the job evaluation system, PERSAL system, performance management, labour relations act, employment equity act, public service act and regulations. The following will be recommended: good interpersonal liaison and communication skills (written and verbal). A good understanding of PERSAL administration.

DUTIES : The successful candidate will be responsible for the following: manage and maintain a personnel information system and supervise staff who works on PERSAL on a daily basis. Authorize /approve PERSAL transaction i.e appointments, promotion, transfers and translations. Drafting and submitting weekly and monthly reports on recruitment and selection to manager. Assist human resource development in identifying training needs relating to PERSAL. Ensure maximum level of confidentiality in the office. Assist in the co-ordination, development and implementation of human resource management policies within the complex. Provide information, guidance, assistance and training to managers and other relevant stakeholders. Rendering support and guidance in the recruitment and selection of staff. Ensure human resource management policies are implemented. Any other duties or responsibilities incidental thereto

ENQUIRIES : Mr. EK Mokgosi Tel: (053) 802 2213

POST 30/102 : **PRINCIPAL PERSONNEL OFFICERS (X3 POSTS) HEALTH/KHC 224 HUMAN RESOURCE ADMINISTRATION**

SALARY : R117 501 per annum

CENTRE : Kimberley Hospital Complex

REQUIREMENTS : Three-year tertiary qualification or grade 12 or equivalent plus 10 years experience: knowledge of human resource management policies and practices. Job Evaluation system, persal system. Procurement directives and procedures. Employment equity act, public service act and regulations. The following will be recommended: good interpersonal, liaison and communication skills (written and verbal).

DUTIES : The successful candidate will have the following responsibilities / duties: Assist in the co- ordination, research, improvement and implementation of human resource management policies and practices within the complex. Provide information, guidance and assistance to managers and other relevant stakeholders. Rendering support in recruitment and selection of personnel. Manage and administer a system for leave administration (applications, entitlements, audits, incapacity, medical boarding). Check and ensure persal transactions are captured correctly. Approve persal transactions daily. Applying and interpreting of regulations and other legislative frameworks around leave. Incapacity leave, eight week sick leave rule, medical boarding, long service awards and other related basic conditions of service. Any other duties or responsibilities incidental thereto

ENQUIRIES : Mr. EK Mokgosi Tel: (053) 802 2213

<u>POST 30/103</u>	:	<u>ADMINISTRATION CLERK GR II X 4 REF NO: HEALTH/KHC 225 HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Kimberley Hospital Complex
<u>REQUIREMENTS</u>	:	The successful candidate must comply with the following requirements: Must be in possession of a grade 12 certificate, PERSOAL system will be added as an advantage and knowledge of the public service regulations. Computer literacy. The ability to collect and present data/statistics, present data graphically and interpret data. Able to demonstrate planning organization and execution skills. The ability to demonstrate work speed, correctness, quality and drive. The ability to plan and prioritise work in accordance with the core business of the unit.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: He/she must have the ability to skillfully interact with employees on all levels, manage and co-ordinate the office effectively and to co-ordinate meetings with all related units. Logistical arrangements for interviews of candidates. Typing, processing and distribution of information documents. Deal directly with clients by requesting / proving information, keep and maintain all human resource related regulations acts or any other documents. Monitor budget level by collecting data. Function as a team leader or assist with supervision of general clerical responsibilities at lower levels, Any other duties incidental thereto.
<u>ENQUIRIES</u>	:	Mr. EK Mokgosi Tel: (053) 802 2213
<u>POST 30/104</u>	:	<u>REGISTRY CLERK (HUMAN RESOURCE ADMINISTRATION) HEALTH/KHC 226</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Kimberley Hospital Complex
<u>REQUIREMENTS</u>	:	The successful candidate must have a grade 12 qualifications or equivalent certificate. Applicants must have excellent communication and interpersonal skills. Computer literacy, experience in record keeping and filing will add as an advantage.
<u>DUTIES</u>	:	the successful candidate will be responsible for the following: Record keeping of all documentation processed and received. Updating and safekeeping of the filing system to ensure easy access to information. Provide a registry service to the staff and management of Kimberley hospital complex in line with the requirements and procedures of the national archives acts. Opening and dispatching of post, postal articles, maintain files, distribute circulars, minutes etc. Ensure confidentiality of document in term of the national archives act.
<u>ENQUIRIES</u>	:	Mr. EK Mokgosi Tel: (053) 802 2213

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE, CONSERVATION & ENVIRONMENT
The Department of Agriculture, Conservation and Environment is committed to the achievement of diversity and equity in employment.

