



DATE OF ISSUE: 01 AUGUST 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 31 OF 2008

1. Introduction

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the redeployment of employees who are in excess.
- 1.2 As regards the latter issue, Departments/Provincial Administrations and Components are called upon to give preference in the filling of vacancies, to absorb employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should be forwarded to the Department/Provincial Administration/ Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the Department/Provincial Administration / Component where the vacancy exists.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the closing date referred to below will not be accepted.
- 2.5 Considering the aim of this circular (see paragraph 1.1 above), advertisements contained herein are **meant for the attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case a vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising Department/Provincial Administration / Component).

3. Directions to Departments/Provincial Administrations/Components

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 Special attempts must be made to ensure that excess employees are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4. Directions to Departments/Provincial Administrations/Components in which vacancies exist

- 4.1 In respect of vacancies that have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. The advertisements of such vacancies should state that it is intended to promote representativeness through the filing of the vacancy and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.
- 4.2 The selection of candidates should be done with due regard to the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **01 SEPTEMBER 2008**

AMENDMENT : **Provincial Administration: Gauteng Department of Health:** Kindly note that the post for Environmental Health Practitioner/Officer Ref No: 70052254, the Closing Date has been extended to 18 August 2008.

INDEX

NATIONAL DEPARTMENTS

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE	A	03 – 10
DEFENCE	B	11 – 14
ENVIRONMENTAL AFFAIRS AND TOURISM	C	15 – 16
HEALTH	D	17 - 23
HOME AFFAIRS	E	24 – 33
HOUSING	F	34 – 36
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	37 – 41
MINERALS AND ENERGY	H	42 – 43
NATIONAL PROSECUTING AUTHORITY	I	44 – 46
NATIONAL TREASURY	J	47 – 49
OFFICE OF THE PUBLIC SERVICE COMMISSION	K	50 – 51
TRANSPORT	L	52
WATER AFFAIRS AND FORESTRY	M	53 – 75

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	N	76 – 96
FREE STATE	O	97 – 102
GAUTENG	P	103 – 109
KWAZULU NATAL	Q	110 – 112
MPUMALANGA	R	113 – 115
WESTERN CAPE	S	116 – 122

GENERAL

	ANNEXURE	PAGES
UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA	T	123

DEPARTMENT OF AGRICULTURE

APPLICATIONS : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10

FOR ATTENTION : URS Response Handling

CLOSING DATE : 15 August 2008

NOTE : It is the Departments intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on form Z 83, obtainable from any Public Service department or on the internet at www.gov.za/documents and should be accompanied by a recent updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a certified copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

POST 31/01 : **REGISTRAR (REF 324/2008)**
Directorate: Plant Production
This is a re-advertisement of Ref. No: 54/2008. Candidates who previously applied must re-apply.

SALARY : All inclusive package of R407 745 per annum

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must be in possession of B.Sc. Agric or B.Agric. Hons/ B.Tech / B.Sc. Hons or B.Inst. Agrar Degree with Agronomy, Horticulture, Plant Production or Botany as major subject (you are required to furnish a copy of the academic transcript). Relevant and extensive experience and knowledge of propagation and breeding of various horticultural and agronomic crops. Ability to interpret requirements and provisions of legislation, policies and other issues relating to Plant Improvement Act, 1976 (Act No.53 of 1976) and other related legislation. Good knowledge and understanding of plant production in S.A. Policy formulation and legislation development skills. Good communication skills (written and verbal). High level of planning, implementation, monitoring and evaluation skills. Good interpersonal skills and networking skills. Computer literacy (MS Word, Excel, Access and PowerPoint). The ability to compile documents such as submissions, letters, reports, recommendations and other line function documentation independently. A valid Code B driver's license and ability to drive.

DUTIES : The incumbent will be responsible for the administration of the Plant Improvement Act, 1976 (Act No. 53 of 1976) to ensure compliance in terms of the quality, varietal purity and orderly trade of plants and propagating material declared in terms of the Act. Establishment and monitoring of certification schemes for plants and propagating material. The development and review of legislation, policies, guidelines, norms and standards for plant improvement. Liaise with industry and key stakeholders on issues relating to the Plant Improvement Act, 1976. Provide comprehensive advisory services on regulatory matters and other related issues. Participation in the activities of the national, regional and international organisations as it relates to plant improvement. Manage the Sub-directorate: Regulatory with regard to finance, human resources, assets and organisational performance.

ENQUIRIES : Mr. Thabo Ramashala; Tel No. 012-319-6079

<u>POST 31/02</u>	:	<u>ASSISTANT DIRECTOR: PLANT HEALTH PROMOTION (REF 337/2008)</u> Directorate: Plant Health
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate Bachelors Degree in natural science or Science Communication (you are required to furnish a copy of the transcript). An innovative self-starter with excellent interpersonal relations in a collaborative environment who is able to lead a team responsible for developing sound media relations and managing knowledge /information on Phytosanitary matters as well as orientation of personnel with respect to the mandate and functions of Directorate Plant Health as a key part of the national protection organisation. Appropriate management experience especially regarding personnel, strategic planning and achievement of organisational objectives. Relevant experience with regard to multimedia promotion and awareness campaigns, road shows, exhibitions, as well as communication of scientific information to a diverse range of clients and stakeholders; experience in Public Relations will be an advantage. Proven research-, writing-, and verbal communication skills in order to develop and produce high-level technical information- and promotional materials in line with the department's corporate identity. Good knowledge of and experience in matters related to publication of scientific articles in leading magazines, as well as the production of manuals and other technical publications. Proven computer literacy including MS Outlook, MS Word, MS PowerPoint, MS Excel as well as Web applications and Web information management. Knowledge of the World Trade Organisation and the International Plant Protection Convention, specifically the application of Phytosanitary measures in world trade. Willingness to travel, often at short notice. A code EB driver's license.
<u>DUTIES</u>	:	The incumbent's responsibilities will be to develop, coordinate and execute plant health promotion programmes and awareness campaigns with regard to the prevention and control of plant pests in order to protect agriculture and promote bio-security in South Africa. Provide support in managing the generic administrative processes (budget, personnel, and infrastructure). Develop information and awareness materials regarding plant health matters, including high-level scientific/technical reports, articles, lay publications, technical reports and presentations. Facilitate the publication process of scientific article, manuals and other materials relating to Phytosanitary matters. Maintain the official website for the National Plant Protection Organisation. Brief personnel and clients on the mandate and role of the Directorate Plant Health. Maintain plant health information materials and develop access to scientific materials such as libraries, journals etc. Represent the Directorate/department on relevant agricultural and other forums.
<u>ENQUIRIES</u>	:	Mr. N. Africander, Tel No: 021-809-1625
<u>POST 31/03</u>	:	<u>INFORMATION SECURITY SYSTEM SPECIALIST (REF 344/2008)</u> Directorate: Security Services
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three years National Diploma or Degree in information systems or relevant qualification and/or relevant National Intelligence Agency (NIA) Security Management Course with relevant experience in security management in the field of security (preferable in a government environment), information security management experience in electronic communication security management as well as a clear understanding of Information Security System (ISS) environment. Knowledge of the Minimum Information Security Standard (MISS) and other relevant applicable security directives, legislations and regulations. Cryptographic knowledge. Ability to communicate effectively on all levels, report writing and presentation skills. Information system research IT investigations, technical skills and ISS/IT security. Policy formulation skills. Detection, analytical thinking, decision making and computer literacy. Must have high standards or proposed level of achievement. A valid Code EB driver's license.
<u>DUTIES</u>	:	The incumbent's responsibility will be to Develop and maintain information system security (ISS) policies, standard and procedures in compliance to the Minimum Information Security Standard (MISS), ISO 17799 and relevant legislation on information system security and information technology security and information management environment and evaluate the impact it will have and develop strategies to have corrective measure in place. Carry out environmental assessment to ensure physical security of information assets. Monitor and evaluate Information and Communication Technology (ICT)

software and systems such as virus protection, patches, vulnerability scanning, firewalls, intrusion detection, access control, cryptography etc. to check whether security measures on communication security equipment. Develop and implement a disaster recovery plan for electronic information systems. Review regularly the access rights to ensure compliance to the information security system policy and procedure. Conduct investigations of information security violations/breaches. Develop and ensure maintenance. Identify owners of data entities to ensure maintenance of integrity Conduct audits and inspection of offices throughout the country. Liaise with other security agencies (e.g. COMSEC and SACSA) on matters related to information security service.

ENQUIRIES : Ms. N. Tshetlo; Tel No. 012-319-7904
NOTE : The success candidate will be subjected to a positive security clearance.

POST 31/04 : **ASSISTANT DIRECTOR: INFORMATION SECURITY (REF 345/2008)**
 Directorate: Security Services

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must be in possession of a three year qualification in security management or equivalent qualification and/or extensive practical experience on financial environment. Thorough knowledge of Public Financial Management Act, 1999, Treasury regulations and prescripts with regard to procurement and auxiliary services. Understanding of vetting process, security risk investigations of which three classifications process, security risk investigations. Knowledge of Minimum Information Security Standards (MISS) and other relevant and applicable legislation and regulations. Good leadership report and managerial skills. Ability to communicate effectively on all levels, report writing and presentation skills, relationship and conflict management skills.

DUTIES : The incumbent will be responsible for managing and monitoring of the budget within the Directorate Security Services. Administering of reports regarding the financial statement as required. Maintaining a full effective internal control function that includes the auditing of all financial documents as well as safeguarding of all financial documentation for audit purposes. Develop and maintain document security and vetting guidelines in the department based on Minimum Information Security Standards (MISS). Conduct effective investigations of information security violations/ breaches.

ENQUIRIES : Ms. N. Tshetlo; Tel No. 012-319-7904
NOTE : The success candidate will be subjected to a positive security clearance.

POST 31/05 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 325/2008)**
 Directorate: Agricultural Product Inspection Services

SALARY : R174 243 per annum
CENTRE : Orta (JHB)
REQUIREMENTS : The successful candidate must be in possession of an appropriate three year Diploma in Agriculture or B.Sc. Degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as compulsory subjects and/or a three year National Diploma in Agriculture or B.Sc. Degree in Animal Health with Animal Diseases as a major subject (you are required to furnish a copy of the transcript). Relevant experience of at least three years in one of the related fields is required. A valid code EB driver's license are required. Good communication skills will be required and basic computer knowledge and experience will be essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/she must also be prepared to do shift work at the airport.

DUTIES : The incumbent will be responsible to conduct inspections, sampling and other necessary function, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act 1983 (Act 36 of 1983), Animal Diseases Act 1984 (Act 35 of 1984), Meat Safety Act 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976, Liquor Product Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act 1997 (Act 15 of 1997), Agricultural Product Standard Act, 1990 (Act 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 46 of 1947), and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents etc. as well as writing reports. Inventory control is also part of responsibility. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated

		goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of X-ray machines.
<u>ENQUIRIES</u>	:	Ms. G. Smith; Tel. No. 012-319-6161
<u>POST 31/06</u>	:	<u>CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 335/2008)</u> Directorate: Agricultural Product Inspection Services This is a re-advertisement of Ref. No: 521/2007. Candidates who previously applied must re-apply.
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Stellenbosch
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate National Diploma or B.Sc. Degree in Agriculture with one of the following subjects as a major: Plant Pathology/ Plant Crop Protection, Entomology, Horticulture, Botany or Plant Genetics (you are required to furnish a copy of the transcript). The candidate must have sufficient applicable technical experience and knowledge of the work fields mentioned under duties below. (Provide proof of employment dates and detail of functions previously executed). Good skills in problem solving, planning, organising, interpersonal relations, conflict handling, communication and basic computer skills in MS Office are essential. Must be in possession of a valid code B driver's license. Knowledge and experience of law enforcement and relevant industries will count in the applicant's favour.
<u>DUTIES</u>	:	The incumbent's main responsibility will be to enforce the Agricultural Pests Act 36 of 1983, the provisions of the International Plant Protection Convention (IPPC) and the Plant Improvement Act 53 of 1976 to ensure that plants and plant products comply with the set phytosanitary and plant improvement requirements. This includes the independent planning and conducting of inspections and the auditing of assignees out in the trade. Inspections include sampling, testing, conducting surveys and enforcing requirements of Control Measures and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will be expected of the successful candidate to do inspections away from his or her station as well as to frequently overnight away from his/her station when necessary. It will be expected of the successful candidate to render services on short notice and after hours at or away from his/her station when necessary. Supervision and training of staff where applicable. Candidate may also be required to do regulatory services pertaining other legislation and international obligations.
<u>ENQUIRIES</u>	:	Mr. F. Moller, Tel. No. 021-809-1634
<u>POST 31/07</u>	:	<u>APPLICATIONS AND DATA MANAGEMENT SPECIALIST (12 MONTHS CONTRACT) (REF 342/2008)</u> Directorate: Research and Technology Development This is a re-advertisement of Ref. No: 200/2008. Candidates who previously applied must re-apply
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a relevant three year qualification, B.Sc. Degree or National Diploma in Biological or Agricultural Sciences. Experience in Project Management, research environment and/or Information Communication Technology will be an added advantage.
<u>DUTIES</u>	:	The incumbent's responsibility will be to provide database support to the Directorate for managing research projects, specifically with the overall functioning of PSNext system. Assist with overall administering, installation, troubleshooting, maintenance and customisation of reports, for the PSNext system and ensure regular back-ups of project information. Liaise with relevant clients and stakeholder to ensure the effective functioning of the project management system. Support the research project manager with managing the projects, uploading and updating and verifying information on the system, and generation of accurate reports. Provide technical support for the PSNext systems to Directorate for effective management of projects. Maintain accurate records, and render any other related services as determined by employer.
<u>ENQUIRIES</u>	:	Dr. M. Jugmohan; Tel No. 012-319-6056

<u>POST 31/08</u>	:	<u>INFORMATION OFFICER (REF 341/2008)</u> Directorate: Bio-Safety This is a re-advertisement of Ref. No: 231/2008. Candidates who previously applied must re-apply
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a B.Sc. Degree or equivalent qualification in Agricultural or Biological Sciences. Major subjects in either of the following: Biotechnology, molecular biology, genetics, microbiology (you are required to furnish a credit certificate and/or statement of results). Basic knowledge and relevant experience in the principles of biotechnology and genetic modification. Ability to interpret and communicate requirements and provisions of legislation, policies and other issues relating to bio-safety, including the Genetically Modified Organisms Act, 1997. Good communication skills (written and verbal). Information management. Ability to work independently and under pressure. Computer literacy in MS Office software. Good presentation and facilitation skills. Administration and organising skills. Good report writing skills. A valid code B driver's license and the ability to drive (submit proof).
<u>DUTIES</u>	:	The incumbent's responsibility will be to facilitate information disbursement internally and externally through public exhibitions, information packages, presentations, workshops etc on policies and legislation such as the GMO Act, 1997 and the International Bio-Safety Protocols. Compilation and/or improvement of technically correct, user friendly, targeted, concise and effective promotional material, manuals and departmental reports on bio safety. Facilitate the updated and accessibility of information on the Department of Agriculture's website as it relates to the GMO Act, 1997 and other bio safety related issues. Develop and ensure effective flow of information through communication strategies that promote positive relations with internal and external stakeholders. Monitoring and follow up of scientific literature, media clippings and other publications in terms of biotechnology and bio safety. Attend to generic administrative processes as required within the Directorate Bio-Safety.
<u>ENQUIRIES</u>	:	Ms. C. Arendse; Tel No. 012-319-6199
<u>POST 31/09</u>	:	<u>SENIOR AGRICULTURAL FOOD AND QUARANTINE OFFICER (REF 338/2008)</u> Directorate: Plant Health
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three-year Degree or Diploma with Nematology and/or Entomology as subject. Three years working experience in laboratory environment. Experience in detection and identification of nematodes. Experience in the field of molecular biology an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for the Identification of nematodes. Assist with identifications of insects and mites. Assist with advice and recommendations regarding the field of Nematology. Inspection of imported plant material and plant products upon arrival. Assist with inspection of plants maintained in quarantine facilities. Update of information systems (records, reference cultures and specimens). Document and update working procedures. Drafting of reports. Optimisation of new diagnostic techniques and procedures. Evaluation and supervision of employees. Assist with identification of training needs. Plan and supervise activities to operate according to Good Laboratory Practices. Drafting of reports (monthly, personnel). Assist with auditing of pest free areas. Assist with surveys. Assist with eradication programs for exotic organisms. Assist with maintenance of a quality management system.
<u>ENQUIRIES</u>	:	Mr. N. Africander; Tel. No.021-809-1625
<u>POST 31/10</u>	:	<u>SENIOR AGRICULTURAL FOOD AND QUARANTINE OFFICER (REF 339/2008)</u> Directorate: Plant Health
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Stellenbosch
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three year Degree or Diploma in Microbiology and/or Plant Pathology. Appropriate working experience in the field of Plant Pathology. Experience in detection and identification of bacteria, media preparation. Experience in the field of molecular biology.

<u>DUTIES</u>	:	The incumbent will be responsible for identification and the performing of isolations to detect bacteria. Inspection of imported plant material and plant products upon arrival. Inspection of local plant material and plant products destined for export and for national certification purposes. Inspection of plants maintained in quarantine facilities. Maintenance of apparatus and equipment. Maintenance of reference material and cultures. Maintenance of record keeping systems, re: information and procedures, samples received and results. Maintenance of indicator plants. Maintenance of chemical list. Optimising and implementation of new diagnostic techniques and procedures. Drafting of reports. Plan, supervise and organise diagnostic activities in Bacteriology Laboratories and Greenhouses to operate according to Good Laboratory Practices. Supervision and evaluation of employees. Assist with auditing of pest free areas. Assist with surveys for export programs regarding bacteria. Assist with eradication programs for exotic diseases. Assist with maintenance of a quality management system. Responsible for inventory control.
<u>ENQUIRIES</u>	:	Mr. N. Africander; Tel No. 021-809-1625
<u>POST 31/11</u>	:	<u>BUSINESS DEVELOPER (REF 336/2008)</u> Directorate: Business and Entrepreneurial Development
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three-year tertiary qualification and/or an Honours Degree in Economics, Agribusiness, Agricultural Business/ Business Economics, B.Com entrepreneurship or equivalent related qualification with extensive relevant experience. The following are required: Any certificate in Black Economic empowerment, strong presentation skills, A good knowledge and understanding of business management principles and policy options, Business communication with verbal and written capabilities, Comprehensive computer literacy, Organisational skills, Analytical skills, Interpersonal skills, Strong work ethics and A valid driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for: Analysis of AgriBEE Initiatives, industries and market trends in line with BBBEE empowerment indicators, Assessment of empowerment status in terms of the empowerment AgriBEE scorecard, Environmental scanning through research with information analysts for possible solutions to encounter act challenges AgriBEE projects. Relationship management with sector customers through advisory consultants, progress monitoring and regular visitation and reporting. Report writing on AgriBEE projects' analysis, challenges encountered, empowerment status and participation of members from designated groups (youth women, people with disabilities and farm workers) recommending possible solutions for decision making regarding interventions.
<u>ENQUIRIES</u>	:	Mr. Rudolph Abercrombie and Mr. Patrick Nemabubuni, Tel No: 012-319-8145/8148
<u>POST 31/12</u>	:	<u>SENIOR AGRICULTURAL PRODUCT TECHNICIAN (REF 333/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three-year National Diploma or B-degree or equivalent qualification with at least one of the following major subjects: Chemistry/ Analytical chemistry, experience in chromatographic instrumental analysis techniques (e.g. Gas and Liquid Chromatographs) for determining pesticides (agrochemical) residues in agricultural products of plant origin. Experience in maintenance & troubleshooting Chromatographic Instruments (both Gas & Liquid). Knowledge of the ISO 17025 accreditation system, its implementation & maintenance. Furthermore an experience in method development & validation is also required. Applicants should be computer literate and have experience of MS Office software. A valid Code B driver's license is essential or should be obtained within six months after appointment (the Department will assist in this regard).
<u>DUTIES</u>	:	The incumbent will be responsible for routine analysis of pesticides (agrochemical) residues in agricultural products of plant origin as required by the Agricultural Products Standards Act, using chromatographic analysis techniques e.g. Gas Chromatography & High Performance Liquid Chromatography. Further responsibilities will include: instrument maintenance & calibration; development, validation and implementation of new methods of analysis, implementation & maintenance of the laboratory Quality system in compliance with the ISO 17025 standard. Other responsibilities include

		training of personnel, procurement of goods and services, asset control and health & safety assessments.
<u>ENQUIRIES</u>	:	Mr. D. Maphutha; Tel. No. 012-319-6126
<u>POST 31/13</u>	:	<u>ANIMAL HEALTH TECHNICIAN (REF 326/2008)</u> Directorate: Veterinary Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Piet Retief
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three-year National Diploma in Animal Health or equivalent qualification with Animal Diseases as main subject. Sufficient and appropriate experience/knowledge of at least one year in the field as Animal Health Technician. Valid driver's license is essential. Be registered with South African Veterinary Council as an Animal Health Technician. Ability to liaise constructively with local farmers and local communities play an important role in this position. Reliability and ability to work and plan independently.
<u>DUTIES</u>	:	The incumbent will be responsible to Establish Animal Health norms and standards on the Swaziland animal diseases control border fence. Maintain an extended efficient fence control system. Liaise with provincial veterinary officials, SAPS, farmers as well as cross border farmers and security forces. Supervise employees (Tradesman Aid) and assist with the maintenance and repair of the fences. Report back to the Office of the Director: Veterinary Services on work related activities.
<u>ENQUIRIES</u>	:	Mr. E.J. Shawe; Tel. No. 012-319-7410
<u>NOTE</u>	:	Given the location and type of job, that is repairing and maintaining the fences, patrolling and clearing roads along Swaziland border, camping alone in the field for at least three weeks a month (safety for females is not guaranteed), travelling long distances and being away from home for long periods, this post is highly recommended for male persons. Female applications however not excluded. Accommodation will be at the expense of the successful candidate. This is a re-advertisement of Ref. No: 172/2008. Candidates who previously applied must re-apply.
<u>POST 31/14</u>	:	<u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 327/2008)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Ortia (JHB)
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three year Diploma in Agriculture or B.Sc. Degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as compulsory subjects and/or a three year National Diploma in Agriculture or B.Sc. Degree in Animal Health with Animal Diseases as a major subject (you are required to furnish a copy of the academic transcript). Relevant experience in one of the related fields is required. A valid code EB driver's license are required. Good communication skills will be required and basic computer knowledge and experience will be essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/she must also be prepared to do shift work at the airport.
<u>DUTIES</u>	:	The incumbent will be responsible to conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act 1983 (Act 36 of 1983), Animal Diseases Act 1984 (Act 35 of 1984), Meat Safety Act 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976, Liquor Product Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act 1997 (Act 15 of 1997), Agricultural Product Standard Act, 1990 (Act 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 46 of 1947), and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents etc. as well as writing reports. Inventory control is also part of their responsibility. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of X-ray machines.
<u>ENQUIRIES</u>	:	Ms. G. Smit, Tel. No. 012-319-6161

<u>POST 31/15</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER (REF 328/2008)</u> Directorate: Supply Chain Management This is a re-advertisement of Ref. No: 526/2007. Candidates who previously applied must re-apply.
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a Grade 12 certificate. Appropriate experience in tender/bid administration is essential. Good verbal and written communication skills.
<u>DUTIES</u>	:	The incumbent's main responsibility will be managing tasks relating to the duties in the Tender Receipt Office. Advertising of bids. Critical evaluation of bids and the compiling of submissions to the Bid Committee. Manage the invitation and evaluation of quotations and maintain supplier database. Contract administration. Compile monthly procurement reports. Supervising and development of subordinates.
<u>ENQUIRIES</u>	:	Ms. N.L. Mokoena Tel. No. 012-319-7233
<u>POST 31/16</u>	:	<u>PRINCIPAL COMMUNICATION OFFICER (REF 329/2008)</u> Directorate: Agricultural Information Services
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three year Degree / Diploma in Journalism. Experience in photography (photojournalism). Driver's license. Familiar with Media Monitoring.
<u>DUTIES</u>	:	The incumbent will be responsible for writing, covering events and stories. Taking photographs. Occasionally work closely with the departmental photographer. Do Media Monitoring and Analysis. Media Relations including drafting and issuing Press Releases.
<u>ENQUIRIES</u>	:	Tumi Taunyane; Tel. No. 012-319-6623
<u>NOTE</u>	:	Preferences will be given to persons exposed to or with experience in photojournalism.

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 31/17 : **CHIEF DIRECTOR (IN THE OFFICE OF THE SECRETARY FOR DEFENCE)**

SALARY : R635 874 per annum total package

CENTRE : Office of the Secretary for Defence, Pretoria

REQUIREMENTS : 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 chaired 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 : Ms A.E. Bellingan, Tel: (012) 392 2500

APPLICATIONS : Department of Defence, D HR Acquisition, Private Bag X281, Pretoria, 0001

CLOSING DATE : 11 August 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 31/18 : **DIRECTOR PERFORMANCE MONITORING AND CONTROL**

SALARY : R502 725 per annum total package

CENTRE : Defence Policy, Strategy and Planning. Strategic Management, Defence Head Quarters, Pretoria

REQUIREMENTS : 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.

- DUTIES** : 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.
- ENQUIRIES** : Dr T. Gamede, Tel: (012) 355 6223 or 355 5987
- APPLICATIONS** : Department of Defence, D HR Acquisition, Private Bag X281, Pretoria, 0001
- CLOSING DATE** : 11 August 2008 (Applications received after the closing date and faxed applications will not be considered).
- NOTE** : 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.

OTHER POSTS

- POST 31/19** : **DEPUTY DIRECTOR (MANAGEMENT & RENEWAL SERVICES)**
The post is advertised in the DOD and broader Public Service.

- SALARY** : R407 745 per annum
- CENTRE** : Directorate HR Division Staff (Management & Renewal Services), Pretoria.
- REQUIREMENTS** : Degree/National diploma (NQF Level 5 – 6) preferable. Certificate in Management Services, EQUATE Job Grading and Course in Facilitation (Essential). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organisational-report writing-, strong leadership-, management- and good inter personal relations skills. Must be able to obtain confidential security clearance within a year.

- DUTIES** : Direct, orchestrate and oversee the Management and Renewal Services within the HR Division. Co-ordinate and monitor the Job Evaluation function. Provide inputs to Management and Renewal Services policies, standards and working procedures. Assess organisational performance. Manage Organisational development, including facilitation and business process.

- ENQUIRIES** : Lt Col K. Xaba, Tel: (012) 355 5559
- APPLICATIONS** : Department of Defence, Defence HQ, Director HR Divisional Staffs, Private Bag X161, Pretoria, 0001.

- CLOSING DATE** : 01 September 2008, (Applications received after the closing date and faxed copies will not be considered).

- POST 31/20** : **CHIEF INDUSTRIAL PSYCHOLOGIST**
The post is advertised in the DOD and broader Public Service

- SALARY** : R344 052 per annum
- CENTRE** : SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
- REQUIREMENTS** : 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.

- DUTIES** : 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.

- ENQUIRIES** : Lt Col Albert Meyer Tel: (012) 319 3161
- APPLICATIONS** : Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031.

CLOSING DATE : 22 August 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 31/21 : **CHIEF CLINICAL PSYCHOLOGIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R217 482 per annum
CENTRE : SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
REQUIREMENTS : 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 experience. Must be able to obtain a confidential security clearance within a year.

DUTIES : 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.

ENQUIRIES : Lt Col Albert Meyer Tel: (012) 319 3161
APPLICATIONS : Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031.

CLOSING DATE : 22 August 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 31/22 : **CHIEF INDUSTRIAL PSYCHOLOGIST (2 X POSTS)**
The post is advertised in the DOD and broader Public Service.

SALARY : R217 482 per annum
CENTRE : SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
REQUIREMENTS : Masters 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 5 year relevant post registration experience. Must be able to obtain a confidential security clearance within a year.

DUTIES : Provide Development and Learning Assessment services at the Assessment Centre. Act as specialist advisor to the SANDF regarding assessments. Provide psychology service at Assessment Centre. Develop SOP's and ensure sound execution by assigned subordinates. Identify requirements in order to execute services at the institution where services are needed. Monitor service standards. Implement corrective measures where necessary.

ENQUIRIES : Lt Col Albert Meyer Tel: (012) 319 3161
APPLICATIONS : Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031.

CLOSING DATE : 22 August 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 31/23 : **CHIEF RESEARCH PSYCHOLOGIST**
The post is advertised in the DOD and broader Public Service.

SALARY : R217 482 per annum
CENTRE : SAMHS, Assessment Centre, Military Psychological Institute, Pretoria.
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Lt Col Albert Meyer Tel: (012) 319 3161
APPLICATIONS : Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031.

CLOSING DATE : 22 August 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 31/24 : **CHIEF INDUSTRIAL PSYCHOLOGIST (2 X POSTS)**
The post is advertised in the DOD and broader Public Service

SALARY : R174 243 per annum
CENTRE : 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>APPLICATIONS</u>	:	Department of Defence, Military Psychological Institute, Private Bag X02, Gezina, 0031.
<u>ENQUIRIES</u>	:	Lt Col Albert Meyer Tel: (012) 319 3161
<u>CLOSING DATE</u>	:	22 August 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 31/25</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 31/26</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).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag 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.

OTHER POSTS

- POST 31/27** : **SENIOR LEGAL ADMINISTRATIVE OFFICER: LEGAL SERVICES (AP99/2008)**

- SALARY** : R219 234 x Prog – R535 287) per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised LLB degree. Supervisory skills and at least eight years post graduate experience in the provision of legal services. The ability to negotiate, litigate and apply any of the ADR mechanisms. Good Knowledge of Constitutional Law, PFMA, PAJA, PAIA, Contract Law, Labour Law, International Law and Environmental Law. Good written and communication skills, Computer literacy.
- DUTIES** : The Senior Legal Administrative Officer will undertake the following specific tasks: Supervise legal work done in the Directorate Corporate Legal Services. Provide general legal support to the Department and Ministry. Draft legal opinions. Draft or vet contracts, international agreements and other legal documents, Provide legal advice on the application or enforcement of legislation. Determine liability and recover departmental losses and debts.
- ENQUIRIES** : Ms V Bendeman Telephone (012) 310 3599
- FOR ATTENTION** : Mr V Blose
- CLOSING DATE** : 15 August 2008

- POST 31/28** : **SENIOR HUMAN RESOURCE PRACTITIONER: JOB EVALUATION & ORGANISATIONAL DEVELOPMENT REF (AP27/2008)**

- SALARY** : R145 920 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year tertiary qualification in Human Resources Management/Organisational Development or equivalent qualification coupled with relevant experience in the Organisational and Work-study or Organisational Development field. A certificate in Organisation and Work-study or Organisational Development will serve as a recommendation. Competencies required: Knowledge of and the ability to interpret Human Resource Management directives and guidelines and specifically job evaluation; Knowledge and skills regarding processes of policy research, analysis and development; Ability to interpret and apply policies through analytical and innovative thinking. Strong communication skills (verbal and written) and project planning. Trained as Job Analyst in the Equate Job Evaluation System with practical experience related to the duties of Job Analyst. Computer literacy is essential (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc). Knowledge of PERSAL and Equate Job Evaluation Systems and Orgplus.
- DUTIES** : The successful applicant will be responsible for the following functions: Conduct organisational development investigation •Conduct job analysis and grading of jobs according to the evaluation system. •Develop and review job descriptions in line with the organisational structure and strategic objectives of the Department• Provide support in the coordination of grading of posts in consultation with other departments• Support the development of internal standards, guidelines and policy matters• Provide administrative related functions to the Organisational Development unit.
- ENQUIRIES** : Mr JJ Jordan Tel: 012 310-3522
- FOR ATTENTION** : Mr V Blose
- CLOSING DATE** : 11 August 2008

<u>NOTE</u>	:	Kindly note that this is a re-advertisement. people who applied previously may not re-apply, their applications will still be considered.
<u>POST 31/28</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER: JOB EVALUATION (REF: (AP101/2008))</u>
<u>SALARY</u>	:	R94 326 per annum (Total package of R146 549 p.a.)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification plus basic knowledge of Public Service Equate Job Evaluation system. Knowledge and understanding of Public Service HR policies, frameworks, legislation and office administration. Applicants should have good interpersonal, communication and organising skills. The successful candidate should also be computer literate (computer packages such as Microsoft Excel, MS Word, GroupWise, Internet etc.) and have good administration and writing / typing skills. Good decision making skills. Willing to work after hours when needed will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Carry out the administrative tasks to support the sub-directorate e.g. arrangement of meetings, responsible for stationary, do filing etc. Execute job evaluation administration processes e.g. updating all databases. Render administrative support services to the Job Evaluation Panel and Unit. Assist with the compilation and review of job descriptions in the department as well as the filing thereof. Provide job evaluation and organisation design information to external and internal customers. Render assistance with regard to: the review and update of JE & JD Policy guideline annually. Compile the annual JE Action Plan Design/redesign of forms Update of structure Calculations of financial implications Maintenance of databases
<u>ENQUIRIES</u>	:	Mr JJ Jordaan Tel: (012) 310 5322
<u>CLOSING DATE</u>	:	18 August 2008
<u>NOTE</u>	:	People with disability are encouraged to apply. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

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 31/29** : **DEPUTY DIRECTOR: WOMEN'S HEALTH (REF NO NDOH 137/2008)**
Cluster: Maternal, Child and Women's Health and Nutrition. Directorate: Women's Health and Genetics
- 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 REQUIREMENTS** : Pretoria.
: *An appropriate recognised three-year Bachelor's degree or equivalent qualification *Candidates who possess a public or community health qualification with experience in reproductive health or diploma in Obstetrics and Gynaecology or who are registered with the Health Professions Council of South Africa or the South African Nursing Council may also apply *Three to five years managerial experience *Knowledge and understanding of and experience in Women's Health Programmes *Knowledge and experience in policy development and implementation *Knowledge of the National Health Act, other Health related Acts and Regulations relating to reproductive health, and the Public Finance Management Act (PFMA) *Co-ordination and organisational skills *Good interpersonal relations *Leadership and supervisory skills *Social mobilisation skills *Good communication skills in English (written and verbal) *Communication skills in at least two other official languages will serve as a strong advantage *Ability to work in a team *Must be prepared to travel extensively and work irregular hours *Good computer literacy *A valid code 08 (Code B) driver's licence.
- DUTIES** : *Policy formulation and guidelines development (in line with RDP, Plan of Action on Sexual and Reproductive Health and Rights [Maputo Plan of Action], Millennium Development Goal Number 5 [MDG 5], CEDAW and ICPD priorities) to improve the women's health programme *Implementation, monitoring and evaluation of women's health programmes or interventions including norms and standards for reproductive health management *Co-ordinate and strengthen human resource development *Liaise and/or collaborate with provincial, national and international organisations *Control and utilise the budget benefit in accordance with departmental priorities.
- ENQUIRIES** : Dr N Khaole at Tel (012) 312-0190.
- CLOSING DATE** : 18 August 2008
- POST 31/30** : **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)

<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*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.
<u>DUTIES</u>	:	*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>	:	18 August 2008
<u>POST 31/31</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH COORDINATION (REF NO NDOH 138/2008)</u> Cluster: Health Information, Evaluation and Research: Directorate: Monitoring and Evaluation (This is a re-advertisement, candidates who previously applied for this post "Ref.No.37816/2" may re-apply if they are still interested).
<u>SALARY</u>	:	R217 482 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A recognised three-year Bachelor's degree or equivalent qualification preferably in Health Sciences. Three years relevant experience in health research, monitoring and evaluation of health programmes. Knowledge in research design and methodologies, data management and epidemiology. Planning, implementation, coordination and management of projects. The incumbent should possess knowledge of basic concepts, principles, theories and applications of monitoring and evaluation, public health, epidemiology, health policy and health finance. Good managerial, communication and presentation skills. Computer literacy. A valid code 08 (Code B) driver's licence will be an added advantage.
<u>DUTIES</u>	:	*Coordinate, manage and plan for the research programme for HIV and AIDS *Ensure implementation of research agenda and questions as set by the plan *Design guidelines for advertising, submission, reviewing and approval of research proposals *Establish mechanisms for registration, review, approval and funding of research *Oversee and keep track of commissioned research *Develop guidelines for communication and publication of research *Plan and coordinate meetings relevant to this work *Prepare reports and briefings on research relevant to this work *Interact with internal and external stakeholders *Compile and write monitoring and evaluation health indicator updates *Respond to information request *Monitor health outputs and outcomes of health

		programmes *Manage reporting systems of various projects, which comprise health systems indicators and indicators for the key programmes in the department *Refine and implement monitoring tools on expenditure, resource allocation and utilisation of health sector *Manage database relevant to the above mentioned work *Assist in providing monitoring and evaluation technical support to the provincial department of health.
<u>ENQUIRIES</u>	:	Mr NH Ntuli Tel (012) 312 0783.
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 31/32</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>	:	18 August 2008
<u>POST 31/33</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT (REF NO NDOH 135/2008)</u> Cluster: Chief Financial Officer. Directorate: Supply Chain Management
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate three-year degree or National Diploma with at least three (3) years experience as Senior Officer in the field of Supply Chain Management, particularly working on the LOGIS system *Experience and thorough understanding of the public sector procurement process *Knowledge of BAS and LOGIS systems *Should have passed LOGIS I *A certificate in LOGIS II will be an added advantage PAS I and PAS II will be an added advantage *Knowledge of the PFMA, Treasury Regulations, PPPFA and Broad Based Black Economic Empowerment Act *Experience as System Controller or Sub-System Controller will be an added advantage *Computer literacy *Good communication skills (written and verbal) *Ability to work under pressure and prepared to work overtime when required *Valid code 08 (Code B) driver's licence will be an added advantage.
<u>DUTIES</u>	:	*Assist the Deputy Director: Logistics Management with the day to day management of the unit *Responsible for approval of Procurement Advices, approve payments, orders and replenish the stores *Verify allocation code *Advice on the correct procedures of Supply Chain *Work closely with the Asset