<u>APPLICATIONS</u>	:	The Director : Human Resource Management, Department of Agriculture, Conservation and Environment, Private Bag X2039, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms KJ Kgokong
<u>CLOSING DATE</u>	:	22 August 2008
<u>NOTE</u>	:	Applications must be submitted on the prescribed form Z83 (Fully completed) obtainable from any Public Service office and should be accompanied by certified copies of qualification and a CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Note : Short-listed candidates will be subjected to security clearance. Faxed and late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. If no correspondence is received within three months of closing date, kindly consider your application had been unsuccessful. The successful candidate to be appointed in the post will be expected to sign a performance agreement with the Executing Authority. Female candidates are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 30/105</u>	:	<u>DIRECTOR: COMMUNICATION</u>
<u>SALARY</u>	:	R540 429 per annum (all inclusive remuneration package)
<u>CENTRE</u>	:	Mafikeng (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree or equivalent qualification * Experience in the field of communication (media liaison, press release, conferences, marketing and branding) * Strategic leadership, financial management, programme and project management, change management, knowledge management and service delivery * Innovation, problem solving and analysis * People management and empowerment * Client orientation and customer focus * Communication, honesty and integrity * Computer literacy * Excellent organizational, public speaking, verbal and written communication skills
<u>DUTIES</u>	:	Manage the Directorate Communication * Design, plan and implement the communication strategy and ensure its consistency with COMTASK report and the National Communication Strategy * Liaise with the Government Communication and Information System (GCIS) and Provincial Departments * Maintain close and healthy relations with electronic media and regularly update them on departmental matters * Develop and manage the production of internal and external publications of the department * Manage the marketing, branding and corporate image of the department * Serve as a spokesperson of the department as duly delegated
<u>ENQUIRIES</u>	:	Masedi Ramerafe, Tel : (018) 389 5062

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

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

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

MANAGEMENT ECHELON

POST 30/106 : **CHIEF SPECIALIST/SECOND PROFESSOR OF ANAESTHESIA**

SALARY : Remuneration package: R635 874 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary. A commuted overtime allowance will also be payable (subject to the signing of a contract).

CENTRE : Groote Schuur Hospital/University of Cape Town
REQUIREMENTS : Applications are awaited from persons who are registered with the Health Professions Council of South Africa as Specialist Anaesthesiologist plus: Extensive post graduate experience in clinical anaesthesia. Established record in teaching at both under- and postgraduate levels. Established research record. Established management, leadership and administrative skills. The following will serve as a recommendation: Experience in departmental management. Note: This is a full-time position and the successful candidate will be appointed on Provincial conditions of service, with a joint appointment with the University of Cape Town under the terms of the joint agreement between the Provincial Government of the Western Cape and the University of Cape Town. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. Applicants may be subjected to a competency assessment test.

DUTIES : This is a Senior position in the Department and the responsibilities will primarily revolve around the following: To provide leadership in clinical service and departmental administration for both Groote Schuur Hospital and the Department of Health. To ensure provision of and provide outreach and support services to other hospitals within the Western Cape Department of Health. To conduct teaching and research activities in the Faculty of Health Sciences. To act as support for the Head of Department of Anaesthesia. To contribute to clinical and academic governance in the department, and beyond as required. To provide Human Resource and financial management support. The purpose of this post is: To provide strong leadership in and management of the Department of Anaesthesia and to provide anaesthetic consultations to George Hospital, New Somerset Hospital, Mowbray Maternity Hospital, Victoria and GF Jooste Hospitals, as required by the head of the department. To provide strong clinical leadership in anaesthesia across the platform for the Department of Health and to provide academic leadership for the University of Cape Town, as directed by the head of the department.