		Management section on the asset register *Do Balance adjustments on the Logis system *Report on the performance of the unit by verifying each KPI on the Balance Scorecard *Generate LOGIS reports and give advice and instructions *Reconcile LOGIS and BAS reports on a monthly bases *Verify and merge ICN numbers *Report weekly/monthly to the Deputy Director on Logistics Management issues *Give training on Supply Chain Management *Manage the leave register *Manage the appointment of staff.
<u>ENQUIRIES</u>	:	Mr J H Hlelesi at Tel (012) 312-3348.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/34</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT (REF NO NDOH 136/2008)</u> Cluster: Financial Management. Directorate: Supply Chain Management
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate three-year Bachelor's degree or National Diploma *Three (3) to five (5) years knowledge and experience in Supply Chain Management and Asset Management *At least three (3) years experience on the LOGIS System *Sound knowledge of the PPPFA, PFMA, BAS, Treasury Regulations and Supply Chain Management principles *Computer literacy (MS Word, Access and Excel) *Problem solving and organisational skills *Supervisory skills *Good interpersonal relations *Good communication skills (written and verbal) *Numeracy *Ability to provide guidance to sub-ordinates *Ability to work under pressure and prepared to work overtime when required *A valid code 08 (Code B) driver's licence will be an added advantage.
<u>DUTIES</u>	:	*Manage and supervise all staff within the Asset Management unit *Ensure effective control over the safekeeping, utilisation and maintenance of Government owned assets *Update asset register of the department on the Departmental Asset Tracking System and Logis System *Overall management of both LOGIS and Asset Tracking Systems regarding Asset management *Identify and report irregularities and problems *Keep proper record for financial information *Conduct stocktaking (ensure that procedures for periodic batch runs, asset reconciliation stocktaking and other system operations are followed) *Report on losses and surpluses *Populating all required inputs that will assist to finalise the Annual Financial Statement *Enter data into computer or manual registers and continuous maintenance of data *Manage an office based filing system *Count and dispose items and other duties relating to Supply Chain Management and Asset Management *Assist in the acquisition and distribution of goods and services according to specifications *Do calculations, compile statistics, write submissions and handle correspondence pertaining to Supply Chain Management and Asset Management functions.
<u>ENQUIRIES</u>	:	Mr R E Nyalungu at Tel (012) 312-0580.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/35</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH (REF NO NDOH 132/2008)</u> Cluster: Primary Health Care. Directorate: Environmental Health
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	*An appropriate National Diploma in Environmental Health or equivalent qualification *A B-Tech degree will be an added advantage *Registered with the Health Professional Council of South Africa as an Environmental Health Practitioner *At least four years experience working as an Environmental Health Practitioner *Experience in good sanitation promotion, Health and Hygiene Education and Environmental Management (pollution control, water quality management and waste management) *Experience in Policy development in environment health and health *Knowledge of administrative and financial management *Good interpersonal relations *Good communication skills (written and verbal) *Good presentation and training skills *Ability to work in a team *Proven ability to implement projects will be an advantage *Computer literacy *Valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Assist in the development, monitoring and evaluation of draft Environmental Health policies, regulations and their implementation *Assist in the development of norms and standards for Environmental Health Services *Engage with provinces, municipalities, other departments and other stakeholders in the promotion of healthy environments *Assist in sanitation promotion and rolling out of health and hygiene strategy to provinces *Co-ordinate water quality management *Compile Environmental Management Plan reports as required by NEMA *Develop EHIA guidelines, conduct training to provinces and monitor the

		implementation thereof *Visit provinces and support them during outbreaks *Participate in all the committees related to water and sanitation matters.
<u>ENQUIRIES</u>	:	Mr R Loykisoonaal at Tel (012) 312-3256.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/36</u>	:	<u>ASSISTANT DIRECTOR: CARE MANAGEMENT TREATMENT PLAN (REF NO NDOH 142/2008)</u> Cluster: HIV and AIDS and STI: Directorate: HIV and AIDS Care Management Treatment Plan (This is a re-advertisement, candidates who previously applied for this post "Ref. No.35535", must re-apply if they are still interested)
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three-year Bachelor's degree or equivalent qualification in Health related field. Experience and understanding of South African health care system and challenges. Knowledge of policy analysis and development, Knowledge and experience of HIV and AIDS issues, Good supervisory skills, Good supervisory skills. Good communication skills (written and verbal). A valid code 08 (Code B) driver's licence
<u>DUTIES</u>	:	*Assist provinces in identifying emergency problems with regard to the implementation of the comprehensive care, treatment and management plan for persons living with HIV and AIDS *Provide technical and logistical support to resolve identified problems *Facilitate where and when necessary the deployment of resources to assist with implementation *Establish a database of problems, causes, solutions, steps taken to resolving and develop a frame work to inform medium to long term expansion of programme.
<u>ENQUIRIES</u>	:	Dr D Kalombo at Tel. (012)312 0128.
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 31/37</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.
<u>ENQUIRIES</u>	:	Ms N Minty at Tel (012) 312-0845.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/38</u>	:	<u>ADMINISTRATIVE OFFICER (REF NO NDOH 130/2008)</u> Cluster: Pharmaceutical Policy and Planning. Directorate: Pharmaceutical Economic Evaluations (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>	:	R117 501 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate three-year Bachelor's Degree or equivalent qualification *Experience in financial management and provisioning administration

		<p>*Knowledge and experience in human resources management *Knowledge and experience in the application of the Medicines and Related Substances Control Amendment Act, 1997 (Act 90/1997) and the Medicines and Related Substances Control Amendment Act, 2002 (Act 59 of 2002) will be an added advantage</p> <p>*Computer literacy *Supervisory skills *Good planning and organisational skills</p> <p>*Good communication skills (written and verbal) *Valid code 08 (Code B) driver's licence will be an added advantage.</p>
<u>DUTIES</u>	:	<p>*Organise and arrange meetings *Budgetary control *Co-ordinate monthly financial reporting *Drafting of memoranda and letters *Compilation of Director-General/Ministerial submissions as well as responding to Parliamentary questions *Supervision of administrative personnel *Monitor and control travel and subsistence for the Directorate *Develop and train administrative personnel *Co-ordinate human resource activities (leave, training, personnel evaluation) *Assist with procurement processes, particularly procurement and control of IT equipment *Handle secretarial functions for meetings *Liaise with personnel of the Cluster Manager's office *Assist with the improvement of systems related to the Medicine Pricing System (monitoring and implementation of the transparent pricing regulations).</p>
<u>ENQUIRIES</u>	:	Ms Nazrene Khan at Tel (012) 312-0369
<u>CLOSING DATE</u>	:	18 August 2008
<u>NOTE</u>	:	A computer literacy test will be conducted.
<u>POST 31/39</u>	:	<p><u>ADMINISTRATIVE OFFICER (REF NO NDOH 131/2008)</u></p> <p>Cluster: Medicines Regulatory Affairs Directorate: Operations and Administration (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</p>
<u>SALARY</u>	:	R117 501 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>*An appropriate recognised three-year Bachelor's degree or equivalent qualification *Knowledge and experience in Financial and Human Resource management *Knowledge of and experience in the application of the Public Finance Management Act (PFMA), Treasury Regulations and Internal Control procedures *Computer literate (MS Office) *Good communication (written and verbal) and supervisory skills *Good telephone etiquette *Report writing and organisational skills *Ability to work independently and under pressure.</p>
<u>DUTIES</u>	:	<p>*Budget planning in accordance with operational plans *Monitor, control and report on expenditure *Monitor and control all matters relating to procurement on goods and services *Draft memoranda, letters and submissions on financial matters *Co-ordinate all Human Resource related matters (training, control leave forms, prepare E 3 forms, co-ordinate job interviews) for the Directorate *Assist with other administrative duties as requested by the supervisor *Supervise administration clerks in the finance unit of the Directorate.</p>
<u>ENQUIRIES</u>	:	Ms Estelle Taute at Tel (012) 312-3183.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/40</u>	:	<p><u>SENIOR ADMINISTRATION CLERK GRADE III (REF NO NDOH 133/2008)</u></p> <p>Cluster: Primary Health Care. Directorate: Environmental Health (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).</p>
<u>SALARY</u>	:	R94 326 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>*Senior Certificate (Grade 12) or equivalent qualification *At least two years experience in an office environment *Basic understanding of provisioning administration and financial management *Knowledge of office administration *Good interpersonal relations *Good communication skills (written and verbal) *Planning and organisational skills *Minute taking skills *Computer literacy *A valid code 08 (Code B) driver's licence.</p>
<u>DUTIES</u>	:	<p>*Type correspondence, minutes, reports and presentations with graphics and graphs *Compile claims for travelling/accommodation expenditure *Arrange flight and accommodation for officials within the Directorate *Book venues for meetings and arrange refreshments *Build relationships with appropriate stakeholders of the Directorate *Operate standard office equipment (e.g. photocopy machines, fax machines etc) *Handle correspondence, telephonic and written communication with other sections, department and the public in reply to enquiries *Filing *Procurement *Minute taking *Manage the Director's inventory *Assist technical staff members with allocated programmes.</p>
<u>ENQUIRIES</u>	:	Mrs C S Boyiatjis at Tel (012) 312-3261

CLOSING DATE : 18 August 2008

POST 31/41 : **SENIOR SECRETARY GRADE II (REF NO NDOH 134/2008)**
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).

SALARY : R76 194 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : *Senior Certificate (Grade 12) or equivalent qualification *A Secretarial Diploma will be an added advantage *Two (2) to four (4) years experience in rendering office administration and secretarial duties *Knowledge and experience in public service procurement, meeting procedures and government processes and procedures *Computer literacy (MS Word, Excel, PowerPoint, Dock track system/Access, GroupWise) *Good interpersonal relations *Good communication skills (written and verbal) *Good telephone etiquette *Organisational and liaison skills *High level of reliability *Valid code 08 (Code B) driver's licence will be an added advantage.

DUTIES : *Provide a secretarial/receptionist/clerical support to the manager *Receiving phone calls *Manage the Director's diary *Prepare and submit various claims *Operating office equipment *Arrange transport and accommodation arrangements *Arrange meetings, conferences and workshops *Draft routine correspondence *Maintain a good filing system *Procurement of standard items *Keep record of incoming and outgoing correspondence *Receive visitors and provide refreshments *Faxing and photocopying of documents *Remaining up to date with the procurements and processes that apply in the office of the manager.

ENQUIRIES : Ms N Minty at Tel (012) 312-0845
CLOSING DATE : 18 August 2008

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.

- APPLICATIONS** : Forward applications, quoting the relevant reference number, to: The Director General: Department of Home Affairs; Private Bag X114; Pretoria 0001. Alternatively, applications may be hand delivered to the Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Watloo, Silverton. In the even of hand delivery applicants are to sign an application register as proof of their submission.
- FOR ATTENTION** : Ms B Mckue
- CLOSING DATE** : 15 August 2008, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration. No faxes or e-mailed applications will be considered.
- NOTE** : Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management. Application Instructions: Applications must be submitted on the Application for Employment form **(Z.83)** obtainable from any Public Service Department or at www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees (these should be people who recently worked with the applicant), and certified copies of qualifications (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications, to submit evaluated results by the South African Qualification Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. Submit a separate application and documentation for each position. If no contact is made within three (3) months after the closing date of this advertisement, please accept that the application was unsuccessful. Kindly take note that the position of Chief Director: Service Management, Ref No: HRMC E2/08/11, advertised previously with a closing of 1 August 2008, has been withdrawn and re-advertised here under.

MANAGEMENT ECHELON

- POST 31/42** : **SENIOR PROJECT MANAGER (SPECIAL INITIATIVES) REF NO: HRMC H2/08/1**
- SALARY** : An all inclusive salary package of R635 874 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE** : Head Office, Waiitloo, Pretoria
- REQUIREMENTS** : An accredited certification in project management and a degree/diploma in information technology is required with extensive experience in managing information technology projects. Sound knowledge of information technology is required Knowledge of the GITO frameworks, standards and guidelines. Knowledge of e-government imperatives. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential
- DUTIES** : Manage and oversee the implementation of Information Services (IS) special projects/ initiatives within the Department of Home Affairs (DHA) Scope, plan and develop the business case for all relevant IS programmes. Appoint project teams, project managers and establish the project office for approved strategic IS programmes. Coordinate and manage relevant IS projects/programmes within DHA to ensure that projects are implemented to best practice standards, time, quality budget, targets and business requirements. Adhere to Departmental

project management processes, procedures and standards. Ensure effective sourcing, contracting and managing of IS contractors, consultants and vendors. Report regularly on project/programme progress, risks, timelines and budget to sponsors and relevant stakeholders. Motivate and manage the IS project managers to ensure iteration commitments are produced on time, to the appropriate quality and meet the acceptance criteria of sponsors. Facilitate stakeholder meetings including planning, steering committee, and project team meetings to discuss progress, actions, risks and challenges. Take accountability for the budget, resourcing and quality of the delivery of the unit

<u>POST 31/43</u>	:	<u>CHIEF DIRECTOR: SERVICE MANAGEMENT REF NO: HRMC H2/08/2</u>
<u>SALARY</u>	:	An all inclusive salary package of R635 874 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Walthloo, Pretoria A three year degree/diploma in information technology with extensive experience in Service Management or information technology help desk management. Sound knowledge and application of the GITO guidelines and prescripts. Understanding of the Public Finance Management Act and other applicable legislative frameworks. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential
<u>DUTIES</u>	:	Lead, direct and oversee the provision of effective Information Services (IS) service management within the Department of Home Affairs (DHA) Develop the Service Management strategic objectives. Provide strategic guidance and expert advice in terms of information technology support service and asset configuration management within the Department. Ensure alignment with national strategic objectives, policy and standards and best practice. Build partnerships with various stakeholders. Oversee the implementation of Service Management policies, procedures, systems and practices in line with industry standards. Develop and maintain a Service Management framework that includes practices, standards, operating procedures, reporting frameworks and tools. Ensure high level customer service experience is maintained within the Department. Develop and monitor the performance of the Information Service Branch against agreed service level agreements. Provide strategic leadership and direction to the unit Monitor the performance of the unit. Ensure accurate forecasting, budgeting and allocation of resources within the unit. Administer compliance with all audit requirements within the unit
<u>POST 31/44</u>	:	<u>ENTERPRISE PROGRAMME OFFICE MANAGER REF NO: HRMC H2/08/3</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Walthloo, Pretoria A three year degree/diploma in management or an accredited certificate or diploma in project management, with extensive experience in programme management. Extensive knowledge of project management methodologies and principles. Knowledge of the Public Service Act, Public Finance Management Act and Treasury Regulations. Understanding of human resources legislation and prescripts. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential
<u>DUTIES</u>	:	To manage the delivery of cross functional, large and complex projects and programmes within the Department of Home Affairs (DHA), to ensure the achievement of the strategic and service delivery objectives. Report regularly on project progress to sponsors and relevant stakeholders against the agreed timelines and outputs of project plans. Ensure effective project management practices, procedures and standards are implemented and adhered to. Ensure that programmes and projects are implemented to best practice standards, timelines, quality and budget. Implement programme and project management frameworks, methodologies, systems and tools. Ensure effective processes for project decision making, risk identification, prioritisation and evaluation. Implement governance processes, frameworks and procedures within the unit Ensure compliance with legislation, regulations, DHA policies and procedures within projects and programmes. Monitor project quality, risks, standards and practices within the Department against prescribed frameworks. Ensure compliance with all audit requirements within projects and within the Chief

Directorate. Take accountability for the assigned budget, resourcing, quality of services and governance within the unit.

POST 31/45 : **MANAGER: FINANCIAL MONITORING AND EVALUATION REF NO: HRMC H2/08/4**

SALARY : An all inclusive salary package of R540 429 per annum, structured as follows:
Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS : Head Office, Walthloo, Pretoria
: A three year degree/diploma in financial management or accounting or economics. Extensive experience in financial management – preferably in budgeting or internal control - with reporting background in a government institution at management level. Sound knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential

DUTIES : Ensure effective implementation of financial performance management functions, including effective financial controls, in line with the PFMA and Treasury Regulations. Develop the business plan for the unit and ensure effective prioritisation, resource planning and delivery. Oversee the implementation of effective internal control systems, mechanisms, processes and procedures across the Department, including system enhancement initiatives. Develop identified financial monitoring and evaluation policies and procedures. Coordinate and manage relevant projects, to ensure that financial performance measures are implemented. Ensure trends analysis, through the collation and consolidation of Departmental financial information. Manage the implementation of the PFMA, Treasury Regulations and Departmental financial practice notes, policies and procedures, to ensure compliance. Manage the preparation of financial reports, including the CFO reporting pack and annual financial statements. Ensure the preparation and review of compliance certificates in line with National Treasury requirements. Provide strategic leadership and direction to the unit

POST 31/46 : **CHIEF ENTERPRISE ARCHITECT (REF NO: HRMC H2/08/5)**

SALARY : An all inclusive salary package of R540 429 per annum, structured as follows:
Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS : Head Office, Walthloo, Pretoria
: A recognised post graduate degree in Information Systems (IS), with extensive experience in the IS environment. Sound knowledge of information architecture and application architecture. Knowledge and understanding of the government information technology requirements, including e-government policy framework and imperatives. Willingness to work extended hours. Computer literacy. Valid drivers licence and willingness to travel are essential. Knowledge and understanding of sector needs and business requirements. Good presentation skills. Experience in systems design and modelling. Know-how in business process modelling and design. Good business report writing skills

DUTIES : Ensure effective development and implementation of sound enterprise architecture within the Department of Home Affairs (DHA). Provide strategic guidance to DHA on all enterprise architectures and standards. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Manage the development, implementation and maintenance of all required IS architectures within DHA to industry standards. Develop and implement standards, policies, procedures and norms relating to enterprise architecture in compliance with GITO frameworks and standards. Ensure the effective management of the architectural component of each project/system throughout its lifecycle. Ensure the effective and efficient management of resources within the Directorate. Ensure effective management of enterprise architects and consultants. Monitor the performance of the Directorate

POST 31/47 : **STRATEGIC INFORMATION SERVICES ALIGNMENT EXPERT (REF NO: HRMC H2/08/6)**

SALARY : An all inclusive salary package of R540 429 per annum, structured as follows:
Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE : Head Office, Walthloo, Pretoria

<u>REQUIREMENTS</u>	:	A recognised post graduate degree in information systems (IS), with extensive relevant experience. Sound knowledge and application of the government information technology requirements and frameworks. Knowledge of e-government policy frameworks. Knowledge of other legislation and prescripts governing the Department. Effective presentation skills. Solid research methodology and analysis skills. Sound knowledge and experience in strategy development and implementation. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential.
<u>DUTIES</u>	:	Ensure the effective alignment of strategic information services (IS) initiatives and governance frameworks within the Department. Facilitate the effective interpretation of the Departmental strategy into a strategy and plan for the IS Branch. Provide strategic advice and guidance on IS matters to the DDG and IS senior management. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Ensure consistent alignment of technology initiatives with business strategy and standards. Take corrective action where IS is not aligned to business direction and strategy. Facilitate the identification, development and implementation of IS standards and policies. Ensure the design, control and operation of information technology governance structure, capabilities, processes and tools. Ensure the effective and efficient management of resources within the Directorate. Monitor and ensure compliance within the Branch with legislation, regulations and Departmental policies and procedures.
<u>POST 31/48</u>	:	<u>DIRECTOR: ARCHIVE MANAGEMENT REF NO: HRMC H2/08/7</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Head Office, Waltloo, Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in library and information services (IS), with extensive relevant experience. Sound knowledge and application of the government information technology guidelines and prescripts, including the e-government policy framework and the National Archives and Records of South Africa Act. Sound knowledge of the Protection of Information Act, the Promotion of Access to Information Act and the Copyright Act. Sound knowledge of archival standards and practices. Business report writing skills. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential.
<u>DUTIES</u>	:	Manage the national archiving of Departmental memory, data, journals and records within the Department of Home Affairs. Manage and implement strategic objectives and innovation within the Directorate. Develop the business plan for the Directorate, to ensure effective prioritisation, resource planning and compliance with the National Archives and Records of South Africa Act. Develop and implement relevant archive management policies, standard operating procedure and standards. Ensure the effective archiving of all Departmental records/memory. Coordinate the creation and maintenance of an accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology ✓Monitor and ensure compliance within the Directorate with all relevant legislation, regulations and Departmental policies and prescripts. Manage the resources within the Directorate in an effective and efficient manner. Manage the implementation of people management strategies and policies within the Directorate
<u>POST 31/49</u>	:	<u>DIRECTOR: RECORDS MANAGEMENT REF NO: HRMC H2/08/8</u>
<u>SALARY</u>	:	An all inclusive salary package of R540, 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Head Office, Waltloo, Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in library and information services (IS) or public administration, with extensive relevant experience. Sound knowledge and application of the government information technology guidelines and prescripts, including the e-government policy framework and the National Archives and Records of South Africa Act. Sound knowledge of the Protection of Information Act, the Promotion of Access to Information Act and the Copyright Act. Sound knowledge of records management standards and practices. Business report writing skills. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential.

<u>DUTIES</u>	:	Ensure the effective and compliant management of records within the Department of Home Affairs (DHA), in accordance with all relevant legislation and prescripts. Manage and implement strategic initiatives to establish effective records management within the Department. Develop the business plan for the Directorate, to ensure effective prioritisation, resource planning and compliance with the National Archives and Records of South Africa Act. Develop and implement relevant record management policies, standard operating procedure and frameworks. Ensure the effective management and retrieval of all Departmental records before archiving. Coordinate the development of a records policy and procedure manual to prescribe management of records, records transfer, retention schedules. Monitor and ensure compliance within the Directorate with all relevant legislation, regulations and Departmental policies and prescripts. Manage the resources within the Directorate in an effective and efficient manner. Manage the implementation of people management strategies and policies within the Directorate
<u>POST 31/50</u>	:	<u>DIRECTOR: REVENUE MANAGEMENT REF NO: HRMC H2/08/9</u>
<u>SALARY</u>	:	An all inclusive salary package of R540, 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Head Office, Waltloo, Pretoria
<u>REQUIREMENTS</u>	:	A three year degree/diploma in accounting, cost accounting or public financial management, with extensive experience in revenue management in a cash-based environment. Sound knowledge of the Public Finance Management Act and Treasury Regulations. Sound knowledge of business report writing, specifically financial reporting. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential
<u>DUTIES</u>	:	Ensure effective revenue management within the Department of Home Affairs (DHA). Develop the business plan for the Directorate and ensure effective prioritisation, resource planning and revenue forecasting. Develop and implement statutory compliant policies, frameworks, systems and standard operating procedures for effective revenue management. Coordinate and manage relevant projects within the Directorate, to ensure that revenue management is standardised across DHA. Ensure effective revenue collection and accounting across DHA. Identify and monitor trends in the zones and make recommendations to improve revenue management. Consolidate the revenue reports from zones and foreign offices and monitor against forecasts. Conduct forecasting/projections in terms of revenue targets and expectations for the Department. Ensure trained and sufficient capacity to effectively manage revenue. Build partnerships with internal stakeholders. Monitor the performance of the Directorate. Provide leadership and strategic direction within the Directorate.
<u>POST 31/51</u>	:	<u>DIRECTOR: PORTS OF ENTRY (HEAD OFFICE) (REF NO: HRMC H2/08/10)</u>
<u>SALARY</u>	:	An all inclusive salary package of R540, 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Head Office, Waltloo, Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in operations management or public administration, with extensive relevant experience. Sound knowledge and understanding of the Immigration Act, Refugees Act, Ports of Entry requirements and international agreements. Knowledge of human resources legislation and prescripts governing the Department. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential. Strong diplomacy. Sound investigative skills. Sound business report writing skills. Operations management skills.
<u>DUTIES</u>	:	To coordinate and manage Ports of Entry operations countrywide. Ensure implementation of standard operating procedures, policies, structures and frameworks across all Ports of Entry. Ensure compliance with legislation and international agreements at all Ports of Entry. Liaise with zones to improve service delivery, security at Ports of Entry and monitor compliance. Ensure effective and efficient management of resources within the Directorate. Establish and manage relationships with all relevant stakeholders. Monitor and ensure compliance within the Directorate with legislation, regulations, and Departmental policies and procedures. Responsible for interface between DHA and Border Control Coordinating sub-committees. Interpret legislation, international

agreements, arrangements and other related documentation – and communicate impact to zones for implementation and compliance.

<u>POST 31/52</u>	:	<u>ZONE HEAD PORTS OF ENTRY (3 POSTS)</u>
<u>SALARY</u>	:	An all inclusive salary package of R540, 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Zone 1: KwaZulu-Natal and Mpumalanga Provinces Ref No: HRMC H2/08/11a Zone 2: Free State, Northern Cape and North West Provinces Ref No: HRMC H2/08/11b Zone 3: Western Cape and Eastern Cape Provinces Ref No: HRMC H2/08/11c
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in Operations Management or Public Administration, with extensive relevant experience. Sound knowledge and understanding of the Immigration Act, Refugees Act, Ports of Entry requirements and international agreements. Knowledge of human resources legislation and prescripts governing the Department of Home Affairs (DHA). Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential. Strong diplomacy. Sound investigative skills. Sound business report writing skills. Operations management skills.
<u>DUTIES</u>	:	Manage operations and ensure effective implementation of Port of Entry services and functions within a specific zone. Ensure effective security of processing, clearance, monitoring and control of travellers. Ensure effective customer service and management at Port of Entry within the zone. Coordinate with Head Office units, other Zone Heads and Coordinators regarding illegal foreigners and asylum seekers identified. Ensure effective and efficient management of resources within the zone. Manage the implementation of people management strategies, policies and procedures within the zone. Establish and manage relationships with all relevant stakeholders. Monitor and ensure compliance within the zone with legislation, regulations, and Departmental policies and procedures.
<u>POST 31/53</u>	:	<u>ZONE HEAD PERMITS (4 POSITIONS)</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary'; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Zone 1: KwaZulu-Natal and Mpumalanga Provinces Ref No: HRMC H2/08/12a Zone 2: Free State, Northern Cape and North West Provinces Ref No:HRMC H2/08/12b Zone 3: Western Cape and Eastern Cape Provinces Ref No: HRMC H2/08/12c Zone 4: Gauteng and Limpopo Provinces Ref No: HRMC H2/08/12d
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in public administration or management, with extensive experience in the Immigration or public administration environment. Knowledge of the Immigration Act, the Refugee Act and Regulations, the Identification Act and the Citizenship Act. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential.
<u>DUTIES</u>	:	Ensure effective implementation of the strategic objectives of the Permitting Chief Directorate within the zone. Manage and implement strategic objectives and innovation within the zone. Ensure effective alignment of the permit function at the zone with the business unit plan and strategic objectives. Coordinate, monitor and report on the performance of the zone against service level agreements and targets. Provide strategic advice and guidance on permit matters in the zone. Ensure compliance with the Immigration Act, related legislation, permit standard operating procedures and policy within the zone. Ensure effective and efficient management of resources within the zone. Manage effective people management within the zone. Implement prescribed reporting and governance frameworks, processes and procedures within zone. Build relationships with relevant stakeholders relating to permits.
<u>POST 31/54</u>	:	<u>ZONE HEAD INSPECTORATE (4 POSITIONS)</u>
<u>SALARY</u>	:	An all inclusive salary package of R540, 429 per annum, structured as follows: Basic salary - 60% of package State contribution to the Government Employee Pension Fund - 13% of basic salary Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Zone 1: KwaZulu-Natal and Mpumalanga Provinces Ref No: HRMC H2/08/13a

		Zone 2: Free State, Northern Cape and North West Provinces Ref No: HRMC H2/08/13b
		Zone 3: Western Cape and Eastern Cape Provinces Ref No: HRMC H2/08/13c
		Zone 4: Gauteng and Limpopo Provinces Ref No: HRMC H2/08/13d
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in public administration or management or relevant qualification, Extensive experience in Immigration, law enforcement or public administration at management level. Experience in immigration management structures is an advantage. Knowledge of the immigration Act, the Refugee Act and Regulations, the Public Service Act and Regulations and the Public Finance Management Act. Understanding of human resources legislation and prescripts. Knowledge of processes and frameworks relating to investigations. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential.
<u>DUTIES</u>	:	Manage effective implementation of the Inspectorate Services within the zone. Manage the strategic direction of the unit. Ensure effective alignment of the functions in the zone with the business unit plan and strategic objectives. Ensure the standardised implementation of the inspectorate strategy, structure, policy, and frameworks in the zone. Coordinate and report on the performance of the zone. Liaise with central law enforcement stakeholders. Determine status of illegal foreigners. Implement the reporting and governance framework for the zone in line with Head Office requirements. Ensure effective and efficient management of resources within the unit ✓ Manage the implementation of people management practices within the unit. Ensure good governance and compliance within the unit with legislation, regulations and Departmental policies and procedures. Ensure that there is effective communication between the unit and all relevant stakeholders.
<u>POST 31/55</u>	:	<u>DIRECTOR: AIRLINE LIAISON REF NO: HRMC H2/08/14</u>
<u>SALARY</u>	:	An all inclusive salary package of R540, 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Head Office, Walthloo, Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year degree or diploma in operations management, public administration or a suitable equivalent. Extensive experience in international relations, immigration or public administration. Sound knowledge of the Immigration Act, the Refugee Act and the Public Service Act and Regulations. Willingness to work extended hours. Computer literacy. Valid drivers licence and willingness to travel are essential.
<u>DUTIES</u>	:	Ensure the effective management of the Airline Liaison Officer (ALO) network and agreements. Manage and implement strategic objectives and innovation within the Directorate. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities. Provide strategic advice and guidance on airline liaison matters. Ensure compliance with international agreements with regards to administrative fines to conveyers. Oversee the administration of ALO network deployment in national and foreign airports. Ensure effective and efficient management of resources. Ensure good governance and compliance within the Directorate. Monitor and ensure compliance with legislation, regulations and Departmental policies and procedures. Establish and manage effective relationships with all stakeholders on matters relating to airline liaison.
<u>POST 31/56</u>	:	<u>DIRECTOR: IMMIGRATION SERVICES SUPPORT REF NO: HRMC H2/08/15</u>
<u>SALARY</u>	:	An all inclusive salary package of R540, 429 per annum, structured as follows: Basic salary - 60% of package State contribution to the Government Employee Pension Fund - 13% of basic salary Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Head Office, Walthloo, Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in Public Administration, Business Management or a related qualification. Extensive experience in the project management or business management environment at management level. Knowledge of the Public Service Act and Regulations, the Public Finance Management Act and Treasury Regulations. Understanding of human resources legislation and prescripts. Understanding and knowledge of business process improvement and re-engineering. Willingness to work extended hours. Computer literacy. Valid driver's licence and willingness to travel are essential.

<u>DUTIES</u>	:	Provide strategic support services to the Branch, to facilitate the effective implementation of the strategic and service delivery objectives. Provide strategic direction within the Immigration support services unit and support innovation in the Branch. Develop technical expertise within the Directorate and keep abreast of technical developments. Ensure operational efficiency and service delivery improvement. Liaise with the PMO to ensure that effective management of projects. Ensure the provision of effective business intelligence and research functions within the Branch. Monitor and ensure effective implementation of uniform and consistent quality standards, processes, policies and procedures in areas of responsibility across the Branch. Ensure effective and efficient management of resources within the Directorate. Manage external contractors and suppliers within the Branch. Manage the implementation of people management within the Directorate. Facilitate the implementation of functional training and development needs of the Branch. Ensure effective governance and compliance within the Directorate. Ensure compliance with all audit requirements within the Directorate. Represent the Directorate at management and other government forums.
<u>POST 31/57</u>	:	<u>UNIT MANAGER: LARGE CORPORATE CLIENT UNIT REF NO: HRMC H2/08/16</u>
<u>SALARY</u>	:	An all inclusive salary package of R R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Waltloo, Pretoria
	:	A recognised three year degree or diploma in law, commerce or related qualification. A relevant postgraduate degree is preferred. Extensive experience in the corporate immigration environment at management level. Knowledge of legislation and prescripts governing the Department of Home Affairs (DHA), including the Immigration Act, Travel Documents and Citizenship Act and Identification Act. Willingness to work extended hours. Computer literacy. Valid drivers licence and willingness to travel are essential.
<u>DUTIES</u>	:	Manage the provision of customer services to key corporate customers identified within the DHA. Liaise and interface regularly with key stakeholders to ensure client satisfaction. Liaise and interface with internal and external stakeholders to ensure awareness and buy-in to services provided by the unit. Participate, engage and forge alliances with counter parties within the relevant industries to identify and realise opportunities for large account services. Oversee successful system, and process enhancements within the unit. Represent the unit on all internal and external forums and committees relevant to its operation of the unit. Provide leadership on the strategic direction of the unit.
<u>POST 31/58</u>	:	<u>DIRECTOR: CIVIC SERVICES SUPPORT (REF NO: HRMCNO: H2/08/17)</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Waltloo, Pretoria
	:	A recognised three year degree/diploma in public administration, business management or related field. Extensive experience in the project management or business management environment at management level. Knowledge of the Citizenship Act and Identification Act. Knowledge of the Public Finance Management Act and Treasury Regulations. Understanding of Departmental human resources legislation and prescripts. Understanding and knowledge of business process improvement and re-engineering would be an advantage. Computer literacy. A valid drivers licence and willingness to travel are essential.
<u>DUTIES</u>	:	Provide strategic support services to the Civic Services Branch to facilitate effective implementation of the strategic and service delivery objectives of the Branch. Manage and implement strategic objectives and innovation within the Directorate. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Manage and report on the performance of the Directorate. Liaise with PMO to ensure that effective project management is implemented within the Branch. Ensure the provision of effective business intelligence, trends identification and analysis and research functions within the Branch. Administer the budget and monitor that expenditure is in line with financial requirements and the Branch's objectives. Manage external contractors and suppliers within the Branch. Monitor and ensure compliance within the Directorate with legislation, regulations and Departmental policies and procedures. Ensure effective operations and compliance reporting.

<u>POST 31/59</u>	:	<u>DIRECTOR: FOOTPRINT DEVELOPMENT AND HOSPITALS REF NO: HRMC H2/08/18</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Walthloo, Pretoria A three year degree/diploma in operations management, management or public administration with extensive experience in a customer services, public service or operations management environment at management level. Knowledge of the Births and Deaths Registration Act, Identification Act and the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the implementation of customer needs surveys and analysis. Willingness to work extended hours. Computer literacy. Valid drivers licence and willingness to travel are essential.
<u>DUTIES</u>	:	Ensure effective coordination and implementation of the Footprint Strategy and Hospital Services across the Department of Home Affairs (DHA) Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Provide advice and guidance on Footprint Development aspects and matters across the Department. Liaise with the Department of Health and all relevant hospitals and clinics to ensure effective service delivery. Develop DHA Footprint Strategy and monitor implementation across all tiers. Establish the reporting framework for the Front Office Footprint. Manage the implementation of people management within the Directorate. Administer the budget and monitor that expenditure so that it is line with financial requirements and the Directorate's objectives. Liaise with internal business directorates and Zone Managers to ensure that the Footprint Strategy is effectively implemented. Ensure uniform, consistent service delivery at DHA hospital and clinic service points
<u>POST 31/60</u>	:	<u>DIRECTOR: MOBILE SERVICE DELIVERY REF NO: HRMC H2/08/19</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Walthloo, Pretoria A three year degree/diploma in operations management, management or public administration with extensive experience in a customer services, public service or operations management environment at management level. Knowledge of the Births and Deaths Registration Act, Identification Act and the Public Finance Management Act and Treasury Regulations. Knowledge of managing geographically dispersed teams. Willingness to work extended hours. Computer literacy. Valid drivers licence and willingness to travel are essential.
<u>DUTIES</u>	:	Manage the mobile units operations and service delivery functions to ensure effective service delivery to the South African population in the rural and high concentration areas. Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Provide advice and guidance on mobile units, 4x4's and Department of Home Affairs (DHA), service point aspects and matters. Ensure effective and efficient service delivery within the Directorate against agreed delivery schedules and plans. Administer the budget and monitor that expenditure is in line with financial requirements and the Directorate's objectives. Ensure accessible, predictable and consistent delivery of DHA mobile service points, Monitor and ensure compliance within the Directorate with legislation, regulations and DHA policies and procedures. Establish and maintain effective communication channels to enable effective decision making and operational control. Provide strategic direction within the Directorate. Oversee the effective implementation of process and systems enhancement initiatives. Ensure effective scheduling and logistical planning of mobile unit delivery. Liaise with relevant national and provincial stakeholders to identify partnerships to improve delivery.
<u>POST 31/61</u>	:	<u>DIRECTOR: INTEGRATED GOVERNANCE REF NO: HRMC H2/08/20</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum, structured as follows: Basic salary - 60% of package; State contribution to the Government Employee Pension Fund - 13% of basic salary; Remaining flexible portion may be structured in terms of the applicable remuneration rules
<u>CENTRE</u>	:	Head Office, Walthloo, Pretoria

REQUIREMENTS

: A three year degree/diploma in operations management, management, public administration or political sciences or an equivalent in economics, politics, or law. Extensive experience within government cluster management. Extensive experience within government cluster management at management level. Knowledge of the Immigration Act, Refugee Act and Regulations. Sound knowledge of Intergovernmental Relations Act. knowledge of the government's programme of action and national priorities. Sound knowledge of South African governmental structures, including cluster forums and Parliament. Knowledge of the Public Service Act and Regulations, Public Finance Management Act and Public Service Act and regulations. Willingness to work extended hours. Computer literacy. Valid drivers licence and willingness to travel are essential.

DUTIES

: To facilitate the participation of Department of Home Affairs (DHA) in national, provincial and local government forums to ensure the formulation of strategic intergovernmental relationships and the achievement of governmental objectives within the Department. Develop the business plan for the Directorate and ensure effective prioritisation and resource planning. Identify projects and initiatives to implement government directives within DHA and improve intergovernmental relations. Provide advice and guidance on intergovernmental relations. Build and maintain partnerships with key internal and external stakeholders, including the chairs of cluster committees and parliamentary bodies. Receive, analyse, interpret, distribute and monitor the implementation of directives from Cabinet memos and minutes. Create and build partnerships with various national, provincial and local stakeholders for knowledge sharing and to increase the national status of DHA. Provide inputs into the compilation of the annual budget. Manage delivery of the Directorate against service level agreements and government requirements. Develop and implement governance processes, frameworks and procedures within the Directorate to improve turnaround time and effectiveness.

ENQUIRIES

: Mr W D Hlongwane, Tel No: (012) 810 8606

DEPARTMENT OF HOUSING

APPLICATIONS : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: Response6@Humancommunications.co.za Fax : 0865186538

CLOSING DATE : 15 August 2008

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

OTHER POSTS

POST 31/62 : **DEPUTY DIRECTOR: IMPACT ASSESSMENT REF NO: DOH/162/2008**
Chief Directorate: Monitoring and Evaluation

SALARY : R344 052 All-inclusive salary package per annum

CENTRE : Pretoria

REQUIREMENTS : Applications are awaited from persons who are in possession of a Post Graduate degree in Social Sciences/ Statistics/ Demography and extensive impact assessment and management experience. Strong strategic capability and leadership, good Interpersonal, financial and people management skills. Knowledge of Monitoring and Evaluation system and processes. A valid drivers' license. Knowledge of statistical analysis packages SPSS, SAS etc. Programme evaluation, database management, research, good communication and strong report writing skills as well as knowledge of Government's housing policies and programmes.

DUTIES : Manage the implementation of impact studies of Programme Evaluation aimed at enhancing housing policy. Manage external service providers who will: Conduct impact assessment studies of National Housing Policies and Programmes to ensure scientific and impartial reporting on the actual impact of Government policies on the citizenry. Conduct programme evaluations to ensure that there is provision of feedback on the effectiveness of various programmes that are utilised to obtain targeted outcomes.

ENQUIRIES : Mr Phillip Chauke Tel: 012 421 1571

POST 31/63 : **DEPUTY DIRECTOR: MONITORING REF NO: DOH/163/2008**
Chief Directorate: Monitoring and Evaluation

SALARY : R344 052 All-inclusive salary package per annum

CENTRE : Pretoria

REQUIREMENTS : Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Social Sciences/ Statistics/ Demography and extensive monitoring experience. Strong strategic capability and leadership, good Interpersonal, financial and people management skills. Knowledge of Monitoring and Evaluation system and processes. A valid drivers' license. Information management skills Knowledge of statistical analysis packages SPSS, SAS etc. Advanced knowledge of Excel package Programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes.

DUTIES : Manage the implementation of the Monitoring and Evaluation Policy and Implementation Framework for the Housing Sector on provincial and local government levels Manage the project-level monitoring process established to: keep track of the implementation of Provincial Business Plans; identify gaps in the implementation process; verify housing products delivered; and Maintain an electronic database of monitoring progress. Manage the monitoring of the progress and performance of National Housing Programmes against set targets, norms and standards.

ENQUIRIES : Mr Phillip Chauke Tel: 012 421 1571

<u>POST 31/64</u>	:	<u>CHIEF PLANNER: MONITORING (2 POSTS) REF NO: DOH/164/2008</u> Chief Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Social Sciences/ Statistics/ Demography and monitoring experience. Good interpersonal, planning, organizing and co-ordination skills. Knowledge of Monitoring and Evaluation system and processes. A valid drivers' license. Information management skills Knowledge of statistical analysis packages SPSS, SAS etc. Advanced knowledge of Excel package Programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes.
<u>DUTIES</u>	:	Evaluation and assessment of National Housing Policies and Programmes Implementation of the evaluation strategy; Evaluation and assessment of the tracking of construction processes against set norms and standards Evaluation and assessment of occupancy audits
<u>ENQUIRIES</u>	:	Mr Phillip Chauke Tel: 012 421 1571
<u>POST 31/65</u>	:	<u>ASSISTANT DIRECTOR: MORTGAGE PUBLIC COMPLAINTS AND INVESTIGATION (Ref no: DOH/161/2008)</u> Chief Directorate: Housing Equity (Office of Disclosure)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised Three year National Diploma or equivalent qualification and experience in an administrative field. The following will serve as recommendations: Computer literacy. Ability to analyse and formulate data. Well developed interpersonal relationships and proven negotiation skills. Well developed co-ordination skills. Knowledge and / or experience of the housing environment. Experience in coordinating and resolving public complaints related to home loans. Report writing skills. Ability to work under pressure and problem mapping skills. Research and analysis skills.
<u>DUTIES</u>	:	The successful candidate will be required to assist the Deputy Director: Mortgage Public Complaints and Investigation (Office of Disclosure) to: Perform duties and responsibilities of the Mortgage Public Complaints and Investigation functions and to administer the Home Loan and Mortgage Disclosure Act, Receive analyse and collate home loans complaint received from member of the public, Coordinate public comments and complaints on home loans and mortgage, Ensure that complaints received from the help desks (Provincial Housing Departments and Municipalities) are responded to and resolved in a quick and professional manner, Investigate public comments and complaints on home loans and mortgage in terms of complaints received from the help desks (provincial housing departments and municipalities), Identifying any possible discriminatory lending patterns and practises regarding the accessing of housing finance, Develop and manage complaints database, Advice Provincial Housing departments and Municipalities; help desks to coordinate complaints in terms of the complaints handling procedure manual of the Office of Disclosure, Assist in managing the sub-directorate, Make recommendations on any matter falling within the scope of the Act.
<u>ENQUIRIES</u>	:	Mr G Phoku, Telephone: (012) 421 1799
<u>POST 31/66</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (REF NO: DOH/165/2008)</u> Chief Directorate: Financial Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a grade 12 certificate, Secretarial Certificate or diploma, 3 to 4 years experience. Computer literacy. Competencies: Show an understanding of people from difference backgrounds, work levels and occupants. Constant liaison with customers requires high level of integrity and honesty in dealing with financial resources.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Typing Management of the Chief Director's diary Management of correspondence and mail distribution; Telephone and official administration; Management of leave record of the Chief directorate: Co-ordinate meetings and workshops Minute taking Handle requisitions for procurement of goods and services.
<u>ENQUIRIES</u>	:	Mr N Mbengo (012) 421-1568

<u>POST 31/67</u>	:	<u>PRINCIPAL PERSONNEL OFFICER (REF NO: DOH/169/2008)</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate plus sufficient appropriate experience. Extensive knowledge of Persal will be a recommendation. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, PSCBC Resolutions and DPSA circulars regarding human resource administration. Computer literacy; good interpersonal skills; good written and verbal communication skills are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for overall, supervision of personnel administrative functions, including: *Recruitment and selection, appointments, promotions, SMS packages, transfers, termination of services as well as the administration and maintaining of probation reviews of officials on probation * Assist in administering the Performance Management System *Administer conditions of service: leave, Compilation of quarterly leave reports managers, housing subsidy and state guarantees and resettlement issues as well as injury on duty * Revise and approve transactions on PERSAL * Supervision of the HR registry * Supervision, performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries
<u>ENQUIRIES</u>	:	Mr Jimmy Sebola (012) 421-1403.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. 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 31/68 : **SENIOR AUDIT MANAGER: GENERAL ASSURANCE REF: 08/279/IA**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; Six years hands-on experience in Internal Auditing/Auditing of which three years should be at middle management level; Membership of the Institute of Internal Auditors or a recognized profession; Advanced knowledge of auditing and accounting. Experience in an automated auditing environment will be an advantage; Study towards obtaining the Certified Internal Auditor (CIA) designation or a recognized professional qualification; 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.

DUTIES : Co-ordinate and provide input in the development of Internal Audit three year and annual audit plans; Assist management with facilitation of risk assessment; Advise management on internal controls and compliance with regulatory framework; Conduct audits on complex and high level audit projects; Manage and co-ordinate audit and transfer of skills; Provide input in the continuous improvement of internal audit within the Department; Present quality reports to management and various stakeholders; Lead subordinates and manage performance and staff from Regions and offices within Internal Audit; Contribute to the co-ordination of work of internal audit with external auditors; Effectively manage finance, other resources and operations within Internal Audit; Market and promote Internal Audit.

ENQUIRIES : Ms A Xundu ☎ (012) 315 1781

APPLICATIONS : 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.

CLOSING DATE : 18 August 2008

POST 31/69 : **MASTER (HEAD OF OFFICE) REF: 08/276/MAS**

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

CENTRE : Master Of The High Court, Pietermaritzburg

REQUIREMENTS : LLB Degree or four year recognized legal qualification plus seven years relevant post qualification experience; Five years managerial experience; Knowledge and experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional fields of and services provided by Masters of the High Court. The following will serve as a recommendation:- An appropriate post degree qualification; Admission as an Attorney or Advocate of the High Court; A valid drivers License (Code EB). Skills and Competencies: Strong leadership

		qualities; Strategic and conceptual orientation; Strong communication (written and verbal skills) ; People development and empowerment; Time management and problem solving; Ability to work in a highly pressurized environment; Computer literacy; The ability to motivate and direct people.
<u>DUTIES</u>	:	Oversee the regulation of all estates and trusts by complying with legislation and regulations with empathy and due consideration; Monitor review, revise and improve where necessary functions relating to the Guardians Funds; Monitor, review, revise and improve where necessary all legal and administrative operations at the Office of the Master of the High Court on an ongoing basis to ensure uniformity and optimal service levels; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Department of Justice and Constitutional Development; Ensure effective and efficient financial and human resource management within the Office of the Master; Manage the effective and efficient delivery of service at the Office of the Master of the High Court (The Office). The post incumbent would report to the Chief Master; Provide strategic direction to ensure that the office is able to meet current and future changing requirements; Direct and take full responsibility for all operations of the Office within the establishment policy framework including financial matters e.g. budgeting ; Provide leadership, direction and training to the management team at the Office; Represent the Office in its relationships with internal and external stakeholders. Ensure that strategies are developed for the effective management of the legal professional and management teams to ensure that all service level agreements are adhered to; Ensure that Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times; Represent the office at various management forums;
<u>ENQUIRIES</u>	:	Mr G Masingi ☎ 012 315 1893
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008

OTHER POSTS

<u>POST 31/70</u>	:	<u>REGIONAL AUDIT MANAGER (2 POSTS) REF: 08/280/IA</u>
<u>SALARY</u>	:	R407 745 – R472 758 per annum (All inclusive). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Durban (1) and Mafikeng (1)
<u>REQUIREMENTS</u>	:	An appropriate three year degree or diploma with majors in Auditing/Internal Auditing and Accounting; Five years experience in internal auditing of which two years should be at Supervisory/Management level, alternatively; completed articles with three years relevant internal audit experience of which one year should be at a Supervisory/Management level; A candidate must be pursuing either the Chartered Accountant (CA) or Certified Internal Auditor (CIA) designation and must also be a member of the Institute of Internal Auditors and comply with the Standards of the Professional Practice of Internal Auditing or other professional standards; A valid driver's license as the candidate will be required to travel frequently.
<u>DUTIES</u>	:	Provide input in the development of Internal Audit three year and annual plans on regional audit focus areas; Ensure that audits are conducted in accordance with the approved audit methodology and IIA standards; Plan, execute and report on complex and high level audit assignments; Lead and manage internal audit teams to ensure that audit projects are executed and performance targets are achieved; Build and maintain relationships with all stakeholders; Document information and transaction flows; Assist with the business risk analysis; Provide management and other stakeholders with timely audit reports; Manage internal audit resources to ensure that unit is managed effectively and efficiently; Perform ad-hoc assignments; Train, mentor and develop team members; Promote and market internal audit services in the region.
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ 012 315 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008
<u>NOTE</u>	:	If applying for more than one centre, please specify centre applying for. Submit a separate application for each centre and list centre in order of preference.

<u>POST 31/71</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY: LITIGATION REF: 08/282/SA</u>
<u>SALARY</u>	:	R407 745 – R 472 758 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	State Attorney: Johannesburg
<u>REQUIREMENTS</u>	:	An LLB or four year legal qualification; Admission as an Attorney with Right of appearance in High Court of South Africa; A minimum of five years experience; Valid drivers license. Skills and Competencies: Computer literacy; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other tribunals; Furnish legal advice and opinions; Give effect to the Strategic Plan; Avoid prescription and default judgments; Provide supervision and training to other professional staff; Maintain record of work performed
<u>ENQUIRIES</u>	:	Mr S Radebe ☎ (012) 357 8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/72</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY: CONVEYANCING REF: 08/281/SA</u>
<u>SALARY</u>	:	R407 745 – R 472 758 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	State Attorney, Johannesburg
<u>REQUIREMENTS</u>	:	An LLB or four year legal qualification; Admission as an Attorney with Right of appearance in High Court of South Africa; A minimum of three years conveyancing and/or Litigation experience; Valid driver's license. Skills and Competencies: Computer literacy; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Drawing of Deeds (Conveyancing posts); Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other tribunals; Furnish legal advice and opinions; Give effect to the Strategic Plan. Avoid prescription and default judgments; Provide supervision and training to other professional staff; Maintain record of work performance.
<u>ENQUIRIES</u>	:	Mr S Radebe ☎ (012) 357 8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/73</u>	:	<u>ASSISTANT MASTER: SERVICE POINT REF: 08/277/MAS</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>	:	Master Of the High Court: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An LLB Degree or four year recognized legal qualification plus three years relevant experience; Knowledge and experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional fields and services provided by the Master's of the High Court. The following will serve as a recommendation: An appropriate post degree qualification; Management and supervisory experience; Admission as an Attorney or Advocate of the High Court; A valid code EB (Previously code 8) driver's license; Shortlisted candidates will be subjected to a security vetting process. Skills and Competencies: Research and report writing ; Management and Supervisory skills; Planning and organizing; Strong leadership qualities; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Attention to detail; People development and empowerment; Problem solving; Time management; Ability to work in a highly pressurized environment.
<u>DUTIES</u>	:	Manage the effective and efficient delivery of Masters Services at the Service Points where based and surrounding service points. The post incumbent would report to the applicable Master. Direct and take full responsibility for all operations

of the Masters services at the Service Point within the established policy framework including financial matters e.g. budgeting. Provide leadership, direction and training in respect of Masters Services. Represent the Service Points in respect of Masters Services in its relationships with internal and external stakeholders

<u>ENQUIRIES</u>	:	Mr G Masingi ☎ 012 – 315 1893
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/74</u>	:	<u>ASSISTANT DIRECTOR (FINANCIAL OPERATIONS MANAGER) REF: 08/VA68/NW</u>
<u>SALARY</u>	:	R174 243- R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Rustenburg – North West
<u>REQUIREMENTS</u>	:	An appropriate financial management degree/three year diploma or equivalent qualification and/or applicable experience in the finance field; A valid drivers' licence; At least three years in the financial field; Knowledge of the BAS accounting software, JDAS, PERSAL, PFMA, Treasury Regulations, Budgets and Procurement; Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; A thorough understanding and knowledge of the Department's various branches will be an advantage.
<u>DUTIES</u>	:	Manage and ensure application of the prescribed financial procedures and methods; Supervise the activities of subordinates entrusted with inter alia, the care of accounts vouchers, documents, financial planning and budgeting, report on budget deviations, cost control and cost analysis programmes, internal control and financial administration; Define and introduce financial control, procedures and methods according to the programme in order to protect the State assets and resources; Ensure by inspection that such procedures and methods are being followed , report on findings and recommend improvements/changes where necessary; Control the level of training of personnel concerned with financial administration on the basis of findings and recommend remedial training where necessary; Perform other duties as required by the Regional Financial Director.
<u>ENQUIRIES</u>	:	Job specific enquiries may be directed to Mr. J Makutle at ☎ (018) 389 8302/4 between 8:00 and 15:45, Monday to Friday.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 for the attention of Mr. M L Moetanalo.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/75</u>	:	<u>SENIOR ADMINISTRATION CLERK (2 POSTS) REF: 08/283/SA</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification: Two years office administrative experience; Paralegal experience e.g. debt collection; Code 8 driver's licence would be an added advantage; Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal)skills; Interpersonal skills; Ability to work independently.
<u>DUTIES</u>	:	Perform a variety of routine related duties/activities of the Department; Handle complicated and less complicated matters relating to debt collecting. Assist as relief officer in switchboard and fax room; File correspondence and maintaining of prescripts and records related to the functions of the Department; Handle queries telephonically.
<u>ENQUIRIES</u>	:	Mr S Radebe ☎ (012) 357 8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/76</u>	:	<u>SENIOR ACCOUNTING CLERK REF: 08/285/SA</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Port Elizabeth Grade 12 or equivalent qualification with mathematics and/or Accounting as a subject; Two years appropriate experience; Knowledge of Basic Accounting System (BAS), Departmental Financial Instruction (DFI), Persal and Public Finance Management Act (PFMA). Skills and Competencies : Computer literacy; Good interpersonal skills; Communication skills (verbal and written); Ability to work under pressure and be self-motivated.
<u>DUTIES</u>	:	Implement salary related allowances on PERSAL and BAS; Take-on and recovery of departmental depts.; Reconcile salary ledger accounts; Pay over of salary deductions to relevant institutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Radebe ☎ (012) 357-8240 Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag x81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/77</u>	:	<u>SENIOR ADMINISTRATION CLERK REF: 08/286/SA</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Port Elizabeth Grade 12 or equivalent qualification; Two years general office administrative experience; Knowledge of procurement and provisioning. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good Interpersonal relations; Ability to work under pressure; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the Office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA); Perform various other administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Radebe ☎ (012) 357-8240 Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	11 August 2008
<u>POST 31/78</u>	:	<u>RECEPTIONIST REF: 08/284/AIR</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria Grade 12 or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal skills; Customer Service orientation; Attention to detail, telephone etiquette and deportment.
<u>DUTIES</u>	:	Receive and welcome visitors and record their particulars and contact details; Promptly notify staff of their visitors; Provide information to assist visitors and refer them to appropriate contacts in the department or elsewhere; Receive parcels and contact addressee; Answer general enquiries about the department; Keep an updated list of staff in the building; Ensure reception area is tidy at all times.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Xundu ☎ (012) 315 1781 Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	18 August 2008

DEPARTMENT OF MINERALS AND ENERGY

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

FOR ATTENTION : Mr H Marakalala / Mr Isiah Tshabalala

CLOSING DATE : 15 August 2008

NOTE : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 31/79 : **SENIOR STATE ACCOUNTANT**

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : A B.com degree or equivalent with Accounting and Auditing at level III plus a minimum of two years audit or internal control experience. PLUS the following key competencies: ☐ Knowledge of: • Public Finance Management Act Treasury Regulations • DoRA • Basic Accounting Systems (BAS) Accounting Standards ☐ Skills: • Computer literacy • Numerical • Analytical Report writing • Results orientated • Deadline driven Communication: • Excellent verbal and written ☐ Creativity: • Ability to analyse financial data/information and compile reports • Problem solving

DUTIES : KRA's: • Assist with the development and review of policies and procedures. • Monitor the application and effectiveness of internal control. • Compile reports in terms of the PFMA. • Assist with the compilation of Annual Financial Statements. Provide evidence for audit and respond to audit queries. Monitoring, clearing and reporting on suspense accounts.

ENQUIRIES : Ms A Negota ☎ (012) 317 8397

POST 31/80 : **SENIOR ENVIRONMENTAL OFFICER**

SALARY : R145 920 per annum

CENTRE : Cape Town

REQUIREMENTS : A Bachelor's degree in Natural Sciences PLUS the following key competencies: ☐ Knowledge of: Knowledge and proven experience of a spectrum of bio- and geo-physical sciences fields such as Botany, Zoology, Geology, Ecology and Conservation Biology. The ability to integrate biophysical, geo-physical and socio-economical knowledge with environmental decisions and environmental management. Understand the ecological processes and ecosystem functioning. Knowledge of Integrated Environmental Management and applicable legislation. Knowledge of the process of approving, evaluating and reviewing Environmental Impact Assessments and Environmental Management Plans. Computer literacy. Must be in possession of valid Code 08 drivers licence, able to travel long distances by car, be prepared to remain away from home for periods up to a week and able to walk long distances in the field and on mines in hash weather conditions. ☐ Skills: Good negotiation and conflict resolution skills. • The ability to ensure efficient service to the public, • Organisational skills. ☐ Communication: • Good verbal and written communication skills. ☐ Creativity: • Ability to produce creative solutions to advise mining concerns regarding cost-effective environmental management solutions. • Ability to function independently.

DUTIES : KRA's: Integrate mining development with other development plans and the environment. Evaluate, monitor, audit and update Environmental Management Plans / Programmes. Assessment of financial provision for mine rehabilitation. To liaise with the public, interested and affected parties, Governmental, non-Governmental organizations, District municipalities and consultants, specialists in a broad range of fields. Do compliance and closure inspection at mines.

ENQUIRIES : Mr J H Briers, ☎ (021) 419 6105

POST 31/81 : **ADMINISTRATION CLERK**

SALARY : R76 194 per annum

CENTRE : Pretoria

REQUIREMENTS

: National Diploma in Communication/ Public Relations/ Journalism/ Media Relations/ Marketing and work experience. To provide internal and external communication services to clients. The latter will be expected to spend a considerable amount of time visiting regions with the supervisor, exhibitions and events. Knowledge on budgeting and financial management PLUS the following key competencies: ☐ Knowledge of • Ability to communicate with colleagues • Computer literate • Drafting of reports, memoranda and minutes recording • Assisting with internet and intranet (DME website) • Understanding of Communication environment in the public sector • Knowledge MS Word, Excel and PowerPoint • Processing invoices and requisition ☐ Skills: • Good organising and planning skills • Good interpersonal skills • Ability to work under pressure • Ability to provide administrative, stationary and budgetary support to Communication Directorate • Willingness to work in team • Ability to implement and maintain good filing and archiving systems ☐ Communication: • Excellent communication skills (written, verbal and liaison) ☐ Creativity • Natural artistic and creative flair (advantage)

DUTIES

: KRA's: Provide administrative, financial and stationary support services • Assist with the execution of the internal communication research processes and media monitoring • Provide administrative support with regard to regional liaison • Assist in improving the corporate identity, with the main focus on corporate signage and the foyers of Head Office and the regions • Assist with the maintenance of notice boards, ensure they are always updated • Maintain a good working relationship with both internal and external stakeholders

ENQUIRIES

: Mr Solomon Phetla ☎ (012) 317 82984

NATIONAL PROSECUTING AUTHORITY

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

OTHER POSTS

<u>POST 31/82</u>	:	<u>REGIONAL COURT PROSECUTOR</u>
<u>SALARY</u>	:	R211 242 (D1) per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE</u>	:	Recruit 1021 - CPP Westrand (Roodepoort) Recruit 1022 - CPP Eastrand (Randburg) Recruit 1023 - CPP Johannesburg (Various) X8
<u>REQUIREMENTS</u>	:	A recognised 3-year legal degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: law of evidence, criminal procedure, criminal law, interpretation of statutes and at least 2 years' relevant criminal court work experience. Management skills - must be able to manage, give guidance to, and train prosecutors. Proficiency in prosecuting, guiding investigation and giving instructions in criminal matters in the lower courts, and drafting charge sheets and court documents. Must be able to act independently without constant supervision. Relieve in the Regional Court. Manage court and case flow independently. Must have good administrative skills. Valid driver's licence is required.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets in order to decide on the institution of criminal proceedings. Attend to maintenance matters and inquests in the Lower Courts. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross-examine and address the court on <i>inter alia</i> , conviction and sentence, and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Chief Prosecutor with the performance assessments of staff. Give account to the Chief Prosecutor, as head of the prosecutorial office of the district. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Sydwell Namuhuchu (011)220 4000 Recruit 1021 - CPP Westrand Recruit1021@npa.gov.za Fax: 012 843 4281 Recruit 1022 - CPP Eastrand Recruit1022@npa.gov.za Fax: 012 843 4282 Recruit 1023 - CPP Johannesburg Recruit1023@npa.gov.za Fax: 012 843 4283
<u>POST 31/83</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u>
<u>SALARY</u>	:	R211 242 (D1) per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE</u>	:	Recruit 1024 - CPP Johannesburg
<u>REQUIREMENTS</u>	:	A recognised 3-year legal Degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: law of evidence, criminal procedure, criminal law, interpretation of statutes, and at least 2 year's relevant criminal court work experience. Good management skills - must manage, give guidance to, and train prosecutors. Proficiency in prosecuting, guiding investigation, and giving instructions in reasonably complex or more difficult common law and statutory offences in the District Court. Draft charge sheets and complex court documents. Must be able to act independently without constant supervision. Manage court and case flow independently. Relieve in the Regional Court, and mentor and/or train, and quality check the work of prosecutors. Good administrative skills. Valid driver's licence required.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets in order to decide on the institution of and conduct criminal proceedings of a general and more advanced nature in the Regional Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present, and assist prosecutors to present, the State's case in court, to lead witnesses, cross-examine and address the court on <i>inter alia</i> , conviction and sentence, and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessments of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Sydwell Namuhuchu (011)220 4000 Recruit 1024 - CPP Johannesburg Recruit1024@npa.gov.za Fax: 012 843 4284

<u>POST 31/84</u>	:	<u>ADVANCED DISTRICT COURT PROSECUTOR</u>
<u>SALARY</u>	:	R162 510 (C5) per annum plus housing allowance, annual service bonus, pension and medical aid benefits
<u>CENTRE</u>	:	Recruit 1025 - CPP Westrand (Krugersdorp) Recruit 1026 - CPP Johannesburg (Various) x10 Recruit 1027 - CPP Westrand (Protea, Soweto) x 5
<u>REQUIREMENTS</u>	:	A recognised 3-year legal Degree, or a legal diploma in respect of prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: law of evidence, criminal procedure, criminal law, interpretation of statutes and at least 1 year relevant criminal court work experience. Proficiency in prosecuting, guiding investigation. Giving instructions in reasonably complex or more difficult common law and statutory offences in the District Court. Drafting charge sheets and complex court documents. Must be able to act independently without constant supervision. Manage court and case flow independently. Relieve in the Regional Court or as a District Court Control Prosecutor. Mentoring other prosecutors. Excellent administrative skills. Valid driver's licence required.
<u>DUTIES</u>	:	Study case dockets in order to decide on the institution of criminal proceedings of a more advanced or complex nature in the District Court. Prepare cases for court. Draft charge sheets and other court documents that are more complex in nature. Present the State's case in court: lead witnesses, cross-examine and address the court on <i>inter alia</i> , conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Mentoring other prosecutors. Perform administrative duties. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Sydwell Namuhuchu (011)220 4000 Recruit 1025 - CPP Westrand Recruit1025@npa.gov.za Fax: 012 843 4285 Recruit 1026 - CPP Johannesburg Recruit1026@npa.gov.za Fax: 012 843 4286 Recruit 1027 - CPP Westrand Recruit1027@npa.gov.za Fax: 012 843 4287

NATIONAL TREASURY

CLOSING DATE : 8 August 2008 at 12:00 unless otherwise stated
NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 31/85 : **SENIOR BUDGET ANALYST: PUBLIC FINANCE (5 POSTS)**
 Purpose: To analyse and recommend departmental budgets, report on financial management, expenditure and service delivery policy analysis, evaluation and support, advice and consultation, and staff management.
 The positions are available in the following sectors:
 DPLG: Ref: S141/2008
 Transport: Ref: S142/2008
 Environmental Affairs and Tourism and Science and Technology Ref: S143/2008
 Trade and Industry *(Policy Position) Ref: S150/2008
 Public Enterprise Ref: S151/2008
 Division: Public Finance

SALARY : R344 052 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate degree / diploma in Economics / Public Finance / Development Planning and sector-related technical field. • Postgraduate qualifications will be advantageous • Extensive experience in policy, budgets or financial management • A sound understanding of budgets and financial management • Proven knowledge of economic and fiscal policy, government budget processes and financial analysis • Demonstrable knowledge of sector policy and developmental processes in the relevant sector • Good interpersonal skills and the ability to analyse process complex information • Good knowledge of corporate governance • A high level of computer literacy with sound knowledge of the MS Office Suite (especially Word and Excel) and Internet-based research. * Policy Position related to Trade and Industry: Requires Honors or preferably a Masters degree in Economics.

DUTIES : Budget analysis • Monitor financial management and service delivery • Policy analysis and support • Team performance • Provide technical and administrative support to contribute to: (a) advising the Minister of finance and Cabinet on the most effective and efficient allocation and utilisation of public funds by the relevant department (b) advising the departments on how to improve policy, planning, budgeting and service delivery; and (c) monitoring and evaluating financial management and service delivery by the departments in order to promote compliance with the PFMA and effective use of public funds.

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 Applications can also be faxed to (012) 315 5557

POST 31/86 : **SENIOR BUDGET ANALYST REFERENCE NUMBER: S158/2008**
 Division: Public Finance
 Purpose: To contribute to the strategic/budget analysis, monitoring and management of public finances and policies of a client department.

SALARY : R344 052 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A postgraduate degree in Economics / Public Finance / Finance Policy • Experience gained in Public Finance, Policy Analysis, Financial Management or Economic Analysis will be an advantage • Familiarity with the Public Finance Management Act (PFMA) and Treasury Regulations as well as Government processes • Economic and financial analysis and problem solving skills • Good research, writing, negotiation and communication skills • Computer literacy, numeracy and presentation skills.

DUTIES : Financial management, budget planning and public finance analysis • Monitor and evaluate public expenditure trends • Project and programme appraisal and sectoral economic analysis • Monitor and oversee public sector financial management • Fiscal and financial planning and budget advice.

APPLICATIONS : Applications for the above-mentioned positions must be forwarded to recruit.pf@treasury.gov.za

<u>POST 31/87</u>	:	<u>SENIOR FINANCIAL ANALYSTS: CASH MANAGEMENT REFERENCE NUMBER: S159/2008</u> Division: Asset and Liability Management Purpose: To assist in the prudent management of cash in all spheres of government.
<u>SALARY</u>	:	R217 482 per annum (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	To be considered for this position, the applicant should have: • Preferably a post-matric qualification with Accounting • Knowledge of the management of accounts and the forecasting of cash flows • Knowledge of money markets will be advantageous • Computer literate
<u>DUTIES</u>	:	It will be expected of the successful candidate to: • Forecast Government's cash flows • Reconcile daily expenditure data and revenue receipts • Engage in processes to improve cash flow projections • Liaise with stakeholders on projected expenditure, revenue, borrowings and redemptions • Manage Government's investments with commercial banks and the South African Reserve Bank by recording investment transactions and reconciling interest receipts.
<u>APPLICATIONS</u>	:	National Treasury, Private Bag X 115, Pretoria, 0001 Applications can also be faxed to (012) 315 5557
<u>POST 31/88</u>	:	<u>SENIOR FINANCIAL ANALYST: ACCOUNTING REFERENCE NUMBER: S160/2008</u> Division: Asset and Liability Management Purpose: The efficient accounting of debt and investment transactions within the Asset and Liability Management Division.
<u>SALARY</u>	:	R217 482 per annum (Benefits Excluded)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	To be considered for this position, the applicant should have: • Preferably, a three year post Grade 12 qualification with Accounting • A good understanding of the financial markets and the different debt instruments • Experience in account compilation and reconciliation • Good communication and computer literacy skills.
<u>DUTIES</u>	:	It will be expected of the successful candidate to: • Ensure that all government debt and investment transactions are recorded • Management of the bank accounts of the Division and ensure that suspense accounts are fully cleared • Compile annual financial statements and a register of outstanding debt • Compile, manage and monitor the cost of debt and operational budget of the Division.
<u>APPLICATIONS</u>	:	Applications for the above-mentioned positions must be forwarded to recruit.alm@treasury.gov.za
<u>POST 31/89</u>	:	<u>BUDGET ANALYST: PUBLIC FINANCE (3 POSTS)</u> Purpose: To analyse and recommend departmental budgets, report on financial management, expenditure and service delivery, sector policy analysis, evaluation and support, advice and consultation. The positions are available in the following sectors: Land Affairs and Minerals Ref: S139/2008 Housing and Infrastructure Project Support Ref: S140/2008 DWA Ref: S149/2008 Division: Public Finance
<u>SALARY</u>	:	R174 243 per annum (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	• A degree / diploma in Economics / Public Finance or sector-related technical field • Two to three years' experience in policy, budgets or financial management • A sound understanding of budgets and financial management • A sound knowledge of economic and fiscal policy, government budget processes and financial analysis • Demonstrate knowledge of sector policy • A sound knowledge of the Public Finance Management Act (PFMA) and Division of Revenue Act (DoRA) • Good interpersonal skills and the ability to analyse complex information • Good knowledge of corporate governance • A high level of computer literacy with sound knowledge of the MS Office Suite (especially Word and Excel) and Internet-based research.
<u>DUTIES</u>	:	• Policy analysis • Monitoring • Budget and financial analysis • Programme management support • Provide technical and administrative support to contribute to: (a) advising the Minister of Finance and Cabinet on the most effective and efficient allocation and utilisation of public funds by the relevant department; (b) advising the relevant department on how to improve policy,

planning, budgeting and service delivery; (c) monitoring and evaluating financial management and service delivery in order to promote compliance with the PFMA and effective use of public funds; and (d) monitoring project spending and delivery.

APPLICATIONS

: National Treasury, Private Bag X 115, Pretoria, 0001 Applications can also be faxed to (012) 315 5557

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** : 15 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 a security clearance and other vetting processes before appointment.

MANAGEMENT ECHELON

- POST 31/90** : **DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS (1) (REF. DPAI (1)/07/08)**
- SALARY** : R540 429 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty)
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal candidate profile: An appropriate three-year degree/diploma or equivalent qualification in Public Administration, Economic Science and Social Sciences, preferably in project management field and extensive applied research experience. Good knowledge of issues/challenges facing Public Service. Extensive experience in the application of the regulatory framework for Human Resources, Supply Chain Management and/or Financial Management in the Public Service. Proven experience in conducting investigations and research. Intellectual and personal integrity, a professional work ethic, and a willingness to work according to deadlines and under pressure. Verbal/written communication skills. Good interpersonal skills, ability to work in a team and to work with and manage people from diverse background. Solid experience in the Microsoft Office Suite. A valid driver's license and willingness to travel are essential.
- DUTIES** : Key Performance Areas: Overall management of the research project in line with the PSC research protocols. Assisting in project planning and execution and that research is conducted according to deadlines and deliverables. Draft research reports containing findings and recommendations. Conduct investigations into complaints emanating from PSC (proactively), Executing Authorities, Public Servants and Anonymous complainants/ Whistle-blowers, e.g National Anti-Corruption Hotline. Determine the terms of reference for investigations. Conduct *in loco* inspections, identify and interview witnesses, evaluate, analyse and process information obtained during investigations. Draft investigations reports containing findings and recommendations (best practices to ensure sound public administration). Ensure that an accurate database is maintained on financial misconduct cases reported by all national and provincial departments. Attend to projects initiated by the PSC in respect of public administration practices. Provide leadership in researching public administration practices and drafting reports. Strategically plan and oversee the work of the Directorate. Provide advice to stakeholders on best practice. Manage staff and the financial resources of the Directorate.
- ENQUIRIES** : Ms NC Mampuru (012) 352 1201/1207
- NOTE** : Short-listed candidates will be expected to complete a writing, cognitive and problem solving skills assessment as well as the compulsory Competency Based Assessment for SMS.