ENQUIRIES : Prof MFM James, tel. no. (021) 406-6143.

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

FOR ATTENTION : Mr RA Merton
CLOSING DATE : 8 August 2008

OTHER POSTS

POST 30/107 : **MANAGER: PERFORMANCE MANAGEMENT**
 Directorate: Human Resource Management

SALARY : Remuneration package: R344 052 per annum (a portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town
REQUIREMENTS : An appropriate 3 year degree or equivalent qualification plus extensive appropriate experience in performance management. Supervisory experience. Valid driver's licence and willing to travel to institutions within the Department of Health on a constant basis. Recommendations: Sound knowledge of PMDS and SPMS. Creative and analytical skills. Presentation skills. High level written and

	verbal communication skills. Computer skills (Excel, PowerPoint, MS Office), Ability to work independently. Ability to deal with conflict. Note: It will be expected from candidates to do a practical test and presentation.
<u>DUTIES</u>	: Responsible for the overall implementation and maintenance of the Performance Management System within the Department of Health which will amongst others include the following: Co-ordinate and maintain existing policy with regard to Performance Management and ensure compliance. Co-ordinate, research, develop and consult new policy with regard to Performance Management. Develop and establish performance measures to guide Performance Management. Conduct audits on the application of Performance Management in the Department. Co-ordinate and provide training on all aspects of Performance Management. Facilitate the development of organisational Performance Management. Co-ordinate and manage all administrative processes with regard to the application of the Performance Management System and other special reward systems. Manage grievances with regard to Performance Management and represent the Department during Conciliation and Arbitration processes. Implementation of Performance Management Information Systems (PERMIS) within the Department.
<u>ENQUIRIES</u>	: Mr HC Herbert, tel. no. (021) 483-4029.
<u>APPLICATIONS</u>	: The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	: Mr RA Merton
<u>CLOSING DATE</u>	: 8 August 2008
<u>POST 30/108</u>	: <u>PRINCIPAL COMMUNICATION OFFICER (2 POSTS)</u> Directorate: Communication Services (Stationed At Karl Bremer Hospital, Bellville)
<u>SALARY</u>	: R145 920 per annum.
<u>CENTRE</u>	: Post A: Emergency Medical Services (1 post) Post B: Associated Psychiatric and TB Hospitals (1 post)
<u>REQUIREMENTS</u>	: B-degree or National Diploma (or equivalent qualification in communication, media studies, publishing, the Arts or Commerce). Appropriate experience. Recommendations: Valid driver's licence. The ability to work independently. Operational management capability. Well-developed writing and editing skills in English, Afrikaans or Xhosa. Strong interpersonal skills. Understanding of how the media works. Analytical and problem-solving abilities. Strong attention to detail. Sound organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Internet, e-mail and desktop programmes i.e. MS Publisher, Adobe In-design, etc). Note: Candidates must please indicate clearly for which institution they are applying. If applying for both institutions then a separate application must be completed for each post.
<u>DUTIES</u>	: Compiling of research, co-ordination, editing and production of communication material. Handling of all queries from the general public. Media liaison (handling of media queries, writing of media releases, media monitoring and evaluation). Advertising and marketing. Communication with all staff involved when there is a special event. Maintaining the Website and the Intranet Sites and regularly updating the news page. Drafting of website input. Answering of Website queries. Identifying interesting and positive stories for the media. Scanning daily newspapers for health related news.
<u>ENQUIRIES</u>	: Mr M van der Heever, tel. no. (021) 483-3716.
<u>APPLICATIONS</u>	: The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<u>FOR ATTENTION</u>	: Mr RA Merton
<u>CLOSING DATE</u>	: 8 August 2008
<u>POST 30/109</u>	: <u>CLINICAL PSYCHOLOGIST/LECTURER</u> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<u>SALARY</u>	: R145 920 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<u>CENTRE</u>	: Lentegeur Hospital, Mitchell's Plain
<u>REQUIREMENTS</u>	: Registration with the Health Professional Council of South Africa as Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. Appropriate experience of under- and postgraduate teaching in the health sciences. The following will serve as recommendations: Fluency in at least two of the three official languages of the Western Cape. Advanced experience or a tertiary qualification in adolescent intervention.