OTHER POSTS

<u>POST 31/91</u>	:	<u>SENIOR NETWORK CONTROLLER REF: SNC/08</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate profile: Grade 12 and a recognised national Diploma in Information Technology or Equivalent qualification with at least 3 -5 years working experience. A+, N+ and MCSE 2003 will be added advantage. Good knowledge of network devices and management. -Experience on server 2003, Exchange 2003 and Ms Windows XP\Vista as well as Ms Office suite. Good understanding of firewalls. Background on web development and maintenance. Strong communication, People and technical skills. Ability to work under pressure, independently and without constant supervision. A valid code 8 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for Administering Windows AD 2003 servers. Assist in the maintenance and support of LAN\WAN infrastructure. Provide advanced desktop support. Maintain IT asset database. Perform Server backups. Administer Anti- virus server. Implement and ensure proper change control management. Maintenance of IT equipment. Assistant in the development and
<u>ENQUIRIES</u>	:	Mr MJ Matobela (012) 352 1127
<u>POST 31/92</u>	:	<u>SENIOR ADMINISTRATION CLERK: PROCUREMENT (REF: SAC/P08)</u> This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the posts. Candidates whose promotion/transfer will promote representivity will receive preference.
<u>SALARY</u>	:	R76 194 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 Certificate or equivalent plus appropriate and experience in Procurement / Provisioning Administration. Computer literacy and LOGIS are essential. Ability to communicate effectively and tactfully with diverse people including staff, Office of the Public Service Commission's Clients and Suppliers. Strong organizational and interpersonal skills. Ability to supervise and train subordinates.
<u>DUTIES</u>	:	Capture invoices per orders placed. Ensure that invoices are certified and authorized. Close orders received. Update the payment register. Placing orders and record keeping. Maintenance of the 0-9 file. Capturing of contracts and their regular updates. Follow-up on outstanding orders and invoices, Contract Management. Co-ordinate, control, monitor and evaluate the activities of subordinates and determine and provide training to subordinates.
<u>ENQUIRIES</u>	:	Ms Adri Coetzer, (012) 352 1111
<u>POST 31/93</u>	:	<u>DOCUMENT CONTROL CLERK (level 4) REF: DCC/08</u> Section: Income and Expenditure This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the posts. Candidates whose promotion/transfer will promote representivity will receive preference.
<u>SALARY</u>	:	R64 410 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A senior certificate with accountancy and mathematics as passed matric subjects PLUS the following key competencies: <input type="checkbox"/> Skills: Numeracy; Financial Administration Accounting; Computer literacy: (MS Excel spreadsheets, MS Word and MS Access); Accuracy <input type="checkbox"/> Communication: Good written and verbal communication skills; Good interpersonal relations skills <input type="checkbox"/> Creativity: Problem solving.
<u>DUTIES</u>	:	Prepare documents and request certification of invoices ensuring adherence to all statutory provisions, (PFMA, Treasury Regulations, Financial Instructions, Supply Chain Management and Departmental policies); Maintain commitment register with regard to invoices received from creditors; Maintain filing of all BAS documentation; Safekeeping of Financial documents and batch control.
<u>ENQUIRIES</u>	:	Mr. N. Fabricius on Tel (012) 352-1080

DEPARTMENT OF TRANSPORT

APPLICATIONS : Sekgala Group, P O Box 7086, Halfway House, 1685 OR Unit B6 Greenoaks Office Park, Cor Bekker Road and Gregory Avenue, Vorna Valley, 1685. Enquiries: 086 172 6267. Employees are reminded to quote the relevant reference numbers when applying for these posts.

CLOSING DATE : 15 August 2008

NOTE : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being 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 posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 31/94 : **SENIOR ACCOUNTING CLERK**
(Branch: Financial Services)
(Directorate: Budgeting)

SALARY : R117 501 Per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate three year Bachelor's degree or National Diploma in Accounting. Applicants must be in a possession of matric or a three year tertiary qualification in accounting • Appropriate experience in Financial Management and budgeting. Note: The following will serve as a recommendation: Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Knowledge of Budget Procedures and Processes Knowledge of government accounting systems, computerized financial systems - BAS Planning and organisational skills Analytical Skills Computer literacy e.g. Word and spreadsheets, etc Verbal and written communication skills Language skills and the ability to communicate well with people at different levels and different backgrounds Must be willing to work beyond normal working hours when required

DUTIES : Assist with control of summarised budget information. This entails the following: Compile letter for appointment of the programme and responsibility Manager Assist in co-ordination of the Medium term Expenditure Framework inputs Assist in co-ordination of inputs for Estimate of National Expenditure Assist in co-ordination of Adjusted Estimate of National Expenditure inputs Assist with the updating of the Early Warning System on monthly basis Assist in co-ordinating inputs for Roll over and Virement for the Department and ensure that it reflect on the BAS system Filing all correspondence regarding budgetary matters Assist with control of financial progress and Reporting. This entails the following Capture the budget on BAS Capturing of the shifting of funds/ Virements on the system Assist with them monitoring of the budget versus expenditure on monthly / daily basis Update monthly expenditure report schedules, monitor the expenditure Correct the misallocation of budget and expenditure Arrange regular meeting with budget controller Advice programme and responsibility managers with the budget, Office administration. This entails the following Make print out of all acting managers to ensure that the relevant responsibility and programme managers authorized payments Distribute stationary to Officials of Financial Administration

ENQUIRIES : Ms J.L Mahamba Tel: (012) 309 3898

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

NOTE

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

OTHER POSTS**POST 31/95****DEPUTY DIRECTOR: INSTITUTIONAL MODELS****SALARY**

- : R407 745 per annum (all inclusive salary package)

CENTRE

- : Pretoria

REQUIREMENTS

- : Applicant must be in possession of an appropriate recognized Bachelor's degree in Law (preference), Human or Natural Sciences plus appropriate working experience. A related postgraduate qualification will however, be preferred. Competencies: Knowledge of the Water Services Act 108 of 1997, the National Water Act 36 of 1998 and other water related policies and practices nationally and internationally. Experience in institutional reorganization and related change management. An understanding of the institutional framework for water services. Experience in and understanding of the local government institutional and legal environment. Experience and understanding of PPP options. Legal and project management skills. Willingness to travel and work irregular hours. The following attributes will be strong recommendations: Strong innovative, strategic and integrated thinking skills; ability to interpret and apply policy and legislation, strong ability to analyse and interpret data; negotiation and communication (verbal & written), including public speaking; skills; ability to work in a multidisciplinary team & adapt to a dynamic environment; facilitation skills and ability to interact with key stakeholders in the water sectors, national departments, provincial and local governments. A valid divers' licence

DUTIES

- : Key Performance Areas: The successful incumbent will primarily be responsible for developing and providing guidance on institutional frameworks for water services. The incumbent will have to co-manage: Development and implementation of the Institutional reform strategy with a framework for cooperation and decision-making. The provision of policy and strategic guidance to the assessment of the technical, legal, financial and social performance of Water Services Institutions. The development of a clear framework for stakeholder participation and promoting effective working relations with sector partners. Develop and promote models for PPPs, Public and Municipal owned/co-owned water utilities. Conduct research around water services institutions models. Lead the institutional reform process and all functions that will go with this. Develop guidelines and tools that will ensure that the institutional framework for water services provision is well coordinated at district and local municipalities, water boards, municipal entities, national government, water user associations, community-based organizations and private companies. Review institutional arrangements for water services provision for the whole sector (i.e. both the regional and local provision of water services). Ensure that institutional arrangements for bulk infrastructure implementation are in place. Develop the standard contracts within the bulk water infrastructure policy framework. Ensure that bulk infrastructure contracts are in place between Water Services Authorities and the Department of Water Affairs and Forestry. Facilitate contract negotiation between WSAs and any implementing agent(s) of their choice for bulk infrastructure projects. He/she will also have to deal with ad hoc tasks such as responding to consumer and ministerial queries. In addition the incumbent will be responsible for managing a sub-directorate.

ENQUIRIES

- : Ms Lulama Xaba on (012) 336 6565

APPLICATIONS

- : The Director General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001

FOR ATTENTION

- : Ms C Mazibuko, ZwaMadaka Building, Room 610

CLOSING DATE

- : 16 August 2008

<u>POSTS 31/96</u>	:	<u>DEPUTY DIRECTOR: WATER QUALITY MANAGEMENT</u> Component: 693230
<u>SALARY</u>	:	R407 745 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> •Three year tertiary qualification in the natural Sciences or equivalent qualification in one of the following fields: *Earth Science *Environmental Science *Water Care or Engineering plus appropriate experience *a valid drivers license and computer literate. Recommendations: •At least three years experience in the environmental and water management field, waste management, industries, urban development and especially mining. •A clear understanding of the department's role and policy with respect to water resource management •Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines •Understanding the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills •Proven managerial and communication skills •Knowledge of Human Resource Policies, a clear understanding of transformation in the Public Service.
<u>DUTIES</u>	:	<p>Key Performance Areas: •Implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act and DWAF policies and regulations •Assist in the development of policy and regulation •Facilitation and co-ordination of the training and career development of staff •Supervision of Water Pollution Control Officers and other officers at lower ranks •Assist in the establishment and regulation of water management institutions •Manage Water Quality in the designated catchments areas •Undertake both routine and special investigations, prepare reports and interpret analytical results •Project Management and supervision of line function consultants. •Promote water conservation and efficient water utilization through the authorization process.</p>
<u>ENQUIRIES</u>	:	Mr. JM van Aswegen, tel. 013-932 2061
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/97</u>	:	<u>CHIEF ENGINEER</u> Component: 693110
<u>SALARY</u>	:	R407 745 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	Applications are awaited from person who are in possession of an appropriate recognized four year Bachelor' degree in Engineering in terms of the Engineering Profession of SA, Act, 1990 (Act 114 of 1990) as well as registration with the Engineering Council of SA as Professional Engineer, coupled with appropriate experience. The following be recommendations: Intimate knowledge of Water Legislation and Policies. Understanding of all DWAF HR Policies and relevant HR Legislation, understanding of the PFMA Active involvement in Transformation processes. Intimate understanding of Water Resource Management (Quantity and Quality) including hydrology and land use. Understanding of SADC protocols and International Agreements. Technical and Engineering Skills (Infrastructure management, hydrology, dam safety, water resources management). Management and Supervisory skills. Financial skills and communication and PP skills.
<u>DUTIES</u>	:	Co-ordination with WUA's, promote the establishment of CMA's, support transformation of Irrigation Boards into WUA's, Support establishment of new WUA's, management and monitoring of Water User Associations. International co-operation, JWC Swaziland information and management support. Develop and support the implementation of WCDM Strategies, Stream Flow Reduction activity monitoring, control, licensing advice and recommendation, implement and monitor dam safety control programmes i.e state dams and private dams. Manage line function staff, Employment Equity, training and development, Performance Evaluation. Compile, control and manage MTEF and annual budgets expenditure control.
<u>ENQUIRIES</u>	:	FA Mntambo tel: 013-759 7310
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr. MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/98</u>	:	<u>DEPUTY DIRECTOR: SECTOR ECONOMICS AND FINANCE</u>
<u>SALARY</u>	:	R 407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Applicant must be in possession of an appropriate recognized Bachelor's Degree in Economics or Commerce plus appropriate work experience. A related postgraduate qualification will however, be preferred. Competencies: Excellent understanding of and experience in finance, economics, business economics and legal expertise in water services or related sector. Knowledge of the Water Services Act 108 of 1997, the National Water Act 36 of 1998 and other water related policies and practices nationally and internationally. Knowledge of the prescripts regulating local government and an understanding of treasury regulations. Experience in and an understanding of the local government financial environment. Ability to develop and implement financial models. Ability to manage a team of finance and economics specialists. Willingness to travel and work irregular hours. The following attributes will be strong recommendations: Strong innovative, strategic and integrated thinking skills; ability to analyse and interpret data and make long term projections; negotiation and communication (verbal & written) including public speaking; skills; ability to work in a multidisciplinary team & adapt to a dynamic environment; facilitation skills and ability to interact with key stakeholders in the water sector, national departments, provincial and local governments; computer literacy, A valid divers' licence.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will primarily be responsible for providing technical assistance and guidance on the financing and economics of Water Services delivery with the aim of ensuring institutional viability and sustainability. The incumbent will have to co-manage: The development and implementation of financial viability assessment tools. Conduct financial assessments linked to the regulatory function. Report on institutional sustainability and viability. The development of guidelines and tools that will support institutional sustainability and viability, addressing issues such as funding resources, costs recovery, revenue management, customer care and free basic services. Investigate the feasibility of various business models and make recommendations with regards to their application. He/she will also have to deal with ad hoc tasks such as responding to consumer and ministerial queries. In addition the incumbent will be responsible for managing a sub-directorate.
<u>ENQUIRIES</u>	:	Ms Lulama Xaba Tel (012) 336 6565
<u>APPLICATIONS</u>	:	The Director General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/99</u>	:	<u>SPECIALIST CADASTRAL SURVEY ADVISOR: NATIONAL TRANSFERS</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or degree in Surveying with experience in conveying, cadastral information and surveying. Registration as a technical/professional surveyor with the South African Council for the Professional Land and Technical Surveyors is highly recommended. Specialised knowledge of the functioning of land related schemes and or land in Dwaf or water management institutions custody through ensuring the provision of related spatial and survey information. Negotiating skills and ability to interact with high level officials in Municipalities and or other departments. Be able to advise and lead officials on complicated survey and conveyance problems. Assist with the Administration of land in Dwaf's custody.
<u>DUTIES</u>	:	Key Performance Areas: To study Transfer Agreements and do field inspections in consultation with Regions and Municipalities to determine survey requirements. Compile, allocate, monitor and evaluate Cadastral Survey Contracts. Attend to all complicated survey and or conveyance problems encountered by the sub-directorates Land Matters, Surveys and Land Information. Assist with the updating, listing and auditing of all State houses and or properties required and used for the management of State assets like dams, reservoirs, plantations etc. Forward surveying data to the Department of Public Works and Land Affairs and do regular follow-ups on the processes to prevent unnecessary delays.
<u>ENQUIRIES</u>	:	Ms. P L Mokoena: (012) 336 6574
<u>APPLICATIONS</u>	:	The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria 0001:
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/100</u>	:	<u>DEPUTY DIRECTOR: GEOHYDROLOGICAL RESOURCE ANALYST</u> (Directorate: Water Resource Planning Systems)
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	The applicant must be in possession of a BSc (Hons) degree in Geohydrology or Geology; appropriate experience in groundwater assessment, development and management; computer literacy with adequate skills in numerical modeling; good negotiation and communication (verbal and written in English language) skills; innovative thinking abilities; experience in project management. Water resource management/planning experience OR higher qualifications OR registration as a Professional Scientist with the South African Council for Natural and Scientific Professions in terms of Section 11 of the Natural Scientific Professions Act 1993 will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: The Directorate: Water Resource Planning Systems is responsible for evaluating strategic water resource management challenges, developing resource-oriented policies, strategies, programmes and assessment tools and providing resource management decision support service to other components in the Department. The successful candidate will form part of the team that: Provides specialist and technical support in geohydrology to planners and other components in the Department; develops policies, strategies and guidelines for assessment, planning and management of catchment hydrology to support planning decision needs and WRM objectives; provides hydrological decision support system for planning and management of groundwater at catchment level; provides groundwater planning capacity building and technical assistance to other components in the Department; develops strategies and tools that cater for conjunctive use and management of surface water and groundwater at catchment level in collaboration with other internal and external stakeholders and role players.
<u>ENQUIRIES</u>	:	Mr F Fourie Tel (012) 336-7303
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/101</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT</u> Component: 695600
<u>SALARY</u>	:	R344 052 pa (all inclusive salary package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	A BCom Accounting degree or equivalent NQF level 6 qualification backed by relevant appropriate experience. Knowledge of Government Financial Accounting. Knowledge of BAS and Persal. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Recognized Accounting Practise (GRAP). Strong managerial skills and ability to manage a team of professionals. Self-starter, able to work independently without compromising team results. A SA/CIMA/ACCA or equivalent professional certification will serve as a definite advantage.
<u>DUTIES</u>	:	Key Performance Areas: Monitor successful implementation of accrual accounting in line with GRAP. Maintain accounting records in a form suitable to substantiate financial transactions. Ensure efficient, effective and economic accounts. Create entities on BAS in order to pay suppliers and advances of officials. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Manage the section's budget. Develop and manage staff to ensure that the section has the capacity to carry out its functions.
<u>ENQUIRIES</u>	:	Mr. FA Mntambo tel 013-759 7310
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, NELSPRUIT, 1200 Attention Mr. MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/102</u>	:	<u>ASSISTANT DIRECTOR: FORESTRY PLANNING</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised bachelor's Degree in Forestry plus appropriate experience in forestry planning and a sound knowledge of silvicultural practices in order to promote sustainable forest management. Experience in forestry planning systems and a working knowledge of Ms Office software is essential. Good communication, report writing skills and knowledge of project management is recommended.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for compiling and revising Growing Stock Management Plans and will manage the production of plantations maps for the commercial plantations that are managed by the Forestry Branch of the Department of Water Affairs and Forestry. He/she

		will monitor and update the numerical and spatial information for the above mentioned commercial plantation on a continuous basis. Compile management schedules to support decision making by plantation managers. Provide technical guidance and support to operational staff in the regions regarding the marketing of timber. Be involved in the daily administration of the Directorate and in addressing enquiries from the public and from within the Department.
<u>ENQUIRIES</u>	:	Mr Waldo Hinze Tel (012) 336 7666
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/103</u>	:	<u>CHIEF DEVELOPMENT EXPERT: RESAERCH AND DEVELOPMENT</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicant must be in possession of an appropriate recognized Bachelor's degree or National Diploma in Natural Sciences or Social Sciences or equivalent plus appropriate working experience. A related postgraduate qualification will however, be preferred. Competencies: Knowledge of the Water Services Act 108 of 1997, the National Water Act 36 of 1998 and other water related policies and practices nationally and internationally. An understanding of the institutional framework for water services. Good understanding of Public-Private/Public-Public Partnership options. Knowledge of and experience in managing contracts and service level agreements. Experience and track record in the planning, development and management of water infrastructure. Willingness to travel and work irregular hours. The following attributes will be strong recommendations: Strong innovative, strategic and integrated thinking skills; ability to review and analyze various documents as well as coordination amongst stakeholders; negotiation and communication (verbal & written) including public speaking; skills; ability to work in a multidisciplinary team & adapt to a dynamic environment; facilitation skills and ability to interact with key stakeholders in the water sectors, national, provincial and local government; computer literacy, A valid drivers' licence.
<u>DUTIES</u>	:	Key Performance Areas: He/She will be responsible for providing technical assistance and guidance on the Water Services delivery with the aim of ensuring institutional viability and sustainability. The incumbent will have to co-manage: The review of institutional arrangements for water services provision for the whole sector (i.e. both the regional and local provision of water services). Development of mechanism to ensure that lessons learnt from various studies and investigations are fed into the institutional reform strategy. Ensure that the framework for stakeholder participation & promoting effective working relations with sector partners. Ensure that institutional arrangements for bulk infrastructure implementation are in place. Develop the standard contracts within the bulk water infrastructure policy framework. Ensure that bulk infrastructure contracts are in place between Water Services Authorities and the Department of Water Affairs and Forestry. Facilitate contract negotiation between WSAs and any implementing agent(s) of their choice for bulk infrastructure projects. Provide guidance to the water services providers especially those that are facing under-investment difficulties. Provide guidelines on financial viability to assist WSA in selecting appropriate institutional arrangements for the provision of water services. Design and driving of special programmes of strategic nature.
<u>ENQUIRIES</u>	:	Ms L Xaba on (012) 336 6533
<u>APPLICATIONS</u>	:	The Director General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/104</u>	:	<u>PRINCIPAL HYDROLOGIST</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate four year tertiary qualification majoring in the Geohydrology or geology or geography with proven experience in remote sensing/GIS application. Proven knowledge and understanding of geological and geohydrological processes occurring in aquifer systems with specific references to groundwater occurrences and conceptual flow regimes. Experience with and ability to utilise on an extensive level specialist remote sensing software and GIS application software. Ability to draft and successfully manage business plans and terms of references. Ability to draft and successfully manage business plans and terms of references. Excellent verbal and written communication skills, negotiation and

		facilitation skills. Willingness to undertake field trips away from home and irregular working hours. Computer literacy and the possession of a valid code 08 driver's licence are essential.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will develop and maintain special remote Sensing and GIS products for application in groundwater assessment and monitoring programmes. Interpretation of Remote Sensing products and utilising specialist software to produce special geohydrological maps for conceptualisation and modelling of groundwater regimes. Draft and management of business plans. Effective management of staff and projects. Practical advising and physical participation in field procedures for bio-remediation of boreholes. Liaise with stakeholders and service providers and manage service providers.
<u>ENQUIRIES</u>	:	Mr E van Wyk Tel (012) 336 8121
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/105</u>	:	<u>HEALTH & SAFETY OFFICER (WORKING FOR WATER) (5 YEAR CONTRACT)</u> Component: 706405
<u>SALARY</u>	:	R195 217 pa (all inclusive salary package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification. Knowledge of the following legislation: Occupational Health and Safety Act, Compensation for occupational injuries and Diseases Act, Labour Relations Act and Basic Conditions of employment Act. *Computer literacy, presentation and interview skills, knowledge of first aid, a valid driver's license, willingness to work long hours and ability to work independently.
<u>DUTIES</u>	:	Key Performance Areas: Manage the hazard identification risk assessment process; train all the employees in the region regarding Occupational Health and Safety, compile corporate standards and policies for all elements Required by the standards. Occupational Health And Safety Act, Investigate all reportable incidents in the region, identify causes And provide managers and safety committees with recommendations to prevent re-occurrence of incidents, determine needs and Manage the Occupational Health and Safety budget, acquire Personal protective equipment, do regular site inspections in the Region, measure compliance to standards, do internal audits and Provide management with progress reports.
<u>ENQUIRIES</u>	:	Ms Linda Mabuza tel no. 013-759 7492
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/106</u>	:	<u>PRINCIPAL HYDROLOGIST</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate four-year BSc Honours degree in Hydrology with major subjects Flood Hydrology and Statistical analysis and proven extensive analytical experience in the field of Flood Hydrology. Recommendations: Other subjects in field of hydrology and/or Hydraulics. Microsoft Word and Excel. Willingness to take part in extensive in-service training programmes. Willingness to travel extensively, do field work and work irregular hours. Strong communication skills; technical report writing skills and a code 08 driver's licence. The shortlisted candidates must be willing to undergo a competency exercise as part of the selection process.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will perform flood frequency analyses; partake in training of junior hydrologists; carry out flood surveys and compile flood documentation; evaluate the quality of historical data and fill in missing data; improve hydrological times series; develop information products and provide statistical and managerial hydrological information; provide input to flood gauging network planning; communicate and assist with training the regional personnel; inspection and evaluation of field conditions; research and development in related hydrological fields
<u>ENQUIRIES</u>	:	Mr D van der Spuy Tel (012) 336 7871
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610

CLOSING DATE : 16 August 2008

POST 31/107 : **PRINCIPAL WATER POLLUTION CONTROL OFFICER WATER QUALITY MANAGEMENT**
Component: 600241

SALARY : R174 243 per annum
CENTRE : Lydenburg
REQUIREMENTS : Three-year tertiary qualification in the natural Sciences or equivalent qualification in one of the following fields: Earth Science, Environmental Science, Water Care or Engineering plus appropriate experience •A valid drivers license •Computer literacy. Recommendations: •Broad experience in the environmental and water management field, waste management, industries, urban development and especially mining•A clear understanding of the departments role and policy with respect to water resource management•knowledge of the National Water Act, 36 of 1998, and related policies, strategies, and guidelines•Understanding the principles of Integrated Water Resource Management•Innovative thinking, negotiating and networking skills •Proven managerial and communication skills•Knowledge of Human Resource Policies•A clear understanding of transformation in the Public Service.

DUTIES : •Implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act, and DWAF policies and regulations•Assist in the development of policy and regulation•Assist in the facilitation and co-ordination of the training and career development of staff•Assist with the supervision of Water Pollution Control Officers and other officers at lower ranks•Assist in the establishment and regulation of water management institutions•Manage Water Quality in the designated catchment areas•Undertake both routine and special investigations, prepare reports and interpret analytical results•Project Management•Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES : Mr. TR Mashamba tel. (013) 932 2061
APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, NELSPRUIT, 1200 Attention Mr. MJ Mamba

CLOSING DATE : 15 August 2008

POST 31/108 : **ASSITANT DIRECTOR: ADMINISTRATION**

SALARY : R174 243 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : Applicants must be in possession of a National Diploma / Degree in Public Administration or Finance coupled with (3) three years relevant experience / Matric Certificate plus ten (10) years relevant experience in Demand and Acquisition Management , knowledge of Government procedure, process and prescripts relative to office administration. Computer literacy. Valid code 8 drivers licence. The following will serve as recommendations: Budget management skills, Human resource management. Policy analysing skills, problem solving skills. Communication (written and verbal) skills. Presentation skills. Planning and organising skills. Excellent interpersonal and liaison skills analytical skills. Financial policies and procedures.

DUTIES : Key Performance Areas: The successful candidate will be responsible for registry related duties and record management/ filing system. Develop appropriate administrative procedure. Manage the reception, secretariat unit, registry, messenger services as well as food and beverage services. Manage issues related to office accommodation, official housing and building maintenance. Manage the Health and Safety and Protection Services unit in the region. Ensure the efficient and effective provision of administrative support to all functions. Manage efficient and effective telephone management system. Performance Management of staff. Ensure that all documentations are dealt with according to MISS.

ENQUIRIES : Ms D. Fihlela, Tel (033) 342 8101
APPLICATIONS : The Regional Director, Department of Water Affairs and Forestry, Private Bag X 9029, Pietermaritzburg, 3200

FOR ATTENTION : Mr M.Z. Sihya
CLOSING DATE : 16 August 2008

POST 31/109 : **ASSITANT DIRECTOR: FINANCE**

SALARY : R174 243 per annum
CENTRE : Pietermaritzburg

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma / Degree in Public Administration or Finance coupled with (3) three years relevant experience / Matric Certificate plus ten (10) years relevant experience in Demand and Acquisition Management and Finance, as well as experience in Expenditure and Budget Management. Knowledge of the treasury instructions and State Tender Board regulations. Computer literacy. Good communication and proven managerial skills. Knowledge of BAS, SAP, LOGIS and PERSAL. Valid code 8 drivers licence. The following will serve as recommendations: Human resource management. Policy analysing skills, problem solving skills. Communication (written and verbal) skills. Presentation skills. Planning and organising skills. Excellent interpersonal and liaison skills analytical skills. Financial policies and procedures. Knowledge to all policies related to supply chain management and administrative system and process
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible salary and project administration of the Region in addition she/he will render advisory services on Financial matters to various line functionaries, execute general internal budget. Other duties include expenditure and revenue control, management of the suspense account and the provision of direction and training of the subordinates. Assess financial administration, maintenance and compliance within the Region. Analyse budget performance and management. Provide financial capacity building within the region.
<u>ENQUIRIES</u>	:	Ms D. Fihlela, Tel (033) 342 8101
<u>APPLICATIONS</u>	:	The Regional Director, Department of Water Affairs and Forestry, Private Bag X 9029, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mr M.Z. Sihya
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/110</u>	:	<u>PROJECT MANAGERS-WORKING FOR WATER (4 POSTS) (5 YEAR CONTRACT)</u> Component: 693316
<u>SALARY</u>	:	R160 735 per annum (all inclusive salary package)
<u>CENTRE</u>	:	1. Low's Creek, Sabie/Hazyview, High Altitude/Graskop, Driekoppies
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Natural Science, Forestry or Environmental Science. A valid drivers licence and willingness to travel. Recommendations * Ability to read GPS and interpret maps, herbicide, biological control and chainsaw knowledge*Appropriate project management experience/skills*Working experience of invading alien plant clearing*Good people management as well as sound administrative and financial skills *Language: Proficiency in two official languages
<u>DUTIES</u>	:	Key Performance Areas: *facilitate the development of project clearing plans and annual plans of operation *Manage and coordinate project, technical operations and work Standards.*Oversee training and social development programmes within Project area.*Liaise with relevant stakeholders and landowners/users *Conduct field inspection to ensure compliance to WFW norms and standards. *Understanding of PFMA and all relevant public service Prescripts and CARA.
<u>ENQUIRIES</u>	:	Ms Linda Mabuza, tel (013) 759 7492/7406
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>POST 31/111</u>	:	<u>SENIOR HYDROLOGIST: INTEGRATED WATER RESOURCE STUDIES (2 POSTS)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate four-year BSc degree or equivalent qualification in the field of Earth, Numerical, Water, Environmental Science or Engineering. The applicants must have the following capabilities: knowledge of numerical modelling and GIS; good written and verbal communication skills; knowledge of water quality modelling and assessment will be an added advantage and computer literacy. A valid driver's licence will be a recommendation.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be involved and assisting in the coordination and consolidation of information regarding the state of Water Resources at national as well as catchment levels; coordination and evaluation of the development of water resources models; assessment of adequacy of water resource assessment tools; and the evaluation and development of water resources monitoring networks.
<u>ENQUIRIES</u>	:	Ms T Mbhele Tel (012) 336 8946

APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610

CLOSING DATE : 16 August 2008

POST 31/112 : **SENIOR HYDROLOGIST: INFORMATION PROGRAMME MANAGEMENT**

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate four-year BSc degree (Honours) degree in earth Science/Water Science/Economic Science; coupled with appropriate experience. Knowledge of Water Resources occurrence, particularly surface and groundwater occurrence, in South African and Environmental Law as well as communication skills, computer literacy and willingness to travel, will serve as recommendation. A basic level of experience in project management will serve as further recommendation.

DUTIES : Key Performance Areas: The successful candidate will assist the Deputy Director with the development of appropriate regulatory tolls, including guidelines, regulations and management processes. He/She will actively participate in capacity and awareness building amongst regional staff and other stakeholders towards integrated water resources quality monitoring programmes. This also includes participation in the development of new monitoring programmes as well as being part of the water resource quality monitoring.

ENQUIRIES : Mr W Nomquphu Tel (012) 336 7493

APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610

CLOSING DATE : 16 August 2008

POST 31/113 : **SENIOR ADMINISTRATIVE OFFICER (CLEANING AND MESSENGER SERVICES)**

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-4 year national qualification or senior certificate plus relevant experience. Client liaison experience, administrative experience. Good communication skills, supervisory skills, ability to work under pressure, knowledge of OHS, knowledge of departmental procurement procedures, knowledge of PMDS, knowledge of project management, understanding of and competency in Facilities Management. Good interpersonal relations.

DUTIES : Key Performance Areas: Manage cleaning services, manage messenger Services, conduct performance assessment, control cleaning material and equipment, control Photocopying and binding service, conduct regular Inspections, compiling specifications for tenders(cleaning services). Management of contracts.

ENQUIRIES : Ms M Shai Tel (012) 3367570

APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610

CLOSING DATE : 16 August 2008

POST 31/114 : **SENIOR ADMINISTRATIVE OFFICER (MAINTENANCE)**

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3-4 year national qualification, or senior certificate plus relevant experience. Client liaison experience, administrative experience, Good communication skills, supervisory skills, ability to work under pressure, knowledge of OHS, knowledge of departmental procurement procedures, knowledge of PMDS, knowledge of energy and water saving mechanisms will be an added advantage, understanding of and competency in property and facilities management, knowledge of project management. Good interpersonal relations.

DUTIES : Key Performance Areas: Facilities maintenance, managing a maintenance related call centre, managing pest control contracts, management of health service contracts, ensure compliance with OHS, supervision, conduct performance assessments, managing the contractors, admin and management of contracts, conduct regular inspections. Manage the Tradesman aid staff

ENQUIRIES : Ms M Shai Tel (012) 3367570

APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610

CLOSING DATE : 16 August 2008

POST 31/115 : **SENIOR ADMINISTRATIVE OFFICER (ACCOMMODATION)**

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-4 year national qualification or senior certificate plus relevant experience, knowledge of the gazette general notice containing the "Space planning norms and standards" for office accommodation used by organs of the state. Client liaison experience, administrative experience, good communication skills, supervisory skills, ability to work under pressure, knowledge of OHS, knowledge of departmental procurement procedures, knowledge of PMDS, knowledge of project management, knowledge of the disability act in terms of accommodation will be an added advantage, understanding of and competency in Facilities management. Good interpersonal relations.

DUTIES : Key Performance Areas: Acquiring of office accommodation and parking, renovations of buildings, management of the accommodation data base and office audit, contracts administration, manage conference rooms, manage Food services aid staff. Conduct performance assessments, supervision, and procurement of office furniture for Management staff.

ENQUIRIES : Ms M Shai Tel (012) 3367570
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 16 August 2008

POST 31/116 : **SENIOR ADMINISTRATIVE OFFICER (TELECOMMUNICATION)**

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-4 year national qualification or senior certificate plus relevant experience. client liaison experience, administrative experience, good communication skills, supervisory skills, ability to work under pressure, knowledge of departmental procurement procedures, knowledge of PMDS. Knowledge of project management. Good interpersonal relations.

DUTIES : Key Performance Areas: Manage the departmental switchboard, manage the departmental cell phone contract, manage video conferencing, control over updating and the distribution of the internal telephone directory, control over processing and issuing of departmental cell phones, liaise with Telkom, overseeing relevant account payments.

ENQUIRIES : Mr MC Netshidzivhani Tel (012) 336 8008
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 16 August 2008

POST 31/117 : **SENIOR ADMINISTRATIVE OFFICER (RECORDS MANAGEMENT)**

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-4 years national qualification or senior certificate plus successful completion of Records Management course in National Archives and relevant experience. Knowledge of the filing system, client liaison experience, administrative experience, good communication skills, supervisory skills, ability to work under pressure, knowledge of PMDS, knowledge of project management. Good interpersonal skills.

DUTIES : Key Performance Areas: Manage the departmental Registry section, manage the Word Processing centre, conduct inspections at Head office and the Regional offices, assist in the implementation of the Electronic Records Management System, amendments and Addition of the new record classification system, conduct performance assessments, control the Archive store based in PTA West. Execute a wide variety of administrative tasks relating to the functions of records management.