<u>DUTIES</u>	:	Provision of optimal psychology services in the Admissions Unit. Participate in the training of intern clinical psychologists and other health professionals. Participation in academic activities (teaching and research) at the associated universities, and engage in ongoing professional development. Provide a support service to the Senior Clinical Psychologist and the Principal Clinical Psychologist.
<u>ENQUIRIES</u>	:	Ms L Stanton, tel. no. (021) 370-1445.
<u>APPLICATIONS</u>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms B Hermes
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 30/110</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 (CLINICAL TRAINING CO-ORDINATOR: PRIMARY HEALTH CARE)</u> (Cape Winelands District)
<u>SALARY</u>	:	Grade 1: R177 318 (PN-B1) per annum. Grade 2: R218 082 (PN-B2) per annum.
<u>CENTRE</u>	:	Cape Winelands Regional Office
<u>REQUIREMENTS</u>	:	Grade 1 and 2: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Post-basic qualification with duration of at least 1 year in Health Assessment, Diagnosis, Treatment and Care, accredited with the South African Nursing Council i.e. R48 (or in the process of upgrading). Computer literacy in MS Office package. Valid driver's licence. Registration with the South African Nursing Council as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Recommendations: Extensive knowledge and experience in the Primary Health Care field of practice. Relevant knowledge, skills and experience in training and practical accompaniment. Good presentation and demonstration skills. Registration as an assessor and/moderator in the health field. Experience in the preparation of accreditation documentation. Experience in the presentation of training. Knowledge of the Skills Development Act, Skills Development Strategy and Policies and practices related to Skills Development. Sound interpersonal skills. The ability to organise work according to specific time schedules. The ability to use relevant computer applications and do calculations.
<u>DUTIES</u>	:	Training needs analysis of health science professionals and health workers. Planning and co-ordinating clinical training programmes and maintenance of competence interventions of health personnel. Presentation, facilitation and co-ordination of formal and in-service clinical training programmes. Clinical placement, mentoring and coaching of learners. Monitoring, evaluation and reporting on health/clinical training and skills development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development.
<u>ENQUIRIES</u>	:	Ms L Reichert, tel. no. (023) 348-8113.
<u>APPLICATIONS</u>	:	The Director: Boland/Overberg Region, Private Bag X3079, Worcester, 6849.
<u>FOR ATTENTION</u>	:	Ms MM Janse van Rensburg
<u>CLOSING DATE</u>	:	14 August 2008
<u>POST 30/111</u>	:	<u>ADMINISTRATIVE OFFICER (INFORMATION SYSTEM STATISTICS)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Senior (or equivalent) Certificate plus extensive appropriate experience in a statistical environment within the Health Care sector. The following will serve as recommendations: Excellent interpersonal, communication and organisational skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Ability to work under pressure. Good team building skills within and outside the statistics section and the Information Management Division. Client and task orientated. Sound knowledge of the functions and duties of PAWC (Provincial Administration of the Western Cape). Extensive knowledge of computer programmes such as MS Word, PowerPoint, Excel, Access, Clinicom, Impromptu, Powerplay, report

	building and e-mail. Ability to educate and impart knowledge and skills effectively.
<u>DUTIES</u>	: Supervision, control and co-ordination of all activities in the Statistics Section, as well as guidance, training and assistance to subordinates and management. Collect, collate and capture hospital statistics from various hospital information systems. Develop key performance indicators for managers to manage their clinical and administrative areas effectively and efficiently. Supply ad hoc statistical reports. Quality control of data input. Liaise and meet regularly with counter positions at other academic hospitals Liaise closely with heads of department regarding clinical indicators. Attend management meetings. Training of staff regarding relevant hospital information systems.
<u>ENQUIRIES</u>	: Ms S Fredericks, tel.no. (021) 685-5282
<u>APPLICATIONS</u>	: The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION</u>	: Ms C Bulak
<u>CLOSING DATE</u>	: 15 August 2008
<u>POST 30/112</u>	: <u>SENIOR ADMINISTRATION CLERK</u> (Chief Directorate: Metro District Health Services)
<u>SALARY</u>	: R64 410 per annum
<u>CENTRE</u>	: Elsies River Community Health Centre
<u>REQUIREMENTS</u>	: Senior (or equivalent) Certificate. Computer literacy (MS Windows, Word and Excel). The following will serve as recommendations: The ability to work effectively in a team. Good interpersonal and communication skills. The ability to accept accountability and responsibility and to work independently and under supervision. The ability to work under pressure. Knowledge of record keeping procedures.
<u>DUTIES</u>	: Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Completion of registration, accounts in respect of arrear hospital and transport fees. Collation of patient statistics. Switchboard operating. Maintaining appointment system, making appointments for patients at tertiary hospital. Perform relief duties where required, night duty/weekends.
<u>ENQUIRIES</u>	: Mr AE Patientia, tel.no (021) 931-0211
<u>APPLICATIONS</u>	: The Director: Metro District Health Services, Private Bag X7, Woodstock, 7915
<u>FOR ATTENTION</u>	: Mr G Barry
<u>CLOSING DATE</u>	: 21 August 2008

UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA (USAASA)

USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups. The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act of 2005.

- APPLICATIONS** : Please e-mail: davidr@usaasa.org.za or tshepiso@usaasa.org.za or fax to (011) 564-1629- Deliver to Block No. 21 – Thornhill Office Park – 94 Bekker Road – Midrand.
- FOR ATTENTION** : Mr SD Rangateng (Senior Personnel Officer)
- CLOSING DATE** : 08 August 2008
- NOTE** : Applicants who do not receive a reply within 14 days of the closing date, should consider their application is unsuccessful.

OTHER POSTS

- POST 30/113** : **INTERNAL AUDIT SPECIALIST REF NO: 3/1/4/1 (F)**

- SALARY** : R202 287 (plus benefits) per annum
- CENTRE** : Midrand
- REQUIREMENTS** : Qualification: B.Com or Diploma in Internal Auditing, Certified Internal Auditor (CIA) Qualification will be an advantage. Experience: 4 years Internal Audit experience, Having knowledge and application of IT Audit (e.g. CAATS, IT Applications and General Controls Review) will be advantageous. Knowledge: IIA Standards, Internal Audit Methodology. Skills: Oral and written communication, Computer, Assignment management, Team work, Risk Assessment, Audit Techniques

- DUTIES** : Key Performance areas: Reporting to the Manager: Internal Audit, the successful candidate will assume the following responsibilities: To plan, execute and report on internal audit projects, to provide reasonable assurance to the Agency regarding the adequacy and/or effectiveness of risk management, control and governance systems. Assist the Manager: Internal Audit in performing annual risk assessment activities (development and execution of the three-year rolling plan and annual audit plan). Planning of the audit assignment, Assignment of Administration, Assignment of Quality Assurance, Execute Audit Assignments, Design of Computer Audit Assisted Techniques, Customer Relations Management.

- ENQUIRIES** : Mr. David Rangateng (011) 564 1600

- POST 30/114** : **REGISTRY CLERK REF NO: 3/1/4/1 (E)**
The successful candidate will report to the Human Resources Division

- SALARY** : R94 326 (plus benefits) per annum.
- CENTRE** : Midrand
- REQUIREMENTS** : An applicant must be in possession of a grade 12 qualification PLUS the following key competencies: *Proven knowledge, experience and Understanding of the functions of registry. Computer literate, Ms Word and Ms Excel – send and receiving of faxes. *Skills: Good organising skills. Good computer skills. Good interpersonal skills, Problem solving skills. * Communication: Good verbal and written communication skills. *Creativity: Innovative and creative thinking will be an added advantage.

- DUTIES** : Key responsibilities: Responsible for the overall management of the registry function by ensuring that the file index is up to date. Taking care of the distribution of files, circulars and updating of distribution list. *Filing postal articles on files, dispatching post, receiving incoming post/mail, open and sorting thereof and dispatch of outgoing mail, safe custody and protection of records. *Document management of the Agency in compliance with the National Archive Act.

- ENQUIRIES** : Mr David Rangateng (011) 564 1600