ENQUIRIES : Mr MC Netshidzivhani Tel (012) 336 8008
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 16 August 2008

<u>POST 31/118</u>	:	<u>SENIOR FORESTRY SCIENTIST: FORESTRY KNOWLEDGE OFFICER</u> Directorate: Forestry Technical & Information Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors degree in Forestry or equivalent qualification plus appropriate experience in Forestry or related information/knowledge management environment. A valid code 08 driver's license. The following will serve as recommendation: Good communication (verbal and written) skills, Computer literacy (MS Word, Excel, PowerPoint, MS access, Outlook, and Photoshop), knowledge of and experience in compiling forestry information and promotional material, ability to organize interviews and information sessions. Experience in design and layout of resource material would be advantageous.
<u>DUTIES</u>	:	Key Performance Areas: Key Performance Areas: The successful candidate will be responsible for the following: providing key information and knowledge on forestry sector in the context of Sustainable Forestry Management. Develop and/or improve forestry database management targeted, concise and effective promotional material on Forestry in South Africa. Monitor Forestry website and other related websites and ensure updating of Forestry website by the Webmaster. Act as response coordinator for Forestry Toll Free Line. Maintain a co-operative association with key clients of the Chief Directorate: Communication Services; other Government and non-Government agencies to provide inputs that will enhance messaging and other publications. Liaise with library and manage the forestry Resource Centre. Provide monthly, quarterly and annual report on information/knowledge material. Maintain database on clients /customers.
<u>ENQUIRIES</u>	:	Mr J.T. Matshate, tel. (012) 336 7439
<u>APPLICATIONS</u>	:	The Director- General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/119</u>	:	<u>SENIOR STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Degree/Diploma with relevant experience in the field of Financial Accounting. Knowledge of the BAS and Safetyweb systems. Good written and verbal communication skills. Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administration of the verification and capturing of entities on the BAS system in order to pay suppliers and advances to officials. Authorising of captured entities. Verification of the bank particulars of the suppliers and official via the Safetyweb system. Administration and reconciliation of applicable suspense account and supervision of staff.
<u>ENQUIRIES</u>	:	Mr JL Grobler Tel (012) 336 7535
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/120</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER (SUPPLY CHAIN MANAGEMENT)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 plus extensive experience. Well developed interpersonal relations. Good written and verbal communication skills. Computer literacy. PAS I, LOGIS II. A valid driver's licence. Recommendations: Knowledge of PAS, LOGIS and supervision experience, understanding of SCM, PPPFA and PFMA
<u>DUTIES</u>	:	Key Performance Areas: Key Performance Areas: Manage LOGIS helpdesk. Present information session regarding SCM. Train subordinates. Codification of materials (ICN). Resolve queries regarding requisitions, deliveries, invoices, payments. Develop procurement policies. Write reports and evaluate subordinates. Implement LOGIS with Dwaf Stores.
<u>ENQUIRIES</u>	:	Mr S Maboya, Tel (012) 336 6912.
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	16 August 2008

<u>POST 31/121</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: BUSINESS RISKS</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B.Com qualification with risk management/an appropriate recognised tertiary qualification or a senior certificate (Grade 12) with a minimum of two years appropriate experience. Knowledge and experience in risk management, procurement, budget and expenditure management. SAP knowledge would be advantageous. Experience and working knowledge of general office administration, minute taking, arranging of workshops and meetings and financial management. Knowledge of the PFMA, ERM COSO model, Australia/New Zealand ERM Standards, National Water Act (Act no. 36 of 1998) and other relevant legislation. Computer knowledge: MS Excel, MS Word and MS PowerPoint.
<u>DUTIES</u>	:	Key Performance Areas: Reporting to the Deputy Director, the prospective incumbent will be responsible for, providing financial (budget and expenditure management) and administrative support to the risk management directorate. Procuring of goods and maintenance of the directorate's asset register. Updating the risk registers. Providing guidance to the risk champions on the completion and management of their risk registers. Ensure that reports are prepared in accordance with the stipulated requirements. Arrange risk management workshops and meetings. Take minutes at meetings. Document management. Handle travel arrangements. Maintains a year planner for the section. Personnel leave management. Manage training and development as per workplans. Handles recruitment of personnel and ensures that workplans and quarterly reviews are completed timeously. Supervision of junior staff. Ensure compliance to all relevant policies and procedures.
<u>ENQUIRIES</u>	:	MS V Pillay Tel. (012) 336 8107
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, PRETORIA, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/122</u>	:	<u>SENIOR ADMINISTRATION OFFICER</u> Component: 695430
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Nelspruit (Mpumalanga)
<u>REQUIREMENTS</u>	:	3 year tertiary qualification in Administration or Matric Certificate, with relevant experience in Facility Management. •Knowledge of BAS, SCM code of conduct, ability to work under pressure & computer literacy.
<u>DUTIES</u>	:	•Maintenance of building and other departmental structure. •Procurement of goods and services. •Control budget Administration of cell phones. •Manage switchboard and Reception. •Checking of cleanliness of the offices. •Handle all enquiries with regard to the building. •Manage the access control system of the building. •Manage telephone account and supervision of the other staff.
<u>ENQUIRIES</u>	:	Mrs. S.A. Zwane tel no. 013-759 7341
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/123</u>	:	<u>GIS OPERATOR: WORKING FOR WATER</u> (5-year contract) Component: 693321
<u>SALARY</u>	:	R132 616 per annum (all-inclusive)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	A Grade 12 with appropriate relevant experience, or tertiary Qualification in Geography/Natural Science and appropriate efficiency in Arc-view, Geographic Information System (GIS) and MS Office. •A valid driver's license. •Proficiency in two official languages. Good written and verbal communication skills. •Good interpersonal skills. •Proven analytical, systematic and meticulous approach to work tasks. •Ability to work with minimum supervision, use own initiative and perform multiple tasks. •Willingness to develop a comprehensive understanding and knowledge of the field operations.
<u>DUTIES</u>	:	Key Performance Areas: •Offer support to the Area and Data Managers by maintaining and doing quality assurance on the Working for Water spatial and non-spatial database. •Generate maps for Water Management areas and annual plans of operation (APO). •Administer mapping and data for Water Management areas. •Proactively identify discrepancies in contract maps. •Control quality of

		data for monthly Key Performance Indicators in WMA's. ●Pre- and post inspection of areas cleared. Provide reports.
<u>ENQUIRIES</u>	:	Mr. Tomani Nemukula tel. (013) 759-7542.
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/124</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: EMPLOYEE RELATIONS</u> Component: 695130
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification plus proven relevant competencies in handling Labour Relations matters and formulation of charges. ●At least two (2) years relevant experience in the Labour relations. ●Knowledge of Public Service Legislation, codes as well as Departmental Labour Relations Policies. ●Good verbal and written communication skills. ●Computer literacy especially MS Word. ●A valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative support service in the form of drafting correspondences and keeping records. Support line management with regard to policies, procedure and legislation. Support the restructuring process by giving advice, assisting with transfer meetings, keeping of minutes and records. Keep statistics of misconduct and grievance matters. Do filing and office administration. Arrange meetings, hearings and training sessions. Do ad-hoc investigations of Labour Relations cases.
<u>ENQUIRIES</u>	:	Mr. J van der Merwe, tel. 013-759 7336
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/125</u>	:	<u>CHIEF REGISTRY CLERK (1 POST)</u> Component: 695430
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Nelspruit (Mpumalanga)
<u>REQUIREMENTS</u>	:	Matric Certificate, Competencies, Good numerical, Organizational and communication skills. Sound Interpersonal relations. Ability to continuously execute physically strenuous work under pressure and computer literacy.
<u>DUTIES</u>	:	Maintenance filing system and registers as prescribed. Send files for future reference. Handle outgoing mail, Administer postal service, receive, date stamp control and distribute incoming documents locate files and place documents. Render all general registry duties Supervision of other staff.
<u>ENQUIRIES</u>	:	Mrs. S.A. Zwane tel, 013-7597341
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/126</u>	:	<u>CHIEF WATER CONTROL OFFICER</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Worcester (Gouritz WMA)
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent with Mathematics as passed subject. At least appropriate experience in a supervisory capacity. A valid Code EB (code 08) driver's licence (unendorsed) please attach a certified copy. The following is compulsory: Departmental certificate in Water Distribution and Dam Safety. At least three years experience in operating and maintaining water infrastructure, including dam safety inspections, river and flood control and staff supervision. The incumbent should also be physically and mentally fit to work on heights (ladders, high dam walls etc), in confined spaces (manholes, big pipes and tunnels etc) and on poor visibility and ventilation. Experience in the Water Administration System (WAS) Program. Computer literacy in Ms Excel, Ms Word, and Ms Outlook. Good written and verbal skills. Knowledge of the National Water Act. Willingness to work overtime and abnormal hours; travel alone in remote areas and stay away from home frequently; work outside in adverse weather conditions.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will calculate, control and record water releases from Government Water Schemes. Regulate the apportionment of water from dams, canals and/or abstraction from rivers. Record

and report on water supplied to Water Users Associations and other users. Collect Hydrological data. Inspect and supervise minor routine maintenance work on dams, canals and related infrastructure. Submit routine reports on the conditions of civil structures on the GWS's. Perform dam safety inspections and submit written reports. Promote work satisfaction and the optimal development and utilisation of staff. Promote, adhere and supply the conditions and directives as required by the Occupational Health and Safety Act. People Management. Budget and control of consumables, services and personnel expenditure. Attending to administrative duties, which will include PMDS progress review reports, planning and reporting to the Control Water Control Officer

ENQUIRIES : Mr J J Raats Tel (023) 348 5600
APPLICATIONS : The Area Manager, Department: Water Affairs and Forestry, Private Bag x3090, Worcester, 6850.
FOR ATTENTION : Ms L Nicholls Tel. 023 348 5602
CLOSING DATE : 16 August 2008
NOTE : No official housing is available for the successful incumbent

POST 31/127 : **CHIEF PROVISIONING ADMINISTRATION CLERK**

SALARY : R117 501 per annum
CENTRE : Pretoria West
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification, Pas I, Logis I and Logis II will add as an advantage, extensive knowledge of payments on Logis Procurement Integration system, well interpersonal relations, good communication skills (verbal and written), knowledge of human resources policies.

DUTIES : Key Performance Areas: The successful candidate will be responsible to Manage and supervise personnel that perform the following duties: registration of internal requisition (Vas'2), verification of ICN's including capturing of internal requisition on Logis System, authorisation of Vas's, authorisation of Logis System generate order forms, further more the successful candidate will perform the following duties; manual approval of order forms, control and verification of quotations, reclassification of items, approval of procurement advices and handling of enquiries from Chief users and Suppliers, evaluate and assess performance of subordinates according to PMDS and control leaves of subordinates.

ENQUIRIES : Mr S Zwane Tel (012) 318 0581
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 16 August 2008

POST 31/128 : **CHIEF ACCOUNTING CLERK**

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate with Accounting and Mathematics as passed subjects. Experience in field of Financial Accounting. Good written and verbal communication skills. Computer literacy.

DUTIES : Key Performance Areas: Administration and processing of payments to suppliers and officials. Authorisation of payments to suppliers as well as S&T advances and claims to officials. Follow up on applicable accounts on the financial system. Supervision of staff in the division Payments.

ENQUIRIES : Mr JL Grobler Tel (012) 336 7535
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 16 August 2008

POST 31/129 : **SENIOR SECRETARY TO CHIEF INFORMATION OFFICER (GRADE IV)**

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate or equivalent qualifications and appropriate experience as a secretary. The following will serve as recommendations: computer literacy with excellent knowledge of Ms Office packages; a good sense of client courtesy, events management, excellent diary management; and mail and telephone screening skills. The successful candidate will be subjected to security clearance.

DUTIES : Key Performance Areas: document preparations/management. Handling of incoming and outgoing calls. Management of the CIO's diary. Management and organising of meetings and workshops. Rendering a general receptionist and office auxiliary service that includes handling correspondence. Receiving visitors

		and guests. Assisting with the filling of documents. Provide general support in respect of management of human resources in the directorate.
<u>ENQUIRIES</u>	:	Mr M Njeza Tel (012) 336 6965
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/130</u>	:	<u>CHIEF PROVISIONING ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate equivalent qualification plus extensive experience in Supply Chain Management. Good verbal and written communication skills are essential. Computer literate. Knowledge of SCM Practice notes and circulars, PFMA, Treasury Regulations and PPPFA. Problem solving skills and ability to prioritise work and work under pressure are essential. Team player.
<u>DUTIES</u>	:	Key Performance Areas: Administrative support to the DBAC. Advise end users on applying the relevant policies and delegations in procurement processes. Offer strategic support to DWAF end users in evaluation and specification committees. Assist with the opening of Bids. Actively involved with the administration of PSP appointments in DWAF. Promote team development and supervision and management of workflow in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms L Surjbally, Tel (012) 336 7428
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/131</u>	:	<u>WATER POLLUTION CONTROL OFFICER (2 POSTS) WATER QUALITY MANAGEMENT</u>
		Component: 693230
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Bronkhorstspuit & Lydenburg
<u>REQUIREMENTS</u>	:	At least an appropriate, recognized three-year tertiary qualification in Geology, Chemistry, Biochemistry, Microbiology, Environmental or related Sciences, Natural Resources and appropriate experience. Alternatively, an appropriate qualification in Chemical or Civil Engineering will also be acceptable. A valid Code 08 driver's license and willingness to travel. Broad knowledge of the environmental and water resources management fields, waste management, industries, urban development and especially mining. A clear understanding of the department role and policy with respect to water resource management. Knowledge of the National Water Act, 36 of 1998, and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Computer literacy. Proven communication skills. A clear understanding of transformation in the Public Services.
<u>DUTIES</u>	:	Key Performance Areas: Implement and enforce the National Water Act, 36 of 1998, National Environment Management Act, and DWAF policies and regulations. Assist in the development of policy and regulation. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Undertake both routine and special investigations, prepare reports and interpret analytical results. Project Management. Promote water conservation and efficient water utilization through the authorization process.
<u>ENQUIRIES</u>	:	Mr. S Macevele, tel 013-759 7436
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, NELSPRUIT, 1200 Attention Mr. MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/132</u>	:	<u>HYDROLOGIST</u>
		(Directorate: Water Abstraction and Instream Use)
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate four-year BSc degree or equivalent qualification in Aquatic, Natural, and Environmental Management or related Sciences. The following will serve as recommendations: Sound knowledge and understanding of water and environmental legislation and related policies, principles, guidelines, tools and procedures; sound knowledge in water

		resource protection and management, instream water use and wetland best management practices and integrated environmental management and associated environmental tools; show application and evaluation skills of EIA, EMP, rehabilitation and remediation reports and procedures; ability to plan and show project management skills; ability to compile contracts and manages consultants and associated budget; sound interpersonal skills and the ability to work in a multidisciplinary team; excellent communication, reporting, presentation and computer skills; ability to think creatively and take initiative; ability to resolve problems, conflict resolution and work under pressure; and a valid Code EB driver's licence (formerly Code 08).
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the following: Assist in the development and implementation of protocols for the implementation of the NWA (Chapter 3 and 4) to ensure sustainable use and protection of water resources; be involved in policy formulation and implementation of policy documents, guidelines, procedures, strategies and protocols in the fields of instream water use authorisations and environmental impact management; application and evaluation of instream water use authorisations and environmental assessment and management tools, reports and plans; ensure compliance to environmental and water legislation and align and optimise environmental management processes/tools/systems as required by law; provide scientific and technical support for both environmental impact management and water resource management to the Department; liaise with departmental directorates, regional offices, and other stakeholders in the implementation of IEM principles, and other integrated water resources management functions.
<u>ENQUIRIES</u>	:	Ms Valerie du Plessis, tel. (012) 336-8679.
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Sedibeng Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/133</u>	:	<u>ADMINISTRATIVE OFFICER</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year Bachelor's degree or a Senior Certificate (Grade 12) with appropriate experience in office administration. Computer literacy (Ms Word, Ms Excel and PowerPoint) Good verbal and written communication. Ability to effectively and efficiently liaise with internal and external clients. Ability to work independently and under pressure. Good planning and organization skills. Knowledge and experience in office administration. Willingness to learn new skills. Conflict resolution and interpersonal skills. Financial Knowledge. A valid driver's license will be an added advantage
<u>DUTIES</u>	:	Key Performance Areas: Proper maintenance of records and databases as required by the section. Compile general office correspondence such as business plan, strategic plan, EE plan, memorandums, submissions, invitations, notice reports and letters. Arrange training, workshops and meetings. Ensure effective liaison and communication with internal and external clients. Adhere to financial regulations. Obtain venues, services and refreshments for training and meetings. Assist in maintaining and updating the office inventory. Receiving, registering, routing and filing correspondences, agendas, minutes, reports and other documentation.
<u>ENQUIRIES</u>	:	Ms K Boikanyo, Tel (012) 336 7691
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/134</u>	:	<u>PRINCIPAL PERSONNEL OFFICER</u> Component: 695150
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Human Resource Management/ or standard ten certificate plus relevant experience in HRM field. Knowledge of Government policies and procedures. Ability to deal with clients at all levels with sound interpersonal relations. Good communication and writing skills. Ability to work under pressure, computer literate and sound knowledge of PERSAL System.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible to implement leave, pension, payment of leave gratuity and PILIR. Deal with all

		terminations of service and resultant pension payment; provide advice to clients on HR matters. Writing of letters, submissions and reports. Compiling monthly statistics.
<u>ENQUIRIES</u>	:	Mr. MJ Mamba, tel 013-759 7337
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/135</u>	:	<u>CHIEF ADMINISTRATION CLERK: REGISTRY</u> Kwazulu-Natal Region
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Durban Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (or equivalent) certificate plus appropriate experience. Tertiary education or equivalent qualification will be an added advantage. Recommendations: Excellent communication skills (verbal and written), computer literacy and a valid driver's license. Competencies: knowledge of Registry procedures, knowledge of procedures relating to office administration, knowledge of the National Archives Act and supervisory skills.
<u>DUTIES</u>	:	The successful candidates will be responsible to: render an administrative support service to all line functionaries within the Durban office, deal with the acquisition of official accommodation, parking and building maintenance, supervise the administration section, ensure efficient and effective service delivery, control the telephone management system, safe keeping and disposal of documentation in terms of Archives, administration and control of Registers in Registry, develop and train junior staff, responsible for all amendments/additions of policies and the closure of files.
<u>ENQUIRIES</u>	:	Mr V. Nene (03) 336 2713
<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>	:	29 August 2008
<u>POST 31/136</u>	:	<u>INDUSTRIAL TECHNICIANS (3 POSTS)</u> Component: 694300
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	A National Diploma (T or N Stream) or equivalent qualification plus three years appropriate experience. •Computer literate, drivers license, project management, research, interpersonal relations. •Conflict management, numeracy and negotiation/facilitation.
<u>DUTIES</u>	:	Manage the delivery of water to communities. •Improve productivity of activities according a pre-set measurement and area of improvement for the year. Develop research plan for work area that could be improvement through research, development and implementation of new techniques or work procedures. •Develop subordinates, keep within the budget limits. •Communication: Ensure information flow in two directions that workers on the lowest level are always informed about the workers needs. •Project management, basic design skills, analytical thinking, research and interpersonal relations.
<u>ENQUIRIES</u>	:	Mr. RM Mbambo tel. 013-759 7306
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/137</u>	:	<u>SENIOR REGISTRY CLERK (4 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification plus relevant experience. Good Interpersonal relations, good planning and organizing skills, Good communication skills.
<u>DUTIES</u>	:	Key Performance Areas: Control the receipt and opening of mail, dispatch of outgoing mail, tracing of files, issuing of files to officials, record keeping, control over filing to prevent duplications, ensuring proper and neat filing system, maintain confidentiality over sensitive documents.
<u>ENQUIRIES</u>	:	Ms Alta De Bruin Tel (012) 3367795

APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610

CLOSING DATE : 16 August 2008

POST 31/138 : **CHIEF AUXILIARY SERVICES (RIC) (2 POSTS)**
Component: 621251

SALARY : R94 326 per annum

CENTRE : Nelspruit (Mpumalanga)

REQUIREMENTS : A Grade 12 with Geography, Mathematics and Physics. A qualification on Microsoft Office (Excel, Word, Access and Outlook), bilingual with English as one of the languages. Recommendations: Knowledge and experience with One Stop Shop Response Coordinator functions. Different roll players of the water sector. Geographic Information Systems (GIS), maps and map read. A valid drivers licence. Personal Attributes: Self motivated, Extrovert, punctual, reliable. A particular interest in GIS, Cartography and the water sector. Good networking skills. Good reception skills and ability to interact with a diverse range of human personalities.

DUTIES : Assist RIC Manager in day to day operations RIC Front office duty at the Regional Information Centre reception. Typing, logging of request, overseeing of general office arrangement, filing and other administrative procedures. One Stop Shop Response Coordinator. Keep of RIC consumable stock.

ENQUIRIES : Mr. S Kheva, tel 013-759 7505

APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

FOR ATTENTION : Mr MJ Mamba

CLOSING DATE : 15 August 2008

POST 31/139 : **SENIOR ADMINISTRATION CLERK**
(Dam Safety Office)

SALARY : R94 328 per annum

CENTRE : Pretoria

REQUIREMENTS : A senior certificate and appropriate experiencing an office and registration environment. Recommendation: Language proficiency and to effectively communicate in written and verbal medium with the predominantly Afrikaans and English speaking customers, as well as computer literacy (Ms Word and e-mail) are essential skills for this post. The ability to take initiative and to work independently will serve as a recommendation.

DUTIES : Key Performance Areas: The successful candidate will be responsible for the classification and registration of proposed and existing dams with a safety risk; keep registration information on computerised database; issuing of dam safety inspection instruction, the writing of submissions to the Executive manager: water Use for the issuing of licences to build, renovate, change, enlarge or abandon dams with a safety risk, as well as for the approval and disapproval of professional persons who render specific tasks at dams with a safety risk, general administration work, maintaining the filling system, quick gathering of information, to ensure that no misfiling takes place, arranging for the opening of new files and putting them on route, sorting of post (incoming and outgoing), mailing of all outgoing letters which also comprises of making copies of letters to relevant persons, general routine office work.

ENQUIRIES : Mrs H.M Groenewald Tel (012) 336 8553

APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610

CLOSING DATE : 16 August 2008

POST 31/140 : **SENIOR ADMINISTRATION CLERK GRADE III: SUPPLY CHAIN MANAGEMENT**

SALARY : R94 326 per annum

CENTRE : Pretoria, Roodeplaat Dam

REQUIREMENTS : A Senior Certificate plus appropriate experience in Supply Chain Management in the public sector. Sound knowledge and experience in BAS, LOGIS and Asset Management will be an added advantage. Familiar with the Provisioning regulations, PFMA, Treasury Regulations and other relevant legislation. Computer literacy in Microsoft excel and word. Ability to work under pressure and meet deadlines. Good planning and organisational skills. Sound analytical and problem solving skills. Be able to work in a team and supervisory skills.

DUTIES : The successful candidate will be responsible for the following: Perform procurement related duties including buying, ordering, transit, stores and processing of payments. Provide procurement support to all sub directorates. Advise users on correct procurement procedures. Compile regular reports. Comply with applicable legislation, policies and regulations and ensure that requests are in accordance with applicable provisions. Liaise with suppliers on all procurement related matters. Ensure proper record keeping. Perform physical verification of all assets in the Directorate. Identify, investigate and report on discrepancies found during the monthly asset verification. Update all inventory lists. Update the movements of assets on schedule. Capture assets additions on the schedule. Compile all asset management related documents. Supervision of staff.

ENQUIRIES : Ms S Brill, Tel (012) 808 9519
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Resource Quality Services Private Bag x313, Pretoria, 0001.
FOR ATTENTION : Ms M Makhoana Tel, 012 808 9591
CLOSING DATE : 16 August 2008

POST 31/141 : **SENIOR PERSONNEL OFFICER**

SALARY : R94 326 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : Applicant must be in possession of Grade 12 or equivalent certificate plus appropriate practical experience in an HR environment. Computer literacy and a valid driver's licence. The competencies requires for this post are: knowledge of Persal; knowledge of Government procedures; processes and prescripts such as the Public Service Act of 1994, Public Service Regulations of 2001 as amended, Basic Conditions of Employment Act, PSCBC Resolutions, Pension legislation, policies and processes and in depth knowledge of the administration of all Service Conditions as well as knowledge of Recruitment and Selection.

DUTIES : Key Performance Areas: The successful candidate will be responsible for all Service Conditions matters such as Housing, Medical and Service bonuses, Injuries on duty, Long Service Awards, Administer and implement all PERSAL transactions dealing with service conditions as well as stop orders, changing of pay points, Correction of banking details and amendment of personnel particulars. Provide advisory support function in connection with all service conditions. Provide stats in respect of all service condition matters. Assist in Recruitment and Selection processes.

ENQUIRIES : Mr M.Z Sihya Tel (033) 342 8101
APPLICATIONS : The Regional Director: Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
FOR ATTENTION : Ms G Lesaoana, Tel: 033 392 7725
CLOSING DATE : 16 August 2008

POST 31/142 : **SENIOR PERSONNEL OFFICER**

SALARY : R94 326 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : Applicant must be in possession of Grade 12 or equivalent certificate plus appropriate practical experience in an HR environment. Computer literacy and a valid driver's licence will be required. The competencies requires for this post are: knowledge of Persal; knowledge of Government procedures; processes and prescripts such as the Public Service Act of 1994, Public Service Regulations of 2001 as amended, Basic Conditions of Employment Act, PSCBC Resolutions, Pension legislation, policies and processes and in depth knowledge of pension administration as well as knowledge of Leave Administration.

DUTIES : Key Performance Areas: The successful candidate will be responsible for implementation and administration of Pension benefits i.e., admission and withdrawal of beneficiaries with EPF, handle resignations, death, retirements, ill health and abscondment cases. The appointable candidate will also be expected to do PERSAL implementations; compile and update pension statistics as well as administering and implement leaves on the system.

ENQUIRIES : Mr M.Z Sihya Tel (033) 342 8101
APPLICATIONS : The Regional Director: Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
FOR ATTENTION : Ms G Lesaoana, Tel: 033 392 7725
CLOSING DATE : 16 August 2008

POST 31/143 : **SENIOR PERSONNEL OFFICER**

SALARY : R94 326 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg
	:	Applicant must be in possession of Grade 12 or equivalent certificate plus appropriate practical experience in an HR environment. Computer literacy and a valid driver's licence will be required. The competencies required for this post are: knowledge of Persal; knowledge of Government procedures; processes and prescripts such as the Public Service Act of 1994, Public Service Regulations of 2001 as amended, Basic Conditions of Employment Act, PSCBC Resolutions, Pension legislation, policies and processes and in depth knowledge of the administration of all Service Conditions as well as knowledge of Performance Management and Development System.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for all Performance Management and Development System (PMDS) matters. Provide training to staff on PMDS. Maintain a PMDS database. Provide monthly statistics. Ensure timely reminder for submission of relevant statistics. Accurate record keeping and filing system. Accurate minute taking.
<u>ENQUIRIES</u>	:	Mr N.P. Ngcobo Tel (033) 342 8101
<u>APPLICATIONS</u>	:	The Regional Director: Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Ms G Lesaoana, Tel: 033 392 7725
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/144</u>	:	<u>SENIOR PERSONNEL OFFICER GRADE III (2 POSTS)</u> (Directorate: HR Transactions and Information Management)
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification. Knowledge of Public Service Regulations, Public Service Act will be an advantage. Ability to work under pressure. Thorough knowledge of the PERSAL system. Knowledge of Excel will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Key Performance Areas: Implementation and administration of appointments, promotions, transfers, horizontal transfers, translations in rank, acting allowances, general salary adjustments, performance management system. Interact with clients on the implementation procedures of the recruitment and PMDS processes. Sound written and verbal communication skills. Compile daily statistics and update databases. Assist with training of regional officers with regard to duties.
<u>ENQUIRIES</u>	:	Ms M Meyer, Tel: (012) 336-7648
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/145</u>	:	<u>SENIOR ADMINISTRATIVE CLERK</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate with appropriate experience; computer literacy will be required. The following will serve as recommendation: experience in public administration duties; knowledge of Public Finance Management Act and procurement regulations, and BAS and PERSAL system.
<u>DUTIES</u>	:	Key Performance Areas: Provision of general administrative support to the directorate; requisition of goods and services for the directorate and stock control; assisting in budget compilation and being responsible for drawing monthly expenditure reports; assist in contract supervision of Professional service providers; updating personnel files of directorate staff; monitoring of telephone accounts for the directorate and making arrangements for meetings including venues, catering etc.
<u>ENQUIRIES</u>	:	Ms K Boikanyo, Tel (012) 336 7691
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	16 August 2008
<u>POST 31/146</u>	:	<u>TELECOM OPERATORS (2 POSTS)</u> Component: 695430
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Nelspruit (Mpumalanga)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus two years relevant experience, ability to communicate well in English.

<u>DUTIES</u>	:	Answer incoming calls and transfer to relevant officials. Keep record/statistics of calls made by officials. Take messages when officials are unavailable. Alert staff when the system is out of order. Ensure dynamic communication with internal clients, stakeholders and general public. Facilitate continuous and positive interaction between the office and stake holders. Uphold a positive image of the office when it comes to communication. Manage PABX system and printing of monthly statement for all officials.
<u>ENQUIRIES</u>	:	Mrs. S.A. Zwane tel, 013-759 7341
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/147</u>	:	<u>WATER PLANT OPERATORS (4 POSTS)</u> Component: 259617
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Brugspruit Water Pollution Control Works-Witbank (WRM)
<u>REQUIREMENTS</u>	:	Interested persons should be in possession of a senior Certificate (GR12) or N3 Certificate in the operation of Pump Stations and in Water Treatment. The successful candidate must be prepared to work shifts, work over weekends and Public holidays. Code EB driver's licence. Recommendations: The following will serve as recommendations: Knowledge of the maintenance and operation of pumps and other mechanical equipment associated with Pump Stations and Purification Plants. Good verbal and written communication skills and supervisory skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for, inter alia, Support to the Water Plant Superintendent in the supervision of maintenance and operation of equipment at the Brugspruit Plant. Attend to administrative duties. Render advice on betterment's and maintenance required.
<u>ENQUIRIES</u>	:	Ms. Phumla Manafi tel. 013- 699 1329 or 013-699 1311
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/148</u>	:	<u>SENIOR ADMINISTRATION CLERKS (2 POSTS)</u> Component: 695430
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Nelspruit (Mpumalanga)
<u>REQUIREMENTS</u>	:	Grade 8/ relevant experience
<u>DUTIES</u>	:	Render filing services. •Receive and record mail and correspondences perform all registry related functions.
<u>ENQUIRIES</u>	:	Mrs. S.A. Zwane tel no. 013-759 7341
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200
<u>FOR ATTENTION</u>	:	Mr MJ Mamba
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/149</u>	:	<u>SENIOR ADMINISTRATION CLERK: WATER QUALITY MANAGEMENT</u> Component: 693230
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Bronkhorstspuit
<u>REQUIREMENTS</u>	:	A post is available for a person who is in a possession of at least Grade 12 or equivalent qualification. Knowledge and experience in General Office Administration. Knowledge and experience in Provisioning Administration. Good Communication Skills (written and verbal), Computer literate, good interpersonal and organizational Skills. Recommendation: An understanding of the departments role and policy with respect to water resource management, computer literacy, a clear understanding of transformation in the Public Service.
<u>DUTIES</u>	:	Administration support to Chief Administration Clerk, perform a variety of general administration duties, typing of letters, notices, minutes etc. Maintain an updated filing system for the sub-directorate, assist with the ordering and collection of stock and equipment and maintain a registry inventory, Compiling standard correspondence as briefed by senior personnel and rendering general administration assistance on a regular basis.
<u>ENQUIRIES</u>	:	Mr. TR Mashamba, tel 013-932 2061
<u>APPLICATIONS</u>	:	The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

FOR ATTENTION : Mr MJ Mamba
CLOSING DATE : 15 August 2008

POST 31/150 : **ADMINISTRATION CLERK: WATER QUALITY MANAGEMENT (WMS)**
Component: 693230

SALARY : R76 194 per annum
CENTRE : Bronkhorstspuit
REQUIREMENTS : A post is available for a person who is in possession of at least a Grade 12 or equivalent qualification. Knowledge and experience in General Office Administration. Computer Literacy (MS Office Suite). Recommendations: •An understanding of the departments role and policy with respect to water resource management•Computer literacy•A clear understanding of transformation in the Public Service•Exposure to the Departments WMS system would be advantageous• Good Communication Skills (written and verbal)• Good interpersonal and organisational Skills.

DUTIES : •Administration support to the Chief Auxiliary Officer•Capturing of data on WMS. •Maintain an updated data management system for the sub-directorate•Ability to manipulate data and create data trends in various formats•Assist with the ordering and collection of stock and equipment and maintain a registry inventory•Compiling standard correspondence as briefed by senior personnel and rendering general administration assistance on a regular basis•

ENQUIRIES : Mr. TR. Mashamba, tel. (013) 932 2061
APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

FOR ATTENTION : Mr MJ Mamba
CLOSING DATE : 15 August 2008

POST 31/151 : **PRINCIPAL AUXILLIARY SERVICES OFFICER: INFORMATION MANAGEMENT**

SALARY : R76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : A Matric Certificate. A certificate in office administration will be an added advantage. The following is not a requirement, but will serve as an added advantage: Experience in general office administration, customer relations, monitoring, and event management. A valid driver's licence and computer literacy preferably in MS Excel, MS Word and MS PowerPoint is also required.

DUTIES : Key Performance Areas: Reporting to the Assistant Director: Information Management, the prospective incumbent of this position will take responsibility for; Adminstrating the business data management systems(BDMS); Assigning of roles and privileges for water authorisation and registration management system(WARMS) and BDMS; Taking and issuing of minutes of the sub directorate meetings: Joint project management (JPM), Change Control Proposal(CCB), National Register of Water Use(NRWU) and WARMS User Forum; Updating of minutes on the BDMS; Planning and organising WARMS User forums, Creating of change requests log files for approved for implementation; Maintenance of WARMS bulletins; NRWU Customer relations management; Ordering of stationery.

ENQUIRIES : Mr KM Mabela Tel (012) 336 7121
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko ZwaMadaka Building, Room 610
CLOSING DATE : 16 August 2008

POST 31/152 : **GENERAL WORKERS (3 POSTS)**
Component: 259617

SALARY : R47 787 per annum
CENTRE : Brugspruit
REQUIREMENTS : Grade 8(Abet). Must be able to read and write. Good Communication skills
DUTIES : The successful candidate will be responsible for, inter alia, support to the Water Plant Superintendent in maintenance and operation of the Brugspruit AMD Plant* Render support to the Artisan Foreman to clean the collection lines and inlet structures. *Any manual labour necessary for the maintenance of the scheme.

ENQUIRIES : Ms. Phumla Manafi tel. (013) 699 1329 or (013) 699 1311
APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

FOR ATTENTION : Mr MJ Mamba

CLOSING DATE : 15 August 2008

POST 31/153 : **GENERAL WORKER II (1POST)**
Component: 695430

SALARY : R47 7870 per annum
CENTRE : Nelspruit (Mpumalanga)
REQUIREMENTS : Grade 8/ relevant experience.
DUTIES : •Filing of water coolers, changing of lights bulbs. •Binding of documents. •Assist cleaners and messengers. •To act as instructed & photocopy documents.

ENQUIRIES : Mrs. S.A. Zwane tel 013-759 7341
APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

FOR ATTENTION : Mr MJ Mamba
CLOSING DATE : 15 August 2008

POST 31/154 : **CLEANERS II (2 POSTS)**
Component: 695430

SALARY : R47 787 per annum
CENTRE : Nelspruit (Mpumalanga)
REQUIREMENTS : •Standard 6 or Grade 8 with knowledge of cleaning
DUTIES : •Basic understanding of maintaining a safe and hygienic environment, willing to rotate to other sections. •The ability to maintain good interpersonal relationships with supervisors, colleagues and the public. •Assist with the arrangement of furniture, to assist with other household activities related to workshop, meetings & training activities (e.g. provision of tea coffee and refreshments) willing to relieve in other areas.

ENQUIRIES : Mrs. S.A. Zwane tel no. 013-759 7341
APPLICATIONS : The Regional Head, Department of Water Affairs & Forestry Private Bag x11259, Nelspruit, 1200

FOR ATTENTION : Mr MJ Mamba
CLOSING DATE : 15 August 2008

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : The application forms must be forwarded for the attention of Mrs BP Manzi at the following address: HR Manager, Department of Agriculture, P/Bag X0040, Bisho, 5605 or hand deliver to Room 1108, 11th Floor Dukumbana Building, Bisho
Enquiries: 040 - 609 3403
- CLOSING DATE** : 15 August 2008
- NOTE** : Directions To Candidates: Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, ID and Curriculum Vitae must accompany these forms. Candidates must quote on their application, the number of this circular as well as the relevant reference number of the post and the centre(town) for which they are applying. This must be clearly indicated. Candidates requiring additional information must direct their enquiries telephonically to the person indicated in paragraph 4 below. No incomplete applications , nor faxed or late applications will be considered. Should you not receive any response from the Department within 60 days of the closing date, please regard your application as being unsuccessful. The Department reserves the right not to make an appointment Candidates appointed to certain positions will be subjected to security clearance.

OTHER POSTS

- POST 31/155** : **MANAGER: AGRICULTURE EDUCATION AND QUALITY ASSURANCE**
- SALARY** : R407 745 pa (total all inclusive MMS package to be restructured in Accordance with the rules of Middle Management System (MMS))
- CENTRE** : Bisho
- REQUIREMENTS** : A B.Sc. Agric Degree or B. Agric. Degree with Honours (an HDE will be an added advantage; B. Phed Agric Degree with Agriculture as a major or B. Ed plus a Diploma in Agriculture or equivalent NQF 7. Proven 3yrs experience as an Assistant Manager/5 years teaching experience coupled with 2yr experience in as Head of Department in one's school. Knowledge of the business of the Department of Agriculture and the Education and Training related field will be of good standing. Good communication skills (verbal and written) and computer literacy are essential requirements. Knowledge of administrative procedures, PFMA and Treasury Regulations, General and Further Education and Training Quality Assurance Act, Act 58 of 2001, National Agricultural Education and Training Strategy of 2005 SDFA, SAQA, etc. Possession of a valid Driver's License is imperative.
- DUTIES** : KPAs: Manage, implement and coordinate the process that will ensure the accreditation and quality of Further Education and Training offered by the Eastern Cape Agricultural Training Institutes to the Agricultural Sector, in line with the Departmental Green Revolution Strategy and the Agricultural Education and Training Strategy of 2005 Manage and coordinate the assessment process in the FET band by ensuring that all trainers are trained and registered as assessors with relevant Sector Education and Training Authority. Manage and maintain databases that will assist in the process of ensuring the provision of quality and accredited FET training by the Eastern Cape Agricultural Training Institutes of the Department to the Agricultural Sector Manage and coordinate the implementation of the Farmer to Farmer Mentorship Programme of the Department Develop the articulation possibilities with other institutions Ensure the roll out of Farmer Development Centre concept throughout the Province Manage the functioning of the Provincial Agriculture Education and Training (PAET) Forum as mandated by the Agriculture Education and Training Strategy of 2005 Ensure timeous and quality reporting on all areas of accountability
- POST 31/156** : **MANAGER: RESEARCH INFRASTRUCTURE SERVICES**
- SALARY** : R407 745 pa (total all inclusive MMS package to be restructured in Accordance with the rules of Middle Management System (MMS))
- CENTRE** : DOHNE
- REQUIREMENTS** : A B.Sc. Agric Degree or equivalent NQF 7 with substantial exposure to agriculture research where a minimum of three years must be managing pasture, crops and animal research activities. An understanding of farm management activities is essential. Computer literacy is essential. Generalistic Management capabilities is the key in the position as this incumbent is expected to develop budgets and management expenditure within the Public Service prescripts governing use of Public funds.

<u>DUTIES</u>	:	KPAs: Overall is change of farm support services Provide farm support activities to Animal Science, crop science and pasture science research Provision of farm infrastructure support services for the directorate to all satellites Ensure that maintenance services at all research satellites is provided timeously Management of the budget and personnel for all the satellites Provide mentorship and guidance to all trainees placed under the research and Development directorates in all farm provisioning activities Directly reports to Senior Manager all activities and duties performed by farm services Manage, implement and coordinate the process that will ensure the accreditation and quality of Further Education and Training offered by the Eastern Cape Agricultural Training Institutes to the Agricultural Sector, in line with the Departmental Green Revolution Strategy and the Agricultural Education and Training Strategy of 2005
<u>POST 31/157</u>	:	<u>MANAGER: POLICY AND LEGISLATIVE DEVELOPMENT SUPPORT</u>
<u>SALARY</u>	:	R407 745 pa (total all inclusive MMS package to be restructured in Accordance with the rules of Middle Management System (MMS)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A appropriate Bachelor's Degree with legal-law or Policy Analysis as a Dissertation at Post Graduate level or equivalent NQF 6. Proven 5 years relevant experience. Good communication skills (verbal and written) and advanced computer literacy are essential requirements. Expert knowledge and skills in evaluating development policies. Strategic thinker with an ability to communicate at the highest level of Management. A valid driver's licence is essential
<u>DUTIES</u>	:	KPAs: Facilitate and assist in policy development Assist in the drafting of legislation Update and advise on relevance of policies in consultation with Line Managers Policy analysis to determine the impacts Facilitate assessment of relevance of legislation to current demands Liaise with stakeholders on legislation compliance issues
<u>POST 31/158</u>	:	<u>MANAGER: RISK MANAGEMENT AND ANTI-FRAUD CORRUPTION</u>
<u>SALARY</u>	:	R407 745 pa (total all inclusive MMS package to be restructured in Accordance with the rules of Middle Management System (MMS)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate three year Bachelor's degree/Diploma or equivalent (NQF 6) qualification in Commerce/Accounting or Auditing majoring in Accounting and/or Auditing. Relevant work experience of five years in the field of Fraud Prevention and Risk management (incl. supervisory). Resource Management, research, analytical/problem solving and decision making skills. Knowledge in Anti-Corruption Act and relevant legislations. Excellent communication skills, sound interpersonal relations and computer literacy.
<u>DUTIES</u>	:	KPAs: Assist in the development of/c-ordinate the implementation of department's Fraud Prevention Strategy/Risk Management Strategy Assist in the development/co-ordinate of the compliance and fraud risk Strategy Manage the implementation of the compliance and fraud risk strategy Implement compliance and fraud/risk processes and procedures Ensure risks are quantified, key risks indicators and tolerance levels identified Included in the risk registers Facilitate, compilation and presentation of comprehensive risk profiles/registers Complies and consolidate risk register quarterly/annually Investigate on fraud/corruption cases reported to management
<u>POST 31/159</u>	:	<u>STATE VETERINARIAN</u>
<u>SALARY</u>	:	R344 052 – 398 805 (all inclusive MMS package) per annum
<u>CENTRE</u>	:	Matatiele, Cradock (2 Posts) Centre: Aliwal
<u>REQUIREMENTS</u>	:	A BVSc or BVMch qualification and registration with the SA Veterinary Council. Five (5) years minimum appropriate experience. A valid drivers License is essential.
<u>DUTIES</u>	:	KPAs: Responsible for Animal Disease Surveillance and Control Enforce the law as per the Animal Disease Act, 35 of 1984 Play a leading role in animal identification and livestock improvement Handle any administrative functions emanating from these activities, Including personnel management and budget control.
<u>POST 31/160</u>	:	<u>POLICY ANALYST</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum
<u>CENTRE</u>	:	Bhisho

<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor degree/National diploma or equivalent qualification (NQF 6) plus three years relevant experience. Ability to: facilitate, draw and develop policies facilitate development of Policy and Budget Speech draw guidelines and procedures for policy development Expert knowledge and skills in evaluating development policies Strategic thinker with an ability to communicate at the highest level of Management Advanced Computer skills and a driver's licence
<u>DUTIES</u>	:	KPA's: Assess the current Agriculture Development Act and its relevance to the Green Revolution Strategy of the Department. Conduct audit of Departmental policies and procedures and evaluate their effectiveness and linkages to Departmental Strategy. Understand the governance framework of the public service and its appropriateness to improving the governance system and policy framework in the Department. Benchmark Departmental policies against best practices.
<u>POST 31/161</u>	:	<u>ASSISTANT MANAGER: LAND USE AND MANAGEMENT SERVICES (2 POSTS)</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate B.Sc or B. Agric degree or equivalent NQF 6/7 qualification supported by 3 years experience in the field of agricultural land management and an experienced team leader. Need to be computer literate, have dynamic communication, negotiation and interpersonal skills. Ability to use own initiative.
<u>DUTIES</u>	:	KPAs: Responsible for land administration issues in the district/department with respect to: professional management of farmer settlement, commercial land and rural (communal) land. Financial planning, budgets and personnel management.
<u>POST 31/162</u>	:	<u>ASSISTANT MANAGER (AGRICULTURE & RURAL DEVELOPMENT & TECHNOLOGY TRANSFER) (3 POSTS)</u>
<u>SALARY</u>	:	R217 482 – 252 483 per annum
<u>CENTRE</u>	:	East London X 2, Graaff Reinet
<u>REQUIREMENTS</u>	:	The person appointed to this position must be in possession of a post-graduate degree (NQF 7) or be an Agricultural Scientist in possession of a senior post graduate degree or equivalent NQF7 in support of ATD&T. A scientific inclination, supervisory experience and efficiency are definite requirements.
<u>DUTIES</u>	:	KPA's: Identify and develop agriculture research requirements Co-ordinate stakeholder activities involved in agriculture. Supervision of district controllers and scientists in the district/area. Day to day administration, budgeting and expenditure control. See to the overall management of agricultural activities in the area in an integrated manner with all stakeholders.
<u>POST 31/163</u>	:	<u>ASSISTANT MANAGER (DEMAND MANAGEMENT)</u>
<u>SALARY</u>	:	R217 482 – 252 483 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A relevant 3 year degree/National diploma in Commerce or equivalent NQF 6 qualification and/or extensive working experience in Supply Chain Management/procurement. Candidates should have knowledge of PFMA, PPPFA) as well as of contracting and procurement laws and practices. He/she should further have good communication (both verbal and written) and problem solving skills, while a legal background will be an added advantage. Excellent Computer skills (Microsoft office suite including excel expertise and presentation skills. Ample initiative, people management skills, self motivated and reliable, policy development policy development, coordination and implementation, as well as supporting, monitoring and evaluating policy implementation and determine specifications .
<u>DUTIES</u>	:	KPA: Implement and manage the demand management process within the Department.
<u>POST 31/164</u>	:	<u>ASSISTANT MANAGER (RESOURCE PLANNING)</u>
<u>SALARY</u>	:	R217 482 – 252 493 per annum
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	An appropriate B.Sc or B. Agric degree or equivalent NQF 6/7 supported by 3 years experience in the field of agricultural resource planning, management and conservation and an experienced team leader. Knowledge and experience in agronomy, veld & pastures, soil surveys and land Use planning will be advantageous. Need to be computer literate, have Dynamic communication, negotiation and interpersonal skills. Ability to use own initiative.

<u>DUTIES</u>	:	KPAs: Scientific guidance and team leader of a multidisciplinary team of scientists and technicians. Responsible for technical performance of team in resource surveys, agricultural land use planning, agricultural land use management and conservation and GIS.
<u>POST 31/165</u>	:	<u>CONTROL ANIMAL HEALTH TECHNICIAN (2 POSTS)</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum
<u>CENTRE</u>	:	Aliwal North, Maluti
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Animal Health or equivalent NQF 6 qualification and a valid driver's license (Code EB). Registration with the SA Vet Council in compliance with Act 19 of 1982 is a pre-requisite. Six (6) years appropriate experience preferably in the public sector, working with developing communities and a proven track record in a supervisory post are a prerequisite. Good verbal and communication skills (English and Xhosa) and Computer knowledge will be a strong recommendation.
<u>DUTIES</u>	:	KPA's: The incumbent will be part of a team of responsible for co-ordination and management of Animal Health activities in terms of the Animal Health Diseases Act (Act 35 of 1984), co-ordination and facilitation of extension services in Animal Health. Personnel and Financial Management. Co-ordinate the training of Animal Health Technicians in conjunction with ADSU.
<u>POST 31/166</u>	:	<u>CONTROL VETERINARY TECHNOLOGIST</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate National Diploma in Veterinary Laboratory Technology or equivalent NQF 6 qualification plus a minimum 3 years service in veterinary laboratory diagnostic services with specific experience in one or more of the following fields: Microbiology, Serology, Parasitology or Histopathology. Be in possession of a driver's license, be computer literate in Ms Word, Ms Excel, Ms Access, Ms Power point and Network communication. Have the ability to function independently and guide and train staff on standard laboratory operating procedures. Analytical thinking, planning capability and team work are essential. Have ability to communicate with farmers and veterinarians effectively. Experience with human resource matters, conflict management, financial management, customer care, stock control and forward planning of procurement for the laboratory are strong recommendations.
<u>DUTIES</u>	:	KPA's: The successful candidate will guide/perform laboratory tests in the fields of his/her expertise, coordinate and supervise the activities of the Veterinary technologists in the laboratory, compile provincial reports of the laboratory activities, coordinate laboratory related survey projects, assist with administration, finance and procurement matters in the office of the State Veterinarian of the Laboratory and carry out other activities as assigned from time to time.
<u>POST 31/167</u>	:	<u>ASSISTANT MANAGER: AGRICULTURE EDUCATION</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	B. Agric with HDE or B. Ed plus a Diploma in Agriculture or Diploma in Agriculture with training background as an added advantage or an appropriate NQF 6 qualification. A minimum of 5 years appropriate experience in an Agriculture or Training Field. At least 3 years appropriate experience in a supervisory position. Knowledge of government sector training processes and understanding training related acts. Valid driver's license is essential
<u>DUTIES</u>	:	KPAs: Coordination and implementation of strategy and program approach to ensure adherence to by the various actors in the training programs Employ adequate means of capacity identification Manage and coordinate the functions of Skills Development Facilitators at District level. Liaise and develop service level agreements with SDF's and HRD component Coordinate all community outreach programmes Provide secretariat services to the PAET Forum Ensure development of training plans and the implementation thereof
<u>POST 31/168</u>	:	<u>ASSISTANT MANAGER: CONTRACT MANAGEMENT & VENDOR MANAGEMENT</u>
<u>SALARY</u>	:	R174 920 – 202 287 per annum
<u>CENTRE</u>	:	Aliwal North

<u>REQUIREMENTS</u>	:	An appropriate 3 year degree or equivalent NQF 6 qualification plus 3 years relevant experience or Matric (NQF4) plus 5 years relevant experience in vendor and contract management. Computer literacy essential Relevant experience in the drafting, managing, monitoring and evaluation of contracts. Experience in the compilation, analysis and interpretation of contracts Good project management, operational and financial management skills Should be familiar with the following : PFMA, Treasury Regulations, Law of contractsand supply chain management etc Excellent communication, numeric and report-writing skills Excellent management, analytical and supervisory skills and the ability to handle multiple and complex tasks and projects Good computer skills in Ms Word, Ms Excel, MS Project and PowerPoint People Management skills with the ability to deal with stakeholders at all level. Good interpersonal relations, communication skills and the ability to work under pressure and meeting deadlines are important. A valid driver's license and be prepared to travel extensively around the province.
<u>DUTIES</u>	:	KPA: Implement and manage contract and vendor management process within the department
<u>POST 31/169</u>	:	<u>ASSISTANT MANAGER: ACQUISITION MANAGEMENT (TENDER & CONTRACTS)</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Bhisho Centre: Aliwal
<u>REQUIREMENTS</u>	:	An appropriate 3 year degree or equivalent NQF 6 qualification plus 3 years relevant experience or Matric (NQF4) plus 5 years relevant experience in tender and contract management. Computer literacy essential Knowledge and experience of the governmental procurement processes, experience of committee secretariat function and application of relevant procurement legislation/policies Knowledge of PFMA, PPFA, Treasury Regulations, BEE and experience of Supplier/Contract/Vendor databases. Computer literacy especially in spreadsheet (Ms office package) Relevant research skills, analytical skills, organizational management and performance management. People Management skills with the ability to deal with stakeholders at all level. Good interpersonal relations, communication skills (written and verbal) and the ability to work under pressure and meeting deadlines are important. A valid driver's license and be prepared to travel extensively around the province.
<u>DUTIES</u>	:	KPAs: Managing departmental procurement contracts. Processing and monitoring tenders. Developing and maintaining a database of suppliers. Liaising with and providing secretariat services for the Tender Evaluation Committee of the selection process. Vendor monitoring and risk management. Managing staff, budget and assets.
<u>POST 31/170</u>	:	<u>ASSISTANT MANAGER (SALARIES)</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum
<u>CENTRE</u>	:	DOHNE
<u>REQUIREMENTS</u>	:	Degree/diploma in Finance with Financial Accounting as subject or equivalent NQF 6 with 3 years relevant experience would be advantageous or Senior Certificate (Grade 12) (NQF 4) with 5 years relevant experience in salaries and accounting field. Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations as well as FMS/BAS is essential. Strong knowledge of spreadsheets (ms-Excel) & Ms-Word/WordPerfect and experience in PERSAL would be an advantage.
<u>DUTIES</u>	:	KPA'S: Management of salary and accounts Processing of staff salary matters Provide Head Office with reconciling items on salary matters Develop and supervise subordinates Ensuring compliance with PFMA and Treasury Regulations regarding salary administration and Payroll management
<u>POST 31/171</u>	:	<u>ASSISTANT MANAGER : EMPLOYEE WELLNESS SERVICES</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Social Work or Psychology or equivalent NQF 6 with at least 5 years experience in the field of EAP Registration with the relevant professional body and membership with EAPA SA and supervisory experience would be advantageous Project Management, facilitation and presentation skills are a requirement Must have a valid driver's licence
<u>DUTIES</u>	:	KPA: Co-ordinate and monitor implementation of the Department's Employee Wellness Programme Supervise Case Management, District Employee Wellness Co-ordinators, Peer Educators and Counsellors Assist in management of the E W Sub-directorate

<u>POST 31/172</u>	:	<u>CHIEF WORKSTUDY OFFICER</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A National Diploma in Workstudy or equivalent NQF 6 qualification plus three years relevant experience or Grade 12 (NQF 4) plus 5 years relevant experience in the Organisational, Workstudy and Job Evaluation fields. Understanding of efficiency promotion including the development of organisational structure Understanding of analysis, effective work procedures and basic research Understanding of Job Evaluation and Job Profile facilitation Drivers licence is essential
<u>DUTIES</u>	:	KPA's: Develop job profiles and conduct investigations with a view to set Norms and Standards in the Department. Investigate and review the Organisational Structure and Staff establishment. Formulate and implement the Service Delivery Standards. Implement Job Evaluation Program. Conduct Work Measurement and Procedures and Methods meant to improve efficiency in Service Delivery.
<u>POST 31/173</u>	:	<u>ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Tsolo College
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or equivalent qualification (NQF 6) and/or Senior Certificate (NQF 4) with five years relevant experience. The following will serve as recommendations: thorough knowledge of support services like, typing, telecommunication, registry, etc. Must be computer literate and have proven communication skills at various levels.
<u>DUTIES</u>	:	KPA: Responsible for and advising Departmental Management and line functionaries on the following: General administration and support services Co-ordinate general administrative activities for the college in compliance with relevant legislation.
<u>POST 31/174</u>	:	<u>ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT (2 POSTS)</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Mthatha, Port Elizabeth
<u>REQUIREMENTS</u>	:	A relevant 3 year B.Degree or National Diploma (NQF 6) in Human Resource Management and/or Grade 12 (NQF 4) plus 3-5 years experience in Human Resource Management. Ability to interact at a strategic and operational level. Knowledge of current HR and labour legislation. Good interpersonal and negotiation skills. People management and empowerment. Overall knowledge of: HR systems, including performance management, HR development, HR Administration, labour relations and Employee Wellness programmes. Must have the ability or understanding to grasp the Public Service Regulatory Framework.
<u>DUTIES</u>	:	KPA's: Human Resource Provisioning Conditions of Service HR development Labour Relations Employee Wellness Management of Corporate Services issues e.g. IT Services, OD and Communication Services
<u>POST 31/175</u>	:	<u>ASSISTANT MANAGER: INFRASTRUCTURE</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A relevant three year degree or equivalent NQF 6 qualification in Information and Communication Technology plus a minimum of five years appropriate experience. Working knowledge in ICT environment, broad understanding of Helpdesk and Technical issues. Ability to work under pressure, good verbal, written technical report writing and communication.
<u>DUTIES</u>	:	KPA's: Infrastructure planning, development and maintenance Resource planning and allocation Monitoring networks and optimizing usage of ICT infrastructure and resources Server and network LAN/WAN administration and supervision Compliance with ISS, standards, policies and procedures
<u>POST 31/176</u>	:	<u>CHIEF TRAINING OFFICER</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	An appropriate recognized four year degree in Consumer Science/ Home Economics / Human Ecology or equivalent NQF 7. Understanding of Research and 3 year relevant experience in food science or clothing Creativity, strong leadership skills, sound computer skills, a clear understanding of PFDP, PMDS, food security programs, good

		presentation /training skills and communication skills. Departmental Strategic Plan and Policies. Valid driver's licence is essential.
<u>DUTIES</u>	:	KPA: Supervision of the Training Officers and other subordinates that fall directly under him/her Develop research, training programs aligned with unit standards in good nutrition, Food processing and preservation, clothing and resource management. Keep-up to date with latest Home Industry technology. Crafting community development models for the Section and mentoring learners on experiential training, youths and interested parties. Offer training to extension officers
<u>POST 31/177</u>	:	<u>CONTROL AGRICULTURAL DEVELOPMENT TECHNICIAN (2 POSTS)</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Kokstad, Mthatha
<u>REQUIREMENTS</u>	:	The appropriate 3 year National Diploma in Agriculture or equivalent qualification (NQF 6) coupled with 5 years appropriate experience.
<u>DUTIES</u>	:	KPAs: Ensure tasks identified for the extension technicians are done according To expected norms and standards. Identify problems and shortcomings In extension action and corrects them or bring to the notice of the Manager. Assist technicians when they experience difficulties in the execution of their duties. Execute tasks which need knowledge and experience at a high level. Ensure budget allocation are adhered to
<u>POST 31/178</u>	:	<u>CONTROL AGRICULTURAL RESEARCH TECHNICIAN (PASTURE RESEARCH)</u>
<u>SALARY</u>	:	R174 243 – 202 287 per annum
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma in chemistry/analytical chemistry or equivalent NQF 6 qualification, plus 4 – 5 years experience in Pasture Research Soil Science or Crop Science
<u>DUTIES</u>	:	KPAs: Supervise research technicians in their duties in support of researchers/ Scientists in their trials Assist the research technicians when they experience difficulties in the Execution of their duties identify problems and shortcomings in respect of the duties of the research technicians and bring them to the attention of the Manager nsure that the budget allocated is adhered to
<u>POST 31/179</u>	:	<u>VETERINARY TECHNOLOGIST</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate National Diploma in Veterinary Laboratory Technology or equivalent NQF 6 qualification, be registered with the SAVC as a Veterinary technologist. Experience in veterinary laboratory diagnostic services is required. Be in possession of a valid drivers license. Have computer literacy in – Ms Word, Ms Excel, Ms Access and Network communication. Have ability to function independently and follow standard laboratory operating procedures. Have experience in working with samples from all domestic animal species. Be able to take samples from domestic animals. Have ability to produce reports of laboratory analysis on a daily, monthly and annual basis. Be able to supervise support laboratory staff. Carry out stock control and forward planning of procurement for the laboratory section under your responsibility. Be able to communicate with farmers and veterinarians.
<u>DUTIES</u>	:	KPA's: Parasitology: Perform Standard Internal and External Parasitological techniques Carry out Helminth and Ectoparasite identifications in all species of domestic animals.Carry out assays in internal parasitology – faecal egg counts and identification, larval culture and identification, feecal egg count reduction tests (FECRT) for resistance to antihelmintics, Haematology: Perform Standard Haematological techniques Carry out Full blood counts for animal disease diagnosis. Identify blood dyscrasia, detect abnormal blood indices to aid disease diagnosis Carry out procedures for haemoprotozoal parasite identification and identify haemoprotozoal parasites of various animal species. Histopathology: Perform Standard Histopathological techniques Carry out tissue preparations for processing, process tissues, produce sections by microtomy, stain and prepare sections for examination.
<u>POST 31/180</u>	:	<u>AGRICULTURAL RESEARCHER/SENIOR/SPECIALIST: PASTURE SCIENCE</u>
<u>SALARY</u>	:	R145 920 – R169 410 / R174 243 – R202 287 / R407 745 – R472 758 pa (all inclusive MMS package) per annum
<u>CENTRE</u>	:	Dohne

<u>REQUIREMENTS</u>	:	The following requirements per level are required: a)Agricultural Researcher: An appropriate recognized four year B.Sc degree or equivalent NQF 7 qualification in Agriculture majoring in Pasture Science. A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on pasture science. Data analytical skills and computer literacy is required. b)Senior Agricultural Researcher: An appropriate recognized B.Sc degree with Honours or equivalent NQF 7 post graduate qualification subsequent to 4 year qualification in Agriculture majoring in Pasture Science coupled with a minimum of 3 years appropriate experience A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on pasture science. Data analytical skills and computer literacy is required. c)Specialist Agricultural Researcher: An appropriate M.Sc degree or equivalent NQF 8 post graduate qualification in Agriculture majoring in Pasture Science coupled with a minimum of 6 years appropriate experience A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on pasture science. Data analytical skills and computer literacy is required.
<u>DUTIES</u>	:	KPA's: The following KPA's per level have been identified: a)Agricultural Researcher: Plan and design new research projects relating to pasture science emanating from prioritized research needs to ensure that relevant and applicable research is conducted. Conduct scientifically accountable research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through publications, presentations and provision of information and basic advice. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. b)Senior Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of pasture science in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable advanced research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of advanced information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. c)Specialist Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of pasture science in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable specialized research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of specialized information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service.
<u>POST 31/181</u>	:	<u>AGRICULTURAL RESEARCHER/SENIOR/SPECIALIST: ANIMAL SCIENCE</u>
<u>SALARY</u>	:	R145 920 – 169 410/R174 243 – 202 287 / R344 052 – R398 805 pa (all inclusive MMS package) per annum
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	The following requirements per level are required: a)Agricultural Researcher: An appropriate recognized four year B.Sc degree or equivalent NQF 7 qualification in Agriculture majoring in Animal Science. A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on animal science and/or animal production. Data analytical skills and computer literacy is required. b)Senior Agricultural Researcher: An appropriate recognized B.Sc degree with Honours or equivalent NQF 7 post graduate qualification subsequent to 4 year qualification in Agriculture majoring in Animal Science coupled with a minimum of 3 years appropriate experience A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on animal science and/or animal production. Data analytical skills and computer literacy is required. c)Specialist Agricultural Researcher: An appropriate M.Sc degree or

DUTIES

equivalent NQF 8 post graduate qualification in Agriculture majoring in Animal Science coupled with a minimum of 6 years appropriate experience. A valid drivers licence (code EB) is required. An understanding in Research is essential with specific focus on animal science and /or animal production. Data analytical skills and computer literacy is required.

KPA's: The following KPA's per level have been identified: a)Agricultural Researcher: Plan and design new research projects relating to animal science emanating from prioritized research needs to ensure that relevant and applicable research is conducted. Conduct scientifically accountable research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through publications, presentations and provision of information and basic advice. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. b)Senior Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of animal science in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable advanced research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of advanced information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. c)Specialist Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of animal science in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable specialized research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of specialized information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service.

POST 31/182**AGRICULTURAL RESEARCHER/ SENIOR/ SPECIALIST: HORTICULTURE****SALARY**

R145 920 – 169 410/R174 243 – 202 287 / R344 052 – R398 805 pa (all inclusive MMS package) per annum

CENTRE

Dohne

REQUIREMENTS

The following requirements per level are required: a)Agricultural Researcher: An appropriate recognized four year B.Sc degree or equivalent NQF 7 qualification in Agriculture majoring in Horticulture or equivalent. A valid drivers licence (code EB) is required. An understanding in Research is essential with specific focus on horticulture. Data analytical skills and computer literacy is required. b)Senior Agricultural Researcher: An appropriate recognized B.Sc degree with Honours or equivalent NQF 7 post graduate qualification subsequent to 4 year qualification in Agriculture majoring in Horticulture or equivalent coupled with a minimum of 3 years appropriate experience. A valid drivers licence (code EB) is required. An understanding in Research is essential with specific focus on horticulture. Data analytical skills and computer literacy is required. c)Specialist Agricultural Researcher: An appropriate M.Sc degree or equivalent NQF 8 post graduate qualification in Agriculture majoring in Horticulture or equivalent coupled with a minimum of 6 years appropriate experience. A valid drivers licence (code EB) is required. An understanding in Research is essential with specific focus on horticulture. Data analytical skills and computer literacy is required.

DUTIES

KPA's: The following KPA's per level have been identified: a)Agricultural Researcher: Plan and design new research projects relating to horticulture emanating from prioritized research needs to ensure that relevant and applicable research is conducted. Conduct scientifically accountable research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all

relevant stakeholders and beneficiaries through publications, presentations and provision of information and basic advice. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. b)Senior Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of horticulture in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable advanced research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of advanced information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. c)Specialist Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of horticulture in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable specialized research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of specialized information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service.

POST 31/183

: **AGRICULTURAL RESEARCHER/SENIOR/SPECIALIST: CROP SCIENCE/ AGRONOMY**

SALARY

: R145 920 – 169 410/R174 243 – 202 287 / R344 052 – R398 805 pa (all inclusive MMS package) per annum

CENTRE

: Dohne

REQUIREMENTS

: The following requirements per level are required: a)Agricultural Researcher: An appropriate recognized four year B.Sc degree or equivalent NQF 7 qualification in Agriculture majoring in Crop Science/Agronomy. A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on agronomy/crops. Data analytical skills and computer literacy is required. b)Senior Agricultural Researcher: An appropriate recognized B.Sc degree with Honours or equivalent NQF 7 post graduate qualification subsequent to 4 year qualification in Agriculture majoring in Crop Science/Agronomy coupled with a minimum of 3 years appropriate experience A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on agronomy/crops. Data analytical skills and computer literacy is required. c)Specialist Agricultural Researcher: An appropriate M.Sc degree or equivalent NQF 8 post graduate qualification in Agriculture majoring in Crop Science/Agronomy coupled with a minimum of 6 years appropriate experience A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on agronomy/crops. Data analytical skills and computer literacy is required.

DUTIES

: KPA's: The following KPA's per level have been identified: a)Agricultural Researcher: Plan and design new research projects relating to crops emanating from prioritized research needs to ensure that relevant and applicable research is conducted. Conduct scientifically accountable research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through publications, presentations and provision of information and basic advice. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. b)Senior Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of crops in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable advanced research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis,

interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of advanced information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service.

c)Specialist Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of crops in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable specialized research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of specialized information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service.

<u>POST 31/184</u>	:	<u>AGRICULTURAL RESEARCHER/SENIOR/SPECIALIST: SOIL SCIENCE (2 POSTS)</u>
<u>SALARY</u>	:	R145 920 – 169 410/R174 243 – 202 287 / R344 052 – R398 805 pa (all inclusive MMS package) per annum
<u>CENTRE</u>	:	Dohne, Mthatha Dam
<u>REQUIREMENTS</u>	:	The following requirements per level are required: a)Agricultural Researcher: An appropriate recognized four year B.Sc degree or equivalent NQF 7 qualification in Agriculture majoring in Soil Science. A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on soil science. Data analytical skills and computer literacy is required. b)Senior Agricultural Researcher: An appropriate recognized B.Sc degree with Honours or equivalent NQF 7 post graduate qualification subsequent to 4 year qualification in Agriculture majoring in Soil Science coupled with a minimum of 3 years appropriate experience A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on soil science. Data analytical skills and computer literacy is required. c)Specialist Agricultural Researcher: An appropriate M.Sc degree or equivalent NQF 8 post graduate qualification in Agriculture majoring in Soil Science coupled with a minimum of 6 years appropriate experience A valid drivers licence (code EB) is required) An understanding in Research is essential with specific focus on soil science. Data analytical skills and computer literacy is required.
<u>DUTIES</u>	:	KPA's: The following KPA's per level have been identified: a)Agricultural Researcher: Plan and design new research projects relating to soil science emanating from prioritized research needs to ensure that relevant and applicable research is conducted. Conduct scientifically accountable research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through publications, presentations and provision of information and basic advice. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. b)Senior Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of soil science in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable advanced research trials (on-site) in order to ensure that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of advanced information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service. c)Specialist Agricultural Researcher: Participate with problem identification and problem definition and the prioritization of research needs in the discipline of soil science in accordance with departmental strategic plan in order to ensure that relevant and applicable research is conducted. Conduct scientifically accountable specialized research trials (on-site) in order to ensure

that accurate research is conducted and an information source is available for sustainable agricultural practices. Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries through final research reports, publications, presentations and provision of specialized information /advice and training. Perform all administrative and related functions and keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments to be able to render and efficient and effective research service.

<u>POST 31/185</u>	:	<u>AGRICULTURAL RESEARCHER/SENIOR/SPECIALIST: SOCIAL SCIENCE</u>
<u>SALARY</u>	:	R145 920 – 169 410/R174 243 – 202 287 / R344 052 – R398 805 pa (all inclusive MMS package) per annum
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	The following requirements per level are required: a)Agricultural Researcher: An appropriate recognized four year B.Sc degree or equivalent NQF 7 qualification in Social Sciences with a proven research record. A valid drivers licence (code EB) is required). Data analytical skills and computer literacy is required. b)Senior Agricultural Researcher: An appropriate recognized B.Sc degree with Honours or equivalent NQF 7 post graduate qualification subsequent to 4 year qualification in Social Science or equivalent coupled with a minimum of 3 years appropriate experience A valid drivers licence (code EB) is required). Data analytical skills and computer literacy is required. c)Specialist Agricultural Researcher: An appropriate M.Sc degree or equivalent NQF 8 post graduate qualification in Social Science or equivalent coupled with a minimum of 6 years appropriate experience A valid drivers licence (code EB) is required). Data analytical skills and computer literacy is required.
<u>DUTIES</u>	:	KPA's: Identify socio-economic research problems in line with the Departmental Policies and strategic goals Conduct socio economic research on the impact of the Departmental Programmes on the target beneficiaries Conduct socio economic research in support on the Departmental programmes as well as om support of other research activities Liaise and collaborate with other related research bodies Draw proposals, conduct research, statistical analysis, interpret results And present results appropriately Keep up to date with latest technology and developments in the field of socio economic research. NB: Level will be determined by qualification and experience.
<u>POST 31/186</u>	:	<u>SENIOR AGRICULTURAL ECONOMIST (2 POSTS)</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate recognised four year Bachelor's degree or NQF 7 equivalent with Economics and/or Agricultural Economics as major subjects. Appropriate experience in the field of agricultural economics and/or macro economics of at least 2 years is essential.
<u>DUTIES</u>	:	KPA: Conduct agricultural economic research in all relevant fields of agricultural economics, e.g. farm management, production economics and agricultural marketing. Provide advanced agricultural economic advice to clients of the department in order to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group development. Conduct project appraisals and compile and evaluate business plans. Conduct research to identify trends relating to the economic environment and render advice on policy issues related to the agricultural sector.
<u>POST 31/187</u>	:	<u>ANIMAL HEALTH TECHNICIAN (4)</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Sterkspruit X2, Maclear, Libode
<u>REQUIREMENTS</u>	:	A National Diploma in Animal Health or an equivalent qualification (NQF 6). Registration with the SA Vet Council in compliance with Act 19 of 1982 is a pre-Requisite plus a valid Drivers Licence.
<u>DUTIES</u>	:	KPA's: The successful candidates will be responsible for the implementation of the Animal Diseases Act (Act No. 35 of 1984) and the provision of primary animal health care, especially in the developing areas of the Province.
<u>POST 31/188</u>	:	<u>WORKSTUDY OFFICER</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A National Diploma in Workstudy or equivalent NQF 6 qualification and/or Grade 12 or equivalent NQF4 qualification with 3 years relevant experience in the

		Organisational, Workstudy and Job Evaluation fields. Understanding of efficiency promotion including the development of organisational structure Understanding of analysis, effective work procedures and basic research Understanding of Job Evaluation and Job Profile facilitation Drivers licence is advantageous.
<u>DUTIES</u>	:	KPA's: Develop job profiles and conduct investigations with a view to set Norms and Standards in the Department. Investigate and review the Organisational Structure and Staff establishment. Formulate and implement the Service Delivery Standards. Implement Job Evaluation Program. Conduct Work Measurement and Procedures and Methods meant to improve efficiency in Service Delivery. Manage correspondence, record and distribute documents, maintain, liaise with clients, assist with co-ordination of all matters related to Provide advisory and support service to line directorates regarding OD matters.
<u>POST 31/189</u>	:	<u>SENIOR/ADMINISTRATION OFFICER (TENDER & CONTRACTS) (5)</u>
<u>SALARY</u>	:	R145 920 – 169 410/R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Port Elizabeth, East London, Queenstown, Bhisho, Aliwal North
<u>REQUIREMENTS</u>	:	An appropriate 3 year degree or equivalent qualification (NQF 6) or plus 3 years appropriate experience (Entry Level)/ Grade 12 (NQF 4) plus 6 years relevant experience Knowledge of committee secretariat function and government procurement systems. Attention to detail and accurate record keeping in the secretariat environment. Computer literacy (Ms office package) People management, organizational management and performance management Knowledge and application of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its associated Regulations and Black Economic Empowerment (BEE) and other relevant prescripts Knowledge of Bid procedures Good communication and supervisory skills Understanding of the procurement reforms would be recommended. A valid driver's license will be an added advantage. Note: 3 posts for Senior Admin Officer and 2 posts for Admin Officer
<u>DUTIES</u>	:	KPA: Responsible for administration in respect of tenders and contracts. Note: Level will be determined by experience
<u>POST 31/190</u>	:	<u>SENIOR/ADMINISTRATION OFFICER (TENDER & CONTRACTS) (6)</u>
<u>SALARY</u>	:	R145 920 – 169 410/R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Port Elizabeth, East London, Queenstown, Bhisho, Aliwal North (2)
<u>REQUIREMENTS</u>	:	An appropriate 3 year degree or equivalent qualification (NQF 6) or plus 3 years appropriate experience (Entry Level)/ Grade 12 (NQF 4) plus 6 years relevant experience Knowledge of committee secretariat function and government procurement systems. Attention to detail and accurate record keeping in the secretariat environment. Computer literacy (Ms office package) People management, organizational management and performance management Knowledge and application of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its associated Regulations and Black Economic Empowerment (BEE) and other relevant prescripts Knowledge of Bid procedures Good communication and supervisory skills Understanding of the procurement reforms would be recommended. A valid driver's license will be an added advantage. Note: 4 posts for Senior Admin Officer and 2 posts for Admin Officer
<u>DUTIES</u>	:	KPA: Responsible for administration in respect of tenders and contracts. Note: Level will be determined by experience
<u>POST 31/191</u>	:	<u>CHIEF AGRICULTURAL RESEARCH TECHNICIAN</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum
<u>CENTRE</u>	:	Mthatha Dam
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma in chemistry/analytical chemistry or equivalent NQF 6 qualification, plus 4 – 5 years experience in Agronomy, Soil Science or Crop Science
<u>DUTIES</u>	:	KPAs: Render technical support to researchers/scientists in their research trials and Experiments. Design and lay out trials in line with the research protocol Conduct data collection and processing in preparation for data analysis Supervise Farm Aids and General Assistants involved in the running and maintenance of trials
<u>POST 31/192</u>	:	<u>CHIEF AGRICULTURAL DEVELOPMENT TECHNICIAN (10 POSTS)</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Queenstown, Bizana, Sterkspruit, Alice, Willowvale, Centane, Nqamakwe, Keiskammahoek, Stutterheim, Peddie

<u>REQUIREMENTS</u>	:	The minimum requirement is a 3 year National Diploma in Agriculture or Diploma in Home Economics or equivalent qualification (NQF 6) plus 4- 5 years relevant experience. A specific Qualification in Extension services will be advantageous.
<u>DUTIES</u>	:	KPAs: Render technical support to Agricultural Scientist and/or communities (including farming community) regarding the development of adapted technology and the transfer thereof. Provide agricultural training, development and management of farming projects. Collect, analyse and process development-related data. Facilitate the development process with sustainable resources in mind technology and the transfer thereof.
<u>POST 31/193</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE SERVICES</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or equivalent qualification (NQF 6) plus three years experience or Senior Certificate (NQF 4) plus six years relevant experience.
<u>DUTIES</u>	:	KPA: Compilation of monthly, quarterly and annual reports Provide registry services Management of cleaning services Provide telephone and cellular phone services
<u>POST 31/194</u>	:	<u>AGRICULTURAL SCIENTIST/ SENIOR/ PRINCIPAL: SOIL SCIENCE</u>
<u>SALARY</u>	:	R117 501 – R136 419/ R145 920 – R169 410/R174 243 – R202 287 per annum
<u>CENTRE</u>	:	Kokstad
<u>REQUIREMENTS</u>	:	An appropriate recognized four year B.Sc degree (RVQ14/NQF 7) in Agriculture majoring in Soil Science. An understanding and experience in Research and Extension, Land Use Planning and on Land Related compliance Acts is essential with specific focus on Soil Science. Data analytical skills and computer literacy is required. Note: Level will be determined by experience.
<u>DUTIES</u>	:	KPAs: The collection and collation of basic resource data. Perform farm planning. To play an active role (evaluation of Natural Resources) in restructuring of irrigation projects and processes in conjunction with Engineering Services Assist with the maintenance and upgrading of veld and crop management
<u>POST 31/195</u>	:	<u>AGRICULTURAL SCIENTIST/ SENIOR/ PRINCIPAL: ANIMAL SCIENCE (2 POSTS)</u>
<u>SALARY</u>	:	R117 501 – 136 419 / R145 920 - 169 410 / R174 243 – 202 287 per annum
<u>CENTRE</u>	:	East London, Keiskammahoek
<u>REQUIREMENTS</u>	:	An appropriate recognized four year B.Sc degree or equivalent NQF 7 qualification in Agriculture majoring in Animal Science. An understanding of Research and experience in animal production sciences is essential. Note: Level will be determined by experience.
<u>DUTIES</u>	:	KPAs: Identify problems in the Animal science, to design trials to obtain answers to the problems. Participation in a task team to enhance dairy development work and advisory services. Carry out trials and analyzes the results. Present the result of research conducted in the form of formal scientific publications and also popular articles. Present lectures and courses for the benefit of fellow scientists, extension officers and farmers. Keep up-to-date with latest technology in his/her field of Animal science through reading and attending congresses and courses and make recommendations based on these.
<u>POST 31/196</u>	:	<u>AGRICULTURAL ECONOMIST (3 POSTS)</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Aliwal North, Queenstown X2
<u>REQUIREMENTS</u>	:	An appropriate recognised four year Bachelor's degree NQF7 or equivalent with Economics and/or Agricultural Economics as major subjects.
<u>DUTIES</u>	:	KPAs: Responsible for all economical implications on agricultural research programmes. Work with agricultural research scientists. Monitor agricultural measures and evaluate alternatives for advice rendering purposes. Identify and design projects for commercial and developing agriculture.
<u>POST 31/197</u>	:	<u>SENIOR/PERSONNEL PRACTITIONER (EMPLOYEE WELLNESS C-O-ORDINATOR)</u>
<u>SALARY</u>	:	R117 501 – 136 419/ 145 920 – 169 410 per annum
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	Bachelor's degree in Social work or equivalent NQF 7 qualification with minimum of two years experience in AEP, HIV/AIDS in the workplace and Occupational Health and Safety will be an added advantage. Planning and coordinating skills.

		Ability to conduct research,, write reports. Computer literacy. A valid drivers license is essential. Note: Level will be determined by experience.
<u>DUTIES</u>	:	KPAs: Co-ordinate implementation of the Employee Wellness strategy of the Department at district level. Support and supervise peer and educations/ counsellors, SHE and other O.H.S. functionaries. Report on district activities to EWP at Head Office.
<u>POST 31/198</u>	:	<u>PERSONNEL PRACTITIONER / SENIOR (4 POSTS)</u>
<u>SALARY</u>	:	R117 501 – 136 419 / 145 920 – 169 410 per annum
<u>CENTRE</u>	:	Dohne (2), Kokstad, Bhisho
<u>REQUIREMENTS</u>	:	An appropriate 3 years Bachelor's degree or equivalent NQF 6 qualification in HRM or Grade 12 with 3 years relevant experience. Ability to interpret and apply HR policies. Note: Level will be determined by qualification and experience.
<u>DUTIES</u>	:	KPA's: Research, develop and monitor implementation of Departmental personnel related policies. Research, evaluate, advise and report on Personnel grievances and behavioral matters. Developing Workplace Skills Plan, compiling report, co-ordinating all HRD programmes. Serve as advisor and consultant for the district. Handle Departmental labour relations matters, HRD and personnel practice issues.
<u>POST 31/199</u>	:	<u>STATE ACCOUNTANT/ SENIOR: BUDGET (2 POSTS)</u>
<u>SALARY</u>	:	R117 501 – 136 419 / R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Queenstown, Bhisho
<u>REQUIREMENTS</u>	:	A recognized finance qualification (NQF6) with Financial Accounting as a subject and/or a Senior Certificate (Grade 12) NQF 4 with 3-5 years relevant experience. Relevant exposure to Government budgeting (EC4.1 & EC5.1), familiarity with the Public Finance Management Act (PFMA), National Treasury regulations as well as FMS/BAS. String knowledge of spreadsheets (MS-Excel), MS Word & WordPerfect would be an advantage. Ability to work under extreme pressure and rigid time-frames. Note: Level will be determined by experience.
<u>DUTIES</u>	:	KPA's: Co-ordinate budget submission for the Head Office components and districts. Consolidate EC4.2 and EC5.1 for the department. Liaise with line function managers with regard to their expenditure control commitment reports. Co-ordinate in-Year Monitoring report for the district offices.
<u>POST 31/200</u>	:	<u>ADMINISTRATION OFFICER: DEMAND MANAGEMENT</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or equivalent qualification (NQF 6) and/or Senior Certificate (NQF 4) plus three years relevant experience.
<u>DUTIES</u>	:	KPA: Execute a wide variety of administration tasks in connection with Demand Management functions in the district. Monitor the implementation of Provincial policy on demand management.
<u>POST 31/201</u>	:	<u>ADMINISTRATION OFFICER: OFFICE SERVICES</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Bhisho, Port Elizabeth
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or equivalent qualification (NQF 6) and/or Senior Certificate (NQF 4) plus three years relevant experience.
<u>DUTIES</u>	:	KPA: Execute a wide variety of administration tasks in connection with Office Services functions in the district. Monitor the implementation of Provincial policy on SCM.
<u>POST 31/202</u>	:	<u>ADMINISTRATION OFFICER/ SENIOR (VENDOR & CONTRACTS) (4) POSTS)</u>
<u>SALARY</u>	:	R 117 501 – 136 419/ R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Port Elizabeth, Bhisho X3.
<u>REQUIREMENTS</u>	:	An appropriate 3 year degree or equivalent qualification (NQF 6) or Senior Certificate (NQF 4) plus 3 years appropriate experience in vendors and contracts (entry level)/ 3 year degree or equivalent NQF 6 plus 3 years appropriate experience or Grade 12 (NQF 4) plus 6 years appropriate experience (Senior level) Knowledge of committee secretariat function and government procurement systems. Attention to detail and accurate record keeping in the secretariat environment. Computer literacy (Ms office package) People management, organizational management and performance management Knowledge and application of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its associated Regulations and Black Economic Empowerment (BEE) and other relevant prescripts

		Knowledge of Bid procedures Good communication and supervisory skills Understanding of the procurement reforms would be recommended. A valid driver's license will be an added advantage. Note: 1 post for Senior Admin Officer and 3 posts for Admin Officer
<u>DUTIES</u>	:	KPA: Responsible for administration in respect of vendors and contracts. Note: Level will be determined by experience
<u>POST 31/203</u>	:	<u>STATE ACCOUNTANT/ SENIOR (SALARIES)</u>
<u>SALARY</u>	:	R117 501 – 136 419 / R145 920 – 169 410 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognized finance qualification (NQF Level 6) or Grade 12 (NQF Level 4) with 3 – 5 years relevant experience. Knowledge of PFMA, National Treasury Regulations as well as BAS/LOGIS & PERSAL Strong knowledge of MS Excel Spreadsheet, MS Word and Word Perfect will be an added advantage.
<u>DUTIES</u>	:	KPA's: Management of salary and accounts Processing of staff salary matters Provide Head Office with reconciling items on salary matters Management of losses, claims and creditors Note: Level will be determined by experience.
<u>POST 31/204</u>	:	<u>STATE ACCOUNTANT (TENDERS & CONTRACT)</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A bachelor's degree or equivalent NQF 6 qualification in Finance and/ or Matric with at least three years experience in procurement (acquisition management). Sound understanding of the basic formulas applicable to tenders/bids Computer literacy (Microsoft Excel and Word), accuracy, problem solving skills. Ability to maintain discipline and work under pressure. Understanding of the procurement reforms would be recommended. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its associated Regulations and Black Economic Empowerment (BEE) Knowledge of Bid procedures Good communication and supervisory skills A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	KPA's: Perform state accountant functions in respect of tenders and contracts
<u>POST 31/205</u>	:	<u>STATE ACCOUNTANT (CASH & BANKING)</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Recognised commercial qualification (NQF 6) with Financial Accounting as a subject or Senior Certificate (Grade 12) (NQF 4) with 3 years relevant experience. Relevant exposure to Government budgeting (EC 5.1 & EC 4.1) Familiarity with Public Finance Management Act (PFMA), National Treasury Regulations as well as FMS/BAS Strong Knowledge of spreadsheets (Ms-Excel) & Ms-Word/Wordperfect would also be an advantage Ability to work under extreme and rigid time-frames.
<u>DUTIES</u>	:	KPA's: Maintain Bank Adjustment Account Monitor Bank service interface Compilation of Cash Flow for submission to Treasury
<u>POST 31/206</u>	:	<u>PERSONAL ASSISTANTS TO: I SENIOR MANAGER (LAND USE AND MANAGEMENT SERVICES) II SENIOR MANAGER (ADT & RS)</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum
<u>CENTRE</u>	:	Bhisho, Dohne
<u>REQUIREMENTS</u>	:	A relevant secretarial diploma or equivalent qualification (NQF 6). Must have minimum of 3 years experience in rendering a support service to senior management. Must have language skills and the ability to communicate well with people at different levels and from different backgrounds. Must have good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, written communication skills, ability to act with tact and discretion, ability to do research and analyze documents and situations, good grooming and presentation, self-management and motivation. Must have knowledge of relevant legislation/ policies/ prescripts and procedures. Must have basic knowledge of financial administration.
<u>DUTIES</u>	:	KPA's: Provides a secretarial/receptionist support service to the manager Renders administrative support services Provides support to manager regarding meetings Supports manager with the administration of the manager's budget Keeps abreast with the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly

<u>POST 31/207</u>	:	<u>ARTISAN FOREMAN</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Tsolo College
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate National Diploma (T or N Stream) or equivalent NQF 6 qualification. Certification: Completion of a trade test in painting or bricklaying or carpentry. Must have 1 year experience in Artisan and a valid driver's license (Code EB).
<u>DUTIES</u>	:	KPA's: Render major and minor repairs and maintenance services Rendering of building construction services Management of maintenance unit
<u>POST 31/208</u>	:	<u>ADMINISTRATION OFFICER (COMMUNICATION SERVICES)</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Senior certificate (Grade 12) or equivalent NQF 4 qualification plus 3 years appropriate experience or appropriate Bachelor's degree or equivalent NQF 6 qualification. Must be computer literate. Ability to work under pressure, good verbal and written skills.
<u>DUTIES</u>	:	KPAs: Facilitate procurement processes for the directorate Provide logistical support to meetings, workshops and seminars Prepare financial reports
<u>POST 31/209</u>	:	<u>CHIEF ACCOUNTING CLERK (SUNDRY CREDITORS)</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate (NQF 4) with three (3) years relevant experience or an appropriate 3 year diploma/degree or qualification (NQF6) with 1 year relevant experience
<u>DUTIES</u>	:	KPA's: Perform all functions in relation to sundry creditors.
<u>POST 31/210</u>	:	<u>CHIEF REGISTRY CLERK (HRM AND TENDER & CONTRACTS)</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Dohne, Bhisho
<u>REQUIREMENTS</u>	:	The application must be in possession of a Senior Certificate (NQF 4) with 3 years relevant registry experience. Record management course would be advantageous. Have good written and verbal communication skills. Be able to take responsible decisions concerning all aspects of record management. Computer literacy will be advantageous.
<u>DUTIES</u>	:	KPA: Supervision of all registry procedures Opening and maintenance of files Ensuring correct reference numbers are used Conduct search for files Dispatch of outgoing correspondence n-service training of registry personnel Maintain all staff registers Identify shortcomings in the filing system Submission to Archives
<u>POST 31/211</u>	:	<u>PRINCIPAL PERSONNEL OFFICER</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate (NQF 4) with three (3) years relevant experience in Human Resource matters in particular staff provisioning or national diploma/degree (NQF 6) in Human Resource plus 1 year relevant experience. The applicant must have good understanding of Public Service Act, Public Service Regulations, Basic Conditions of Employment and Labour Relations Act. Must have sound knowledge of Persal and be computer literate (MS Office)
<u>DUTIES</u>	:	KPA's: Effective staff provisioning and service condition services including recruitment and selection and appointment process; effective management of leave, IOD's service, terminations, S&T's, Housing Allowance and state guarantees.
<u>POST 31/212</u>	:	<u>SENIOR AGRICULTURAL DEVELOPMENT TECHNICIAN (4 POSTS)</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum
<u>CENTRE</u>	:	Sterkspruit, Mpofu Training Centre, Keiskammahoek, Dohne,
<u>REQUIREMENTS</u>	:	The minimum requirement is a 3 year National Diploma in Agriculture or Diploma in Home Economics or equivalent qualification (NQF 6) plus 3 years relevant experience. A specific Qualification in Extension services will be advantageous.
<u>DUTIES</u>	:	KPAs: Render technical support to Agricultural Scientist and/or communities (including farming community) regarding the development of adapted technology and the transfer thereof. Provide agricultural training, development and

management of farming projects. Collect, analyse and process development-related data. Facilitate the development process with sustainable resources in mind technology and the transfer thereof.

<u>POST 31/213</u>	:	<u>AGRICULTURAL DEVELOPMENT TECHNICIAN (14 POSTS)</u>
<u>SALARY</u>	:	R94 326 – 99 109 515 per annum
<u>CENTRE</u>	:	Tsolo College, Bathurst, Butterworth (2), Mthatha, Mqanduli (2), Peddie, Stutterheim, Elloitdale (2), Willowvale, Idutywa (2)
<u>REQUIREMENTS</u>	:	The minimum requirement is a 3 year degree in Agriculture or National Diploma in Agriculture or equivalent NQF6 qualification.
<u>DUTIES</u>	:	KPAs: Render technical support to Agricultural Scientist and/or communities (including farming community) regarding the development of adapted technology and the transfer thereof. Provide agricultural training, development and management of farming projects. Collect, analyse and process development data. Facilitate the development process with sustainable resources in mind.
<u>POST 31/214</u>	:	<u>AGRICULTURAL RESEARCH TECHNICIAN (PASTURE RESEARCH)</u>
<u>SALARY</u>	:	R94 326 – R109 515 per annum
<u>CENTRE</u>	:	DOHNE
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma in Pasture Research or equivalent NQF 6 qualification
<u>DUTIES</u>	:	KPAs: Render technical support to researchers/scientists in their research trials and Experience. Design and lay out trials in line with the research protocol Conduct data collection and processing in preparation for data analysis Supervise Farm Aids and General Assistants involved in the running and Maintenance of trials
<u>POST 31/215</u>	:	<u>PROVISIONING ADMINISTRATION CLERK/SENIOR (5 POSTS)</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Port Elizabeth, Somerset East, Mt Frere, Queenstown, Mpopo Training Centre
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a minimum qualification of Grade 10 (NQF 2) with four (4) years relevant experience. However, a Senior Certificate (NQF 4) with two (2) years relevant experience will be advantageous. Computer literacy will be advantageous. Note: Level will be determined by qualification and experience.
<u>DUTIES</u>	:	KPA's: Maintain records and perform administrative tasks Co-ordinate and prepare routine/complex correspondence in respect of a variety of related matters
<u>POST 31/216</u>	:	<u>FOOD SERVICES SUPERVISOR/ SENIOR</u>
<u>SALARY</u>	:	R54 879 - 63 717/64 410 – 74 772 per annum
<u>CENTRE</u>	:	Tsolo
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification (NQF 4). Three years in relevant experience. Knowledge of hygiene, health and safety standards, Creativity, flexibility, good communication skills. Strong leadership skills and a clear understanding of PMDS
<u>DUTIES</u>	:	KPAs: Planning of menus, preparation and presentation of meals Carry out frequent portion control and quality of RDAS Execute administrative tasks and offer training of staff where applicable Supervision of the unit and the staff Note: Level will be determined by experience
<u>POST 31/217</u>	:	<u>PERSONNEL OFFICER: HUMAN RESOURCE ACQUISITION</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Aliwal North, Port Elizabeth
<u>REQUIREMENTS</u>	:	A National Diploma , B.Degree in Human Resource Management or equivalent NQF 6 qualification or Senior Certificate (NQF 4) plus 2 years proven relevant Experience in Human Resource matters. The applicant must have good understanding of Public Service Act, Public Service Regulations, Basic Conditions of Employment and Labour Relations Act.
<u>DUTIES</u>	:	KPA's: Render human resource acquisition service Note: Level will be determined by experience and qualification
<u>POST 31/218</u>	:	<u>PERSONNEL OFFICER (SERVICE CONDITIONS (3)</u>
<u>SALARY</u>	:	R54 879- 109 515 per annum
<u>CENTRE</u>	:	Port Elizabeth, Kokstad (2)

<u>REQUIREMENTS</u>	:	A National Diploma, B.Degree in Human Resource Management or equivalent NQF 6 qualification or Senior Certificate (NQF 4) plus 2 years proven relevant Experience in Human Resource matters. The applicant must have good understanding of Public Service Act, Public Service Regulations, Basic Conditions of Employment and Labour Relations Act.
<u>DUTIES</u>	:	KPA's: Proper maintenance of registers both manually and electronically. Render conditions of service functions. Note: Level will be determined by experience and qualification
<u>POST 31/219</u>	:	<u>ADMINISTRATION CLERK/SENIOR (ENGINEERING SERVICES) (3 POSTS)</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Stutterheim, Port Elizabeth, Aliwal North
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a minimum qualification of Grade 10 (NQF 2) with four (4) years relevant experience. However, a Senior Certificate (NQF 4) with two (2) years relevant experience will be advantageous. Computer literacy will be advantageous. Note: Level will be determined by qualification and experience.
<u>DUTIES</u>	:	KPA's: Record keeping of expenditure and budget Requisitions for goods and services Filing, copying of documents and reports Office administration Preparation of reports and documents on MS Word and Excel Preparation of submissions on Presentations
<u>POST 31/220</u>	:	<u>PROVISIONING ADMINISTRATION CLERK/SENIOR (ENGINEERING SERVICES)</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a minimum qualification of Grade 10 (NQF 2) with four (4) years relevant experience. However, a Senior Certificate (NQF 4) with two (2) years relevant experience will be advantageous. Computer literacy will be advantageous. Note: Level will be determined by qualification and experience.
<u>DUTIES</u>	:	KPA's: Record keeping of expenditure and budget Requisitions for goods and services Filing, copying of documents and reports Office administration Preparation of reports and documents on MS Word and Excel Preparation of submissions on Presentations
<u>POST 31/221</u>	:	<u>ACCOUNTING CLERK/SENIOR: SALARIES</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Port Elizabeth, Queenstown
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate or equivalent NQF 4 with two (2) years relevant experience and/or NQF 6 in Finance or equivalent. Computer literacy and knowledge of BAS/Persal will be advantageous. Note: Level will be determined by experience and qualification
<u>DUTIES</u>	:	KPA's: Processing of Salary related issues.
<u>POST 31/222</u>	:	<u>ACCOUNTING CLERK/SENIOR: SUNDRY CREDITORS (2 POSTS)</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Port Elizabeth, Queenstown, Aliwal North
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate or equivalent NQF 4 with two (2) years relevant experience and/or RVQ 13/NQF 6 in Finance or equivalent. Computer literacy and knowledge of BAS/Persal will be advantageous.
<u>DUTIES</u>	:	KPA's: Processing and reconciliation of Sundry Creditor issues Note: Level will be determined by experience and qualification
<u>POST 31/223</u>	:	<u>ACCOUNTING CLERK/SENIOR: SUSPENSE</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	ALIWAL NORTH
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate or equivalent NQF 4 with two (2) years relevant experience and/or NQF 6 in Finance or equivalent. Computer literacy and knowledge of BAS/Persal will be advantageous.
<u>DUTIES</u>	:	KPA's: Processing of Suspense related issues. Note: Level will be determined by experience and qualification

<u>POST 31/224</u>	:	<u>ACCOUNTING CLERK/SENIOR: FINANCE</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate or equivalent NQF 4 with two (2) years relevant experience and/or NQF 6 in Finance or equivalent. Computer literacy and knowledge of BAS/Persal will be advantageous. Note: Level will be determined by experience and qualification
<u>DUTIES</u>	:	KPA's: Maintenance of accounting reports Settling of accounts Drawing and processing of payment reports Maintenance of commitment register.
<u>POST 31/225</u>	:	<u>PROVISIONING ADMINISTRATION CLERK/SENIOR (SCM) (4 POSTS)</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	DOHNE, Bhisho
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a minimum qualification of Grade 10 (NQF 2) with four (4) years relevant experience. However, a Senior Certificate (NQF 4) with two (2) years relevant experience will be advantageous. Computer literacy will be advantageous. Note: Level will be determined by qualification and experience.
<u>DUTIES</u>	:	KPA's: Bhisho (Procurement) Maintain records and perform administrative tasks in relation to procurement Co-ordinate and prepare routine/complex correspondence in respect of a variety of related matters Bhisho (Transport) Acquisition of vehicles Processing log sheets Maintenance of control register Records keeping Dohne (Office Services) – 2 posts Provide cleaning services Provide telephone and cellular phone services Facilitate maintenance of offices Provide office furniture and repairs
<u>POST 31/226</u>	:	<u>SWITCHBOARD OPERATOR/SENIOR</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	DOHNE
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a minimum qualification of Grade 10 (NQF 2). However, a Senior Certificate (NQF 4) will be advantageous. Note: Level will be determined by qualification and experience
<u>DUTIES</u>	:	KPAs: Operating the switchboard by answering incoming and handling outgoing calls and ensuring that customers are referred promptly and correctly. Taking down message and administering the correct distribution thereof. Compiling and updating the internal telephone directory and keeping a database of other important contact numbers.
<u>POST 31/227</u>	:	<u>DATA CAPTURER/SENIOR (3 POSTS)</u>
<u>SALARY</u>	:	R54 879 – R109 515 per annum
<u>CENTRE</u>	:	Tsolo College of Agriculture
<u>REQUIREMENTS</u>	:	A senior certificate or equivalent NQF 4 qualification coupled with computer literacy (MS Word, Excel, PowerPoint, Internet & E' mail) experience is required. Experience in data handling , capturing and processing is advantageous. Note: Level will be determined by experience.
<u>DUTIES</u>	:	KPAs: Responsible for typing and capturing project data on departmental data base as well as performing of various administrative tasks as required from time to time.
<u>POST 31/228</u>	:	<u>LABORATORY ASSISTANTS/SENIOR (2 POSTS)</u>
<u>SALARY</u>	:	R54 879 – 109 515 per annum
<u>CENTRE</u>	:	Middleburg
<u>REQUIREMENTS</u>	:	A Senior certificate (Grade 12) or equivalent NQF 4 qualification or equivalent NQF 4 qualification. Must be computer literate.
<u>DUTIES</u>	:	KPAs: Undertake veterinary laboratory testing of samples and undertake other duties assigned to them under the guidance and supervision of the Veterinary Technologist
<u>POST 31/229</u>	:	<u>GROUNDSMAN AID</u>
<u>SALARY</u>	:	R47 787 – 53 316 per annum
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	ABET and / or relevant experience
<u>DUTIES</u>	:	KPA'S: Rendering of manual labour necessary for the effective operation of the district

<u>POST 31/230</u>	:	<u>GENERAL WORKER II (6 POSTS)</u>
<u>SALARY</u>	:	R47 787 – 53 316 per annum
<u>CENTRE</u>	:	Middleburg (2), Grahamstown (2), Mthatha (2)
<u>REQUIREMENTS</u>	:	ABET and / or relevant experience
<u>DUTIES</u>	:	KPA'S: Rendering of manual labour necessary for the effective operation of agricultural laboratory.
<u>POST 31/231</u>	:	<u>CLEANER (9 POSTS)</u>
<u>SALARY</u>	:	R47 787 – 53 312 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	ABET plus general cleaning, maintenance experience
<u>DUTIES</u>	:	KPAs: Cleaning and maintenance of office and agricultural premises.
<u>POST 31/232</u>	:	<u>TRADESMAN AID II</u>
<u>SALARY</u>	:	R47 787 – 54 316 per annum
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	ABET and / or relevant experience
<u>DUTIES</u>	:	KPA'S: Maintenance, storing and cleaning of survey equipment.
<u>POST 31/233</u>	:	<u>GENERAL ASSISTANT (5 POSTS)</u>
<u>SALARY</u>	:	R47 787 – 54 316 per annum
<u>CENTRE</u>	:	DOHNE X 2, Tsolo College of Agriculture X 2, Mpofu Training Centre
<u>REQUIREMENTS</u>	:	ABET and / or relevant experience
<u>DUTIES</u>	:	KPA'S: Rendering of manual labour necessary for the effective operation of a farm/ college.
<u>POST 31/234</u>	:	<u>SECURITY GUARDS (2 POSTS)</u>
<u>SALARY</u>	:	R47 787 – 53 316 per annum
<u>CENTRE</u>	:	DOHNE
<u>REQUIREMENTS</u>	:	Grade 8 (NQF 2) with a relevant security training certificate.
<u>DUTIES</u>	:	KPA'S: Operational application of prescribed measures for purposes of protection and safeguarding of buildings and premises against unauthorized entry and malicious damage. Application of fire combating and prevention measures.
<u>POST 31/235</u>	:	<u>MESSENGER DRIVER/SENIOR</u>
<u>SALARY</u>	:	R47 787 – 53 316/ R54 879 – 63 717 per annum
<u>CENTRE</u>	:	DOHNE
<u>REQUIREMENTS</u>	:	Code 08/10/11 Driver's Licence and relevant experience
<u>DUTIES</u>	:	KPA'S: Collect or deliver documents from or to offices, Collect post bag delivery/collection point on a daily basis at the Post office

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

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

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

FOR ATTENTION : Mrs T van der Berg

CLOSING DATE : 18 August 2008

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

MANAGEMENT ECHELON

POST 31/236 : **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (1 POST) REF: SM/SCM**

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

CENTRE : Supply Chain Management, Glen

REQUIREMENTS : *An appropriate recognized three year B-Degree or equivalent qualification
*Honours and Master's degree will be advantageous *A proven track record of extensive experience in middle management. Recommendations *Knowledge of PFMA, Treasury Regulations, Preferential Procurement Policy Act, and the Framework for Supply Chain Management *Exceptional people management skills *Innovative and inspirational leadership *Team player *Advanced business communication skills *Sound knowledge of the Broad Based Black Economic Empowerment Act (BBBEE Act) and the BBBEE Codes & Good Practice *Good understanding of the various elements of SCM, including demand, acquisition, logistics, asset management & disposal *Working knowledge of the relevant transversal systems (LOGIS & BAS)

DUTIES : *Oversee and manage the 3/5 years SCM Departmental Plan *Develop and implement the SCM Annual Procurement Strategy for the Department in order to ensure optimised service delivery, development impact and good governance
*Establish and maintain appropriate policies and procedures to ensure effective and efficient management of the SCM *Manage an effective & efficient SCM system in the Department of Agriculture, in accordance with the SCM Framework, the relevant Treasury Regulations as well as SCM Practice Notes issued by the National Treasury. *Ensure the achievement of effective Bid Management
*Ensure compliance with applicable legislation, regulations, policies and procedures *Oversee that effective acquisition of goods and services are accomplished based on Just-In-Time (JIT) principle *Ensure effective management of all contracts and Service Level Agreements, including monitoring and evaluation *Ensure reporting on matters relating to demand, acquisition, logistics, asset management & SCM performance *Oversee the development of asset management & disposal strategy for the Department & oversee the maintenance of an asset management register as well as the disposal of redundant state assets *Develop and implement strategies on Supply Chain Risk Controls & Fraud Prevention *Manage & co-ordinate all related activities, including year-end procedures *Manage the financial & human resources of the Directorate, including performance & evaluation of staff

ENQUIRIES : Mr M E Matshela, Tel No (051) 506 1605

OTHER POSTS

POST 31/237 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING (1 POST) REF: DD/FIN**

SALARY : An all inclusive remuneration package of R344 052 per annum

CENTRE : Bloemfontein

REQUIREMENTS : B Comm. Degree with Accounting and Tax At least 3 – 5 years experience in a Finance environment Recommendations: *Good understanding of regulatory

framework for the Public Service, i.e. PFMA, Treasury Regulations, the Public Service Act, etc. *Thorough knowledge and experience of BAS, PERSAL and LOGIS *Good communication and interpersonal skills *Must be computer literate with thorough experience and Knowledge of MS Excel *Good people management skills *Ability to work under pressure and to adhere to strict deadlines

DUTIES : *Provide effective and efficient revenue and expenditure management service
*Provide effective and efficient Payroll and Tax Management Service *Provide effective and efficient Cash Management Service *Assist with Risk Management and annual audit *Assist with the compilation of Annual Financial Statements *Coordinate monthly reporting, management of control accounts, monthly and annual closure procedures *Train and develop staff members *Manage and supervise subordinates

ENQUIRIES : Mrs F Claassen, Tel No (051) 506 1625

POST 31/238 : **CONTROL MEAT INSPECTOR (1 POST) CMI/2008**

SALARY : R174 243 per annum

CENTRE : Free State Province (stationed at Bloemfontein)

REQUIREMENTS : *National Diploma in Environmental Health or equivalent *Registration with the relevant SA statutory board is recommended *Valid driver's license (code EB) *Six years appropriate experience (post-qualification experience. Recommendations: *Knowledge of Meat Safety Act and Regulations *Written and verbal communication skills

DUTIES : *Manage and control the application of the Meat Safety Act and other relevant legislation through inter alia: Abattoirs and sterilization plants Oversee upgrading and registration of slaughter facilities Consultation on abattoir planning Site visits and site-evaluation Structural evaluation of abattoir plans for compliance Inspection of slaughter facilities, dairy factories, game harvesting and sterilization plants Ensure adherence to basic hygiene standards and essential national / international standards Monitor and inspect import and import and export products/ animals and accompanying documentation to ensure that international standards are adhered to Ensure that game harvesting processes comply with national and international standards Execute law enforcement in accordance with the Meat Safety Act *Manage awareness regarding meat hygiene and food safety through inter alia: (i) Control illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals (ii) Develop training material for health education to communities and abattoir workers on meat hygiene and food safety (iii) Compile and manage the execution of a plan to address the slaughtering needs of communities Liaison with community leaders, other department, abattoir owners and other relevant role players *Oversee the collection of samples for surveillance projects on identified diseases in animal products and report to the relevant stakeholders within the prescribed timeframes *Keep up to date with regard to the applicable (including national and international) prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Public Health service. This would, inter alia, entail the following: (i) Monitor and study technological advances and best practices in the field of veterinary public health to enable him / her to perform the veterinary public health function according to the required standards *Perform administrative and related functions, which would, inter alia, entail the following: Oversee / compile and submit monthly and quarterly reports, letters and notices Draft Operational Plan for veterinary public health Manage and control technical and related personnel, budgets and assets Develop, implement and maintain databases Draft policies / procedures / protocols related to veterinary public health

ENQUIRIES : Dr K Mojapelo, Tel No (051) 4363677

POST 31/239 : **ASSISTANT DIRECTOR: EXPENDITURE AND REVENUE (1 POST) REF: AD/REV**

SALARY : R174 243 per annum

CENTRE : Bloemfontein

REQUIREMENTS : A Bachelor's Degree/Diploma with Accounting as subject and/or equivalent qualification plus relevant experience in Revenue and Expenditure Management. Recommendations: *Working knowledge of Government's transversal systems (BAS, PERSAL, and LOGIS) *Well conversant with Public Finance Management Act, Treasury Regulations and Public Service Regulations Developed computer literacy with a strong emphasis on MS Excel and Access *Good sound analytical skills with good communication skills both written and verbal *Good people management skills

<u>DUTIES</u>	:	*Provide effective and efficient revenue and expenditure service to internal and external clients *Proper administration and clearance of control accounts on a monthly basis *Manage the Creditors, Revenue, Subsistence and Transport Units and ensure effective and efficient administration of the mentioned Units *Ensure that monthly reconciliations are performed and relevant control measures implemented *Ensure that a Revenue, Creditors and Subsidized Transport databases are established and maintained on a monthly basis *Manage, supervise, train and develop staff *Ensure compliance of relevant Legislation Policies and Procedures
<u>ENQUIRIES</u>	:	Mrs F Claassen, Tel No (051) 506 1625
<u>POST 31/240</u>	:	<u>SPECIALIZED VETERINARY TECHNOLOGIST (1 POST) REF: SVT/BFN</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Bloemfontein Veterinary Laboratory
<u>REQUIREMENTS</u>	:	*National Diploma in Veterinary Technology *Registration with the SA Veterinary Council *3 – 5 years experience *Valid driver's license *Computer skills
<u>DUTIES</u>	:	*Implementation of LIMS system in laboratory: All aspects of diagnostic disciplines including Reproduction, Mastitis, Media preparation, Brucella, Equine, Ovine, Bovine and other species. Periodical reporting and statistical analysis of data. Making all policies and SOP's electronically available for all the disciplines in the FS Province. All aspects of the implementation of LIMS, hardware and software requirements in the laboratory set-up in the FS Province. The configuration and set up of the LAN and WAN requirements for implementation and capturing of data. These requirements include the interfacing of instruments and also the calibration thereof (whether it be electronically or manual calibration i.e. incubators and microscopes). Ongoing updates of all additional requirements for tests and LIMS inputs and replication requirements to the main frame. *Implementation and managing of all aspects surrounding bacteriology and related fields (i.e. standardization of methods and methodology used in laboratories). Putting SOP's and standard methods in place. Training personnel in the use of these methods and monitoring changes where needed. -Monitoring of all isolations, identifications and preparations of samples to be tested, including the preparation of media, reagents, buffers and antigens used for these tests - Administration of bacteriology sections, including reproduction, mastitis (milk and meat hygiene. -Responsible for the updating of all statistical data used to accumulate monthly including annual statistical reports. -Liaison and communication on interdepartmental, provincial, national and international levels. *Managing and implementation of research and development projects in bacteriology, parasitology and related fields and antigens *Identification and confirmation of all internal, external and blood parasites *Implement and maintenance of Quality Management Services (QMS)
<u>ENQUIRIES</u>	:	Mr K Vermeulen, Tel No (051) 436 3677
<u>POST 31/241</u>	:	<u>VETERINARY TECHNOLOGIST (3 POSTS) (BACTERIOLOGY) REF: VT/LAB</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Bloemfontein Veterinary Laboratory (2 posts) Kroonstad Veterinary Laboratory
<u>REQUIREMENTS</u>	:	*National Diploma in Veterinary Technology *Registration with the SA Veterinary Council *Valid driver's license *Computer skills *Experience in Bacteriology will be an added advantage
<u>DUTIES</u>	:	*Render a Veterinary Laboratory Diagnostic service, which would, inter alia, entail the following:- (i) Receive, collect, register and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and techniques to carry out diagnostic tests Review and verification of test results Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning, which would, inter alia, include the following:- (i) Generate, record, verify, manipulate and maintain diagnostic data; (ii) Report back on diagnostic and related data as and when required; Compile monthly and annual statistical reports *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an effective and efficient Veterinary Diagnostic laboratory service. This would, inter alia, entail the following:- (i) Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system; (ii) Study professional journals and publications to ensure that cognisance is taken of new developments; Keep abreast of the latest developments in Veterinary Diagnostic technologies *To perform all administrative and related functions which would include, inter alia the following:- (i) Supervise technical and related personnel and section budgets (ii) Stock control of the relevant diagnostic section Control and maintenance of laboratory equipment, including calibration; Ensure compliance with national prescriptions

<u>ENQUIRIES</u>	:	Mr K Vermeulen, Tel No (051) 436 3677 or Mrs M van Zyl, Tel No (056) 2122671
<u>POST 31/242</u>	:	<u>ENGINEERING TECHNICIAN (1 POST) REF: ENGT/2008</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Fezile Dabi District: Sasolburg
<u>REQUIREMENTS</u>	:	*A National Diploma in Engineering and registrable as Professional Technician in terms of section 14(1) or 4(2) of the Engineering Profession of South Africa Act 1990 (Act 114 of 1990) *Computer literate (e.g. Windows, MS Office etc.) *A valid driver's licence Code 08 *Relevant working experience Recommendations: *Experience in the field of agricultural engineering i.e. irrigation – recourses, farm structures or mechanisation and knowledge on agriculture and farming in general. *Proficient in technical engineering soft ware such as CAD, Star Dust and surveying utilising both total stations and GPS instruments
<u>DUTIES</u>	:	Render of support service to professional Engineers of the Department of Agriculture on: *Plan, design, specification, construction supervision and support on implementation of projects in the field *Practical evaluation of projects in the field and provide on- and off-farm technical support in engineering principles to the emerging farming community in the Free State
<u>ENQUIRIES</u>	:	Mr H Grober, Tel No (051) 506 1464
<u>POST 31/243</u>	:	<u>AGRICULTURAL ECONOMIST (FARM MANAGEMENT) (1 POST) REF: AE/FARM</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Xhariep District: Trompsburg
<u>REQUIREMENTS</u>	:	*B Sc with Agricultural Economics or B Agric (Honours) with specialisation in Farm Management *Driver's license (Code EB). Recommendation: Relevant experience in the field of Agricultural Economics
<u>DUTIES</u>	:	*Provide specialist farm management and agricultural economic advice *Support the implementation of programmes for Risk and Disaster Management *Facilitate access to finance *Support training of farmers regarding record keeping, farm management, etc. *Promote cooperative and commodity group development *Conduct project appraisals and compile and evaluate business plans *Take responsibility to veto projects if not sustainable *Assist in the development of agricultural economic norms and standards *Serve on multi-disciplinary task teams
<u>ENQUIRIES</u>	:	Mr S van Schalkwyk, Tel No (051) 7130480

DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. No e-mailed or faxed applications will be considered. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.
--------------------	---	--

MANAGEMENT ECHELON

<u>POST 31/244</u>	:	<u>MANAGER: FREE STATE TRAINING & DEVELOPMENT INSTITUTE</u> <u>REFERENCE NO: M: FSTD1</u> Free State Training & Development Institute
<u>SALARY</u>	:	An all inclusive remuneration package of R540 429 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible

		portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	Appropriate 3 year tertiary qualification and/or relevant experience in the human resource development and training field. Working knowledge of co-ordinating, monitoring and evaluation mechanisms. Working knowledge of policy analysis and development. Working knowledge of the setting up and management of service level agreements. Knowledge of the legal framework for Human Resource Development and Training in the Public Service.
<u>DUTIES</u>	:	Key Responsibilities: It will be expected of the successful candidate to perform the following duties: Co-ordinate and manage the provisioning of generic/transverse training to all provincial departments of Free State Provincial Government to ensure that generic/transverse training needs are effectively and efficiently provided. Set up and manage service level agreements with the respective heads of provincial departments on the provisioning of generic/transversal training needs to ensure that the needs of departments are met regarding generic/transverse training. Manage the generic/transverse training provided by the Private Sector to ensure the quality and quantity as agreed upon. Set up and manage the necessary systems to ensure payment of courses for generic/ transverse training, proper record keeping of training records, correspondence etc. Develop and implement policies on generic/transverse training in Free State Provincial Government to ensure the effective and efficient provisioning of this training. Chair the Provincial Training and Development Committee on generic/transverse training for Free State Provincial Government to ensure proper co-ordination and consultations with all major stakeholders. Establish formal links with all applicable outside stakeholders for example the applicable SETA,s, the South African Qualifications Framework Association etc. to ensure the co-herece with national policy/strategies on human resource development and training including accreditation of all courses. Identify strategic training and development role-players for purposes of establishing training partnerships that will contribute to the further development and professional image of the Free State Training and Development Institute. Ensure that the resources (budget, human resources etc) of the Free State Training and Development Institute are managed in an effective and efficient manner in order to provide a quality service to all stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. I.M. Garaba Tel: (051) 405 4473
	:	Ms P Norval, Department of the Premier Human Resources Advice, Co-ordination and Management Directorate PO Box 517 Bloemfontein 9300 or Hand deliver to Brian Modise Room 22, Lebohang Building Bloemfontein
<u>CLOSING DATE</u>	:	11 August 2008

OTHER POSTS

<u>POST 31/245</u>	:	<u>DEPUTY MANAGER: ECONOMIC & SOCIAL SECTOR RESEARCH</u> <u>REFERENCE NO: DM ESSR</u> Provincial Strategic Planning, Policy and Research
<u>SALARY</u>	:	An all inclusive remuneration package of R407 745 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	The candidate must be in possession of a Masters Degree preferable in a research field/ Social Sciences/Economic development and/or extensive experience with regard to the development of research design and methodologies, instruments, data analysis and report. Recommendation: Relevant experience in the execution of research. Knowledge and understanding of the research methodologies and instruments. Analytical, problem solving and Conflict Resolution skills.
<u>DUTIES</u>	:	Key Responsibilities: It will be expected of the successful candidate to perform the following duties: Design, adapt, and/or develop specialized, scientifically validated research methodologies and instruments for the Free State Province. Draft the terms of reference of research topics in consultation with the Economic & Social Sector Cluster. Undertake and commission research on areas as identified to analyze, determine impact and advice on the strategies of the FSGDS. Prepare comprehensive reports on the outcome of the research and make recommendations on further actions. Analyze and evaluate the FSGDS against the outcome of the research. Overall management of the component to

ensure the effective and efficient utilization of resources, including the management of the performance of the personnel within this component.

ENQUIRIES : Mr. M.P. Mokalobe Tel: (051) 405 4018

APPLICATIONS : Ms. P. Norval Department of the Premier Human Resources Advice, Co-ordination and Management Directorate PO Box 517 BLOEMFONTEIN 9300 or Hand deliver to Brian Modise Room 22, Lebohang Building Bloemfontein

CLOSING DATE : 11 August 2008

POST 31/246 : **SECRETARY REFERENCE NO: SEC GPIM**
Government Programme Implementation and Monitoring

SALARY : A basic salary of R76 194 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 plus applicable experience. In addition, applicants must be fully computer literate with a working knowledge/understanding of MS Word, MS Excel and MS PowerPoint. Good interpersonal, organizational, communication and typing skills are required. Good telephone etiquette

DUTIES : Key Responsibilities: It will be expected of the successful candidate to perform the following duties for the Manager: Government Programme Implementation and Monitoring. Provides a secretarial/receptionist support service to the Manager. This will, inter alia, entail the following: Receive telephone calls and refers the calls to correct role players. Records appointments and events in diary of the manager. Types documents for the manager. Provides a clerical support service to the Manager. This will entail, inter alia, the following: Liaise with travel agencies to make travel arrangements. Arranges meetings and events for the manager and the staff in the Unit. Record basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Receives records and distributes all incoming and outgoing documents. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Mr. C. Oelofse Telephone number: (051) 4033880

APPLICATIONS : Ms. P. Norval, Department of the Premier, Human Resource Advice, Co-ordination and Management Directorate P.O. Box 517 Bloemfontein 9300 or Hand delivered to: Brian Modise Room 19, Ground Floor, Lebohang Building, Bloemfontein

CLOSING DATE : 11 August 2008

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG TREASURY**

Join the dynamic team that ensures prudent financial management in the Gauteng province! Gauteng Treasury values our employee and believes in providing opportunities through skills development and empowerment. We value recognising and rewarding employees and treating them fairly and equally

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- CLOSING DATE** : 8 August 2008
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

- POST 31/247** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO 70052766**
Directorate: Human Resources and Auxiliary Services
- SALARY** : R174 243 per annum (Plus Benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : The successful candidate will have 2 – 3 years or more experience in human resource development in the public sector, as well as a 3 year qualification in Human Resources Development/Training & Development. The candidate will have knowledge and understanding of the relevant legislative environment, and will further possess problem solving, planning and organizing, communication, interpersonal relations, analytical and research skills. The candidate will further be client oriented and committed and has experience in leading a team. A valid driver's license is recommended.
- DUTIES** : The incumbent will be responsible to: Manage and co-ordinate human resource development matters within the department, including training, performance management, internship /learnership and bursaries. Assist in the development & successful implementation of public services and departmental policies and procedures. Prepare and consolidate reports. Present and co-ordinate information sessions on human resource matters.
- ENQUIRIES** : Robert Tsotetsi Tel No 011 355 8636

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 31/248** : **ENGINEERING & RELATED PROFESSIONALS (MAINTENANCE MANAGER) REF NO: 70052838**
Directorate: Maintenance
- SALARY** : R217 482 per annum (plus benefits)
- CENTRE** : Tembisa Hospital
- REQUIREMENTS** : At least five S4, HND, or equivalent in electrical, Mechanical, or industrial engineering, GCC (Works) an added advantage. At least five years post-qualification experience in a maintenance or industrial environment. Should be familiar with boilers, refrigeration and air-conditioning equipment, electrical and electronic building services equipment, including distribution and reticulation. Knowledge of specialized hospital equipment. Quality Assurance Management and system is an added advantage as is a working knowledge of computerized

		maintenance management system (CMMS) and building management system (BMS).
<u>DUTIES</u>	:	To be responsible for the maintenance of all the hospital's electrical, electromechanical, and mechanical equipment. To ensure high availability and minimal disruption to hospital operations. Responsibilities will also include liaison with all service providers and specialist contractors providing maintenance services to the hospital.
<u>ENQUIRIES</u>	:	Dr N Msibi, Tel No: (011) 923 2058
<u>CLOSING DATE</u>	:	18 August 2008
<u>POST 31/249</u>	:	<u>ASSISTANT DIRECTOR: SPECIALISED PROGRAMMES REF NO: 70052865</u> Directorate: Specialised Programmes
<u>SALARY</u>	:	R217 482 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Registration at HPCSA as a Clinical Technologist, Physiotherapist, Speech Therapist, or Occupational Therapist. A driver's licence. Computer literacy. At least seven years relevant experience in the field of Clinical Technology, Physiotherapy, Speech Therapy, or Occupational Therapy of which two must be in management. Strong interpersonal skills. Knowledge of the public service will be an added advantage.
<u>DUTIES</u>	:	Coordinate Clinical Technology services on a provincial level. Coordinate the quality assurance programme for all aspects of rehabilitation services and clinical technology. Participate in the implementation of the International Classification of Function and Disability. Participate in efforts to increase access of people with disabilities in the labour market by improving vocational rehabilitation services and networking with other stakeholders. Contribute to activities in the sub directorate, directorate and chief directorate.
<u>ENQUIRIES</u>	:	Elma Burger, Tel No: (011) 355 - 3432
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/250</u>	:	<u>EPI SURVEILLANCE OFFICER REF NO: 70052800</u> Directorate: EPI Surveillance
<u>SALARY</u>	:	R157 686 – 190 488 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Matric with media/laboratory background. Knowledge of disease surveillance. Advanced Computer literacy. Post tertiary qualification in related field will be an advantage. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Ability to implement and manage disease surveillance in the district and hospitals. Prepare and analyse monthly statistical data to enact prompt control measures. Execute disease surveillance function with strategic plan of the department. Support and follow up district disease surveillance.
<u>ENQUIRIES</u>	:	Ms T.Moloto Tel No: (011) 876 1823
<u>CLOSING DATE</u>	:	11 August 2008
<u>POST 31/251</u>	:	<u>SOCIAL WORKER (4 POSTS) REF NO: 70052866</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum (plus benefits)
<u>CENTRE</u>	:	1X Tshwane Rehabilitation Centre / 1 each Johannesburg Metro & West Rand, Sedibeng & Ekurhuleni / Tshwane & Metsweding.
<u>REQUIREMENTS</u>	:	Registration with Social Work Council. Computer literate. Driver's licence. At least four years relevant experience.
<u>DUTIES</u>	:	Render Social Work services for people with visual impairments in the area. Develop and implement a quality assurance programme for the section. Participate in student training as required. Participate in strategic planning for section and ensure the implementation thereof. Participate in departmental activities. Provide emotional support and counselling services to the blind and visually impaired people and their families. Make contributions towards a multi-disciplinary team regarding rehabilitation plan and progress of patients.
<u>ENQUIRIES</u>	:	Mr. Simon Rabothata, Tel No: (011) 355 - 3790
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/252</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST (4 POSTS) REF NO: 70052867</u>
<u>SALARY</u>	:	R145 920 – 169 410 per annum (plus benefits)
<u>CENTRE</u>	:	1X Tshwane Rehabilitation Centre / 1 each Johannesburg Metro & West Rand, Sedibeng & Ekurhuleni / Tshwane & Metsweding.
<u>REQUIREMENTS</u>	:	Registration at HPCSA as an Occupational Therapist. At least four years relevant experience in the field of Occupational Therapy. Computer literate. Driver's licence. Managerial experience will be an added advantage.

<u>DUTIES</u>	:	Develop, manage and implement Occupational Therapy services for people with visual impairments in the area. Develop a quality assurance programme for the section. Plan, monitor and manage all aspects of financial management. Undertake strategic planning for section and ensure the implementation thereof. Ensure a human resource development programme for the area including supervision and continuous development. Coordinate departmental activities. Coordinate student training activities and liaise with tertiary institutions.
<u>ENQUIRIES</u>	:	Mr. Simon Rabothata, Tel No: (011) 355 - 3790
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/253</u>	:	<u>PROFESSIONAL NURSE PN A- 3 GRADE 2 (ARV CLINIC) REF NO: 70052826</u> Directorate: Nursing Department
<u>SALARY</u>	:	R138 420 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	A degree or Diploma in Nursing. Current registration with SANC. Proof of indemnity, training in HIV and TB Management. Knowledge of government HAST programme. Recommendations: Experience in HIV/AIDS, TB and STI will be an added advantage. Good communication and interpersonal skills. Ability to work under pressure and within a multidisciplinary team.
<u>DUTIES</u>	:	Work as part of a team in the implementation of HIV/AIDSZ/STI and TB comprehensive program at facility level. Manage patients diagnosed with HIV/AIDS/STI and TB according to stages and severity of their illness and according to National guidelines. Ensure high level of adherence through support and patients tracing activities. Ensure accurate daily data capturing according to the recommendations indicates and available data capturing system. Provide support and mentoring to their team members. Work with Medical Officer and other team members to provide reports on a monthly basis (and as required) to the facility manager, the District Officer and Central Information Management system. Supervise the administrative and Data capturing clerks. Work with the Pharmacist.
<u>ENQUIRIES</u>	:	Ms M.C. Ramohoebo Tel No: (012) 318 6943
<u>CLOSING DATE</u>	:	11 August 2008
<u>POST 31/254</u>	:	<u>SENIOR OCCUPATIONAL THERAPIST (4 POSTS) REF NO: 70052868</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum (plus benefits)
<u>CENTRE</u>	:	1X Tshwane Rehabilitation Centre / 1 each Johannesburg Metro & West Rand, Sedibeng & Ekurhuleni / Tshwane & Metsweding.
<u>REQUIREMENTS</u>	:	Registration at HPCSA as an Occupational Therapist. At least two years relevant experience in the field of Occupational Therapy. A driver's licence. Managerial experience will be an added advantage.
<u>DUTIES</u>	:	Render Occupational Therapy services programmes for the blind and visually impaired people. Implement a quality assurance programme for the section. Undertake Home and Community visits and manage support groups. Participate in human resource development programme. Participate in departmental activities and assist with supervision of support staff. Assist with the implementation of continuous development programmes. Participate in student training activities and liaise with tertiary institutions.
<u>ENQUIRIES</u>	:	Mr. Simon Rabothata, Tel No: (011) 355 - 3790
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/255</u>	:	<u>PROFESSIONAL NURSE PN- A2 GRADE 1 (ARV CLINIC) REF NO: 70052827</u> Directorate: Nursing Department
<u>SALARY</u>	:	R106 086 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as a General Nurse and Midwife. Recommendations: Experience in working in the field of HIV/AIDS/TB/STI.
<u>DUTIES</u>	:	Work as part of a team in the implementation of HIV/AIDS/STI/TB comprehensive program at facility level. Manage patients diagnosed with HIV/AIDS/STI/ TB according to stages and severity of their illness. Ensure patients diagnosed with HIV/AIDS/STI/TB according to the National guidelines. Ensure high level of adherence through support and patients tracing activities. Ensure accurate daily data capturing according to the recommended indicators and available data capturing system. Work with Medical Officer and ensure effective laboratory services for the management of patients.
<u>ENQUIRIES</u>	:	Ms M.C. Ramohoebo Tel No: (012) 318 6943
<u>CLOSING DATE</u>	:	11 August 2008

<u>POST 31/256</u>	:	<u>PRINCIPAL OCCUPATIONAL THERAPY ASSISTANT OR TECHNICIAN (4 POSTS) REF NO: 70052869</u>
<u>SALARY</u>	:	R76 194 – 88 464 per annum (plus benefits)
<u>CENTRE</u>	:	1X Tshwane Rehabilitation Centre / 1 each Johannesburg Metro & West Rand, Sedibeng & Ekurhuleni / Tshwane & Metsweding.
<u>REQUIREMENTS</u>	:	Recognized Certificate as an Occupational Therapy Assistant or Technician. At least five years relevant experience in the field of Occupational Therapy. Registration with HPCSA. A driver's licence will be an added advantage.
<u>DUTIES</u>	:	Implement Occupational Therapy services programmes for the blind and visually impaired people. Accompany the Occupational Therapist on Home and Community visits. Run support groups and Disability Awareness Campaigns under the supervision of an Occupational Therapist. Participate in departmental activities. Undertake administrative duties.
<u>ENQUIRIES</u>	:	Mr. Simon Rabothata, Tel No: (011) 355 - 3790
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 31/257</u>	:	<u>TELECOM OPERATORS / SWITCHBOARD OPERATOR / CLIENT OFFICER REF NO: 70052835</u> Directorate: Administration
<u>SALARY</u>	:	R64 410 – R74 771 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	Grade 12, minimum of three to five years experience in switchboard or call centre qualification (SAQA accredited). Good communications and interpersonal skills. Ability to work under pressure and shifts. The incumbent should be fully multilingual, a methodical worker and be able to take instructions. Call Centre certificate will be an advantage.
<u>DUTIES</u>	:	Handle calls, answering telephone calls and transferring calls to other extensions, making calls on behalf of the staff and keeping records private call and taking messages. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. See to it that switchboard apparatus are handles properly to prevent unnecessary interruption of telephone lines. Pass message to hospital community through the PA system. Assist as assistant IT helpdesk and Stats Clerk when needed. TRAINING: Individuals will undergo training on system used in the hospital.
<u>ENQUIRIES</u>	:	Mr N.V. Mulaudzi, Tel No: (011) 923-2100
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 31/258</u>	:	<u>GROUNDSMAN / SUPERVISOR REF NO: 70052833</u> Directorate: Property
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 3 years experience in supervision level. Be computer literate, good communication and interpersonal skill. To be able to work under pressure.
<u>DUTIES</u>	:	Report to hospital horticulture and F.M.U. Manager. Supervise a team of gardeners / grounds man. Compile and assess PMDS for subordinates. Leave management and allocation of gardeners to various areas within hospital. Ensure that gardening equipment are clearly serviced. Liaise with cost centre clerk and cost centre manager in ordering of equipment used by gardeners. Compile audit of equipment used by gardeners and report any faults so that they can be repaired. Be operational on grounds with gardeners. Manage the general maintenance of gardening section. Cleaning the hospital, surrounding including streets and drains. Maintaining landscaping, remove refuse and load on tractor for transportation do dumping area. Planting or removal of plants to other areas within hospital premises. Keep the hospital grounds, parking area, gutters and ditches clean and tidy. Practice pest control. Perform any other work given by your supervisor.
<u>ENQUIRIES</u>	:	Mr N.V. Mulaudzi, Tel No: (011) 923-2100
<u>CLOSING DATE</u>	:	18 July 2008
<u>POST 31/259</u>	:	<u>SECURITY GUARD REF NO: 70052837</u> Directorate: Support
<u>SALARY</u>	:	R54 879 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent experience. Grade C PSIRA Certificate with 5 years experience in Security field. Report writing, communication and problem solving skills. Knowledge of Customer Service, Criminal Procedure etc.

DUTIES : Inspect the institution, ensure the access control is executed in terms of the relevant Acts and Directives. Ensure the private Security Officers perform CCTV monitoring duties. Check and monitor proper functioning of all electronic Security systems and equipment. Ensure the implementation of Security Regulations and Directives and Policies. CCTV monitoring, escort duties, patrols and access control. Maintain proper record keeping (Security register). Attending all complains during the shift. Assist nursing in handling of patients, staff member, property, information and assist police with police information, prepared to work shifts.

ENQUIRIES : Mr J Williams, Tel No: (011) 923-2312

CLOSING DATE : 18 July 2008

DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

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

CLOSING DATE : 11 August 2008

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

OTHER POSTS

POST 31/260 : **DEPUTY DIRECTOR REF NO: 70052738**
Directorate: Research and Analysis

SALARY : R344 052 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Masters degree, Doctorate would be an advantage. Training and courses in social research. Extensive years of working experience in research is essential. Exposure in transport, public works or social sciences research.

DUTIES : Conduct research needs analysis for the Department in conjunction with other branches. Conduct appropriate and relevant research in respect of the core functions of the Department. Produce research reports and ensure their dissemination to appropriate target group. Ensure accessibility and availability of research and analysis reports produced as well as other relevant information. Provide up to date socio-economic trend analysis.

ENQUIRIES : Mr M.M Rabothata, Tel No: (011) 355-7028/29

POST 31/261 : **PROJECT CO-ORDINATOR REF NO: 70052739**
Directorate: Public Works Planning

SALARY : R217 482 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Project Management qualifications plus experience. Computer literacy with tertiary qualification and relevant experience. 1-2-yrs experience in finance Strong facilitation skills. Knowledge regarding projects processes. Expenditure control, strong communication and co-ordination skills. Knowledge of departmental processes and PFMA.

DUTIES : Co-ordination/facilitation of client meetings on a monthly basis. Scribe at client meetings. Development of templates for reporting purposes. Manage and monitor external consultants with regards to updating of financials specifically related to cash flows. Identify needs by clients with regards to monthly reporting. Identify problems, obtain solutions, advice and make recommendations. Undergo training in the specialized field as per their designation. Preparing Payment Certificate(s) for consultants if required. Monitor and maintain recording of client comments and reports. Create standard templates for monthly reporting. Provide a monthly report for progress. Manage reports ensuring all reports on status of standardization of documents for the Director. Set up procedures and route forms for documentation for monthly reporting requirements.

ENQUIRIES : Tumelo Mokupo, Tel No: (011) 429-3618/ 082 887 6720

POST 31/262 : **CHIEF ROADS SUPERINTENDENT REF NO: 70052752**
Directorate: Transport Infrastructure Maintenance

SALARY : R174 243 per annum (plus benefits)

CENTRE : Pretoria, Benoni, Krugersdorp, BHS

<u>REQUIREMENTS</u>	:	Grade 12 Certificate and Certificate for Road Superintendents. Extensive years of experience in the field of Construction and Maintenance. Computer literate. Valid code 08 drivers license. Managerial skills.
<u>DUTIES</u>	:	Oversee and monitor maintenance projects. Oversee contractor Mentoring and monitoring. Supervise section's support services. Oversee and monitor Ribbon Development, Infrastructure Protection and Road advertisement support services. Supervise Artisan support services. Oversee and monitor the goals, objectives and resources of the region.
<u>ENQUIRIES</u>	:	Mr. J.J.G van Antwerpen, Tel No: (012) 310-2401
<u>POST 31/263</u>	:	<u>ASSISTANT DIRECTOR: LAW ADMINISTRATION AND CLAIMS REF NO: 70052753</u> Directorate: Transport Infrastructure Maintenance
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Relevant B- degree or National Diploma in law or equivalent. Understanding of all relevant Transport Acts and policies. Extensive years of experience.
<u>DUTIES</u>	:	Manage and oversee Law Administration. Manage and oversee delict claims administration services. Manage and oversee investigations into complaints and offences in terms of the Gauteng Transport Infrastructure Act, Act 8 of 2001. Manage and oversee cases in respect of unlawful occupation of Provincial Road Reserves. Manage and oversee applications for closure of Provincial Roads and conjunctions and de-proclamations thereof. Liaise with Departmental legal services. Oversee policies, charters and delegation frameworks. Supervise the goals, objectives, staff and resources of the division.
<u>ENQUIRIES</u>	:	Mr. J.J.G van Antwerpen, Tel No: (012) 310-2401
<u>POST 31/264</u>	:	<u>PRINCIPAL ROAD SUPERINTENDENT REF NO: 70052754</u> Directorate: Transport Infrastructure Maintenance
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Krugersdorp, BHS, Vereeniging
<u>REQUIREMENTS</u>	:	Grade 12 and Certificate for Road Superintendents. Extensive years of experience in the field of construction and maintenance. Valid code 8 driver's license. Computer literate and Managerial skills.
<u>DUTIES</u>	:	Co- ordinate and monitor maintenance projects. Co- ordinate and monitor contractor mentoring. Co- ordinate and monitor Ribbon Development, infrastructure Protection and Road advertisement support services. Co- ordinate and Monitor Regional; office support services. Manage the goals, objectives and resources of the Region.
<u>ENQUIRIES</u>	:	Mr. J.J.G van Antwerpen, Tel No: (012) 310-2401
<u>POST 31/265</u>	:	<u>PROJECT PLANNER (1 POST) REF NO: 70052740</u> Directorate: Public Works Planning
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Degree/ B-Tech/ National Diploma in any Engineering field, Quantity Surveying and Architectural services or equivalent qualifications. 1-2 yrs experience in Infrastructure Planning and Construction. Project Management. Good financial management and milestones. Knowledge of NEC contract and CIDB principles.
<u>DUTIES</u>	:	Brief external appointed consultants about the Departmental standards. Manage and monitor external consultants to the process and the Engineering professions act. Ensure compliance with departmental standard quality specifications. Comment in the design equipment, systems, structures and installations. Compile monthly reports, cashflow and prepare PowerPoint presentation. Compile in conjunction with the consultants plans, diagrams, specifications and quantity lists. Compile in conjunction with the project and estimates cost of services. Identify needs, problems, obtain solutions, advise and recommendations. Re-planning existing facilities, upgrading, reflow gab, analysis of exiting facilities, feasibility studies. Undergo training and the specialized field as per the designation.
<u>ENQUIRIES</u>	:	Tumelo Mokupo, Tel No: (011) 429-3618/ 082 887 6720
<u>POST 31/266</u>	:	<u>ADMINISTRATION OFFICER REF NO: 70052744</u> Directorate: Transport Infrastructure Capital Projects
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg

<u>REQUIREMENTS</u>	:	B degree or National Diploma or Equivalent qualifications. Extensive experience in office administration. Driver's license code8 or EB
<u>DUTIES</u>	:	Office administration. Manage and oversee financial administration. Render Human Resource administration. Manage and render Performance management support services. Manage and render labour relation support services. Supervise and Execute office administration and monitoring. Manage and oversee the directorate's compliance with HR legislation and policies. Reconcile payments, budget and expenditure.
<u>ENQUIRIES</u>	:	Ms Precious Maedi, Tel NO: (011) 429-3714
<u>POST 31/267</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN REF NO: 70052741</u> Directorate: Transport Infrastructure Capital Projects
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma in civil Engineering or relevant qualifications. New Engineering contract (NEC). Knowledge of policies. Valid driver's license code 8 and code EB.
<u>DUTIES</u>	:	Manage and co- ordinate the out- sourcing to the emerging contractors. Manage and oversee contract document for work to be out sourced to contractors. Manage and co- ordinate work performed by participating and appointed emerging contractors. Manage and co- ordinate training for merging contractors. Manage and co-ordinate reporting on work performed and progress by emerging contractors program. Manage and co- ordinate administration of the emerging contractors program.
<u>ENQUIRIES</u>	:	Ms. Precious Maedi, Tel No: (011) 429-3714
<u>POST 31/268</u>	:	<u>INDUSTRIAL TECHNICIAN REF NO: 70052742</u> Directorate: Transport Infrastructure capital projects
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma in Civil Engineering. Knowledge and experience in road construction and maintenance. Technical knowledge & experience in Construction, plant and material.
<u>DUTIES</u>	:	Participate in the training and development opportunities provided by the department. Execute the duties and function allocated to the Technician –in – training. Co-operate with mentors and supervisors allocated during the training period. Compile and submit reports as required. Manage inventory of construction, plant and material. Liaise with administrators of the program regarding condition of services etc. Project administration.
<u>ENQUIRIES</u>	:	Ms. Precious Maedi, Tel No: (011) 429-3714
<u>POST 31/269</u>	:	<u>ADMINISTRATION CLERK REF NO: 70052743</u> Directorate: Transport Infrastructure Capital Projects
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 certificate or relevant qualifications. At least 2 year experience in office administration.
<u>DUTIES</u>	:	Execute Human Resource administration. Execute office administration monitoring. Execute asset control. Execute store services. Assist with budget expenditure control against the BAS system. Compile payments advise. Reconcile payment, budget and expenditure. Assist with training co- ordination.
<u>ENQUIRIES</u>	:	Ms Precious Maedi, Tel NO: (011) 429-3714

**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
- CLOSING DATE** : 15 August 2008
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

OTHER POSTS

- POST 31/270** : **ASSISTANT MANAGER: AUDIO VISUAL SERVICES (REF. NO. P 170/2008)**
- SALARY** : R174 243 per annum
- CENTRE** : Head Office, Pietermaritzburg (Chief Directorate: Communication)
- REQUIREMENTS** : *A Senior Certificate; plus *A minimum of 1 year technical / scientific experience. Knowledge, Skills, Training and Competencies Required: *Thorough knowledge of the Audio-Visual industry. *Knowledge of computers (both Apple Macintosh and PC) and relevant software (e.g. Adobe in Design, Macromedia Freehand, Photoshop, Adobe Acrobat, etc). *Analytical and innovative thinking skills. *Advanced printing and publishing knowledge and procedures. *Understanding of the Public Finance Management Act and Treasury Regulations. *Ability to interpret and apply policies and procedures. *Advanced operating skills in the use of audio-visual equipment and in training subordinates. *Good organization and planning skills. *Ability to interpret project briefs and ideas. *Good communication skills, both verbal and written. *Advanced technical skills. Creative thinking skills. *The ideal candidate should be courteous and respectful yet decisive, and have the ability to confidently interact with seniors and communicate effectively.. He / she should also be prompt, reliable, honest and a team player.
- DUTIES** : *Manage the planning and execution of audio-visual services for the Department. *Editing of videos and photo's for Departmental communiqué. *Provide support in respect of the layout for Departmental publications. *Provide support during Departmental and Inter-Departmental functions, displays and exhibitions and maintain the Branding and Corporate Identity of the Department. *Manage the resources and equipment within the component. *Identifying, monitoring and evaluation of actual audio-visual products and service providers within the marketplace and keep abreast of the latest technological advances in the audio-visual industry.
- ENQUIRIES FOR ATTENTION** : Mr M Jubasi Tel. no: 033 – 355 8040
- NOTE** : Mr B Hornsby
- It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female
- POST 31/271** : **FIELD SUPPORT OFFICERS (16 POSTS)**
- Kindly note: This is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R94 326 per annum

<u>CENTRE</u>	:	<p>Ladysmith Region:</p> <p>Area Office, Estcourt (1 Post) (Ref No. P176/2008)</p> <p>Area Office, Ladysmith (2 Posts) (Ref No. P177/2008)</p> <p>Area Office, Bergville (2 Posts) (Ref No. P178/2008)</p> <p>Area Office, Dundee (3 Posts) (Ref No P179/2008)</p> <p>Area Office, Greytown (2 Posts) (Ref No. P180/2008)</p> <p>Area Office, Utrecht (1 post) (Ref No P181/2008)</p> <p>Durban region:</p> <p>Cost Centre, Port Shepstone (2 Posts) (Ref No. P182/2008)</p> <p>Cost Centre, Stanger (3 Posts) (Ref No P183/2008)</p>
<u>REQUIREMENTS</u>	:	<p>*S4 Diploma in Civil Engineering or Survey Engineering or Junior Certificate and / or successful completion of the Road Works Foreman course plus a valid code B Driver's Licence * Knowledge, Skills, Training And Competencies Required:</p> <p>*Knowledge of Maintenance manuals, safety regulations and costing system.</p> <p>*Knowledge of General Admin procedures. *Knowledge of weekly work and plant returns. *Knowledge of Service delivery programme. *Knowledge of Departmental reporting structure and RRTF's. *Knowledge of legislation/policies and procedures pertaining to Public Sector. *Knowledge of Disciplinary procedures. *Knowledge of PMDS. *Planning and organizational skills. *Ability to learn, understand and apply. *Problem solving skills. *Supervisory skills. *Communication skills. *Numeracy skills. *Computer skills. *The ideal candidate should be responsible, punctual, conscientious and efficient and believe in team work. *He / she should also be receptive to suggestions and ideas comply with the code of conduct, show empathy and be culturally aware.</p>
<u>DUTIES</u>	:	<p>*Effective and efficient supervision, management and assessment of Zibambele team. *Conduct regular inspection of roads. *Effective and Efficient allocation and management of daily work plant of respective areas. *Provide guidance with regard to selection of Zibambele teams and ensure adherence standards. Timely report losses / thefts / IOD's and accidents and compile necessary forms/statements.</p>
<u>ENQUIRIES</u>	:	<p>Ladysmith Region: Mr S Mthilal 036-6384400 or Durban Regionl Mr S Majola 031-7002222</p>
<u>FOR ATTENTION NOTE</u>	:	<p>Mrs S M Nell</p> <p>It is the intention of the Department to fill this post with a person from the Disabled Community or an African female</p>
<u>POST 31/272</u>	:	<u>SENIOR ARTISAN (8 POSTS)</u>
<u>SALARY CENTRE</u>	:	<p>R94 326 per annum</p> <p>Cost Centre: Estcourt (Bergville) (Ref. No. P171/2008) (2 posts)</p> <p>Area Office: Dundee (Ref. No. P172/2008) (2 posts)</p> <p>Area Office: Estcourt (Ref. No. P173/2008) (2 posts)</p> <p>Area Office: Newcastle (Ref. No. P174/2008) (1 post)</p> <p>Area Office: Greytown (Ref. No. P175/2008) (1 post)</p>
<u>REQUIREMENTS</u>	:	<p>*A Trade Diploma either in Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic; plus a minimum of 3 year's pre-trade test experience on the maintenance and repairs of Earthmoving plants and Equipment; plus a valid driver's licence (minimum code C). Knowledge, Skills, Training and Competencies Required: *Ability to apply mechanical knowledge and skills. *Good knowledge of oil analysis methods. *Knowledge of Administrative procedures and safety regulations. *Ability to impart skills to others. *Ability to drive / operate plants. *Basic knowledge of welding, hydraulic and electrical. *Basic literacy to read and understand manuals. *Ability to communicate. *Ability to execute preventative maintenance services on plants. *Ability carryout major repairs on plants. *Ability to make correct diagnosis. *Ability to apply safety knowledge. *Ability to perform administrative functions. *Ability to fill in service sheets and mechanical condition reports. *Hand eye co-ordinating skills. *Ability to solve problems analytically. *Computer literacy. *The ideal candidate should be thorough, systematic, self-disciplined, dedicated, responsible, honest, innovative, energetic, enthusiastic, empathetic, trustworthy and a team player. He / she should also pay attention to detail and be improvement / development orientated</p>
<u>DUTIES</u>	:	<p>Ensure quality mechanical repairs are executed timeously for high performance of plants, equipment and vehicles. *Execute preventative maintenance at specified intervals to eliminate breakdowns and optimise plant availability. *Perform administrative / clerical functions for the smooth operation of the depot. *Provide on job training and supervision to subordinates. *Sustain compliance with Occupational, Health and Safety Act as well as safekeeping of tools / equipment.</p>
<u>ENQUIRIES FOR ATTENTION</u>	:	<p>Mr M P Ntuli Tel. No: 033 – 3558997</p> <p>Ms P B Gumede</p>

<u>NOTE</u>	:	It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.
<u>POST 31/273</u>	:	<u>SENIOR ADMINISTRATIN CLERK: BUDGETARY & FINANCIAL SERVICES (REF NO. DOT 170/2008)</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate. Knowledge, Skills, Training and Competencies Required: Knowledge of FMS/BAS policy, prescripts and practices. Knowledge of Treasury Regulations read in conjunction with the PFMA. Knowledge of MS Excel, MS Word, Persal. Basic calculations skills. Ability to interpret and apply policy. Problem solving & decision making skills. Good communication skills – written & verbal. The ideal candidate should be responsible, accountable, have good ethical behaviour, be team work orientated and polite.
<u>DUTIES</u>	:	Ensure the accurate and efficient processing and capturing of payment transactions via BAS and Persal. Check and ensure that rare suppliers appear on the maintenance and entity database. Attend to internal and external queries telephonically. Attend to S & T and Sub- Car claims by ensuring that they adhere to the Departmental Policy and also ensure that the calculation of claims are correct. Ensure that the correct rates as stipulated by contractual agreement are adhered to in respect of payments to consultants. Perform administrative functions as and when required as delegated by the Manager: Office of the Head – Corporate Services.
<u>ENQUIRIES</u>	:	Ms U Plaatjies Tel. No: 033 – 355 8919
<u>FOR ATTENTION</u>	:	Ms P B Gumede
<u>NOTE</u>	:	It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING
"To drive all Economic Development and Planning initiative in Mpumalanga Province"

- APPLICATIONS** : Applications must be forwarded to: The Head of Department, Department of Economic Development and Planning, Riverside Government Complex Building no 4, 1st floor, Private Bag x 11215 Nelspruit, 1200
- CLOSING DATE** : 15 August 2008 @ 12H00 and please take note that no applications received after the closing date will be considered.
- NOTE** : Fully completed applications must be submitted on form Z83 obtainable from any public Service department and must be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. By responding to this advertisement, you are consenting that your qualifications should be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). It is also expected of the top three candidates in terms of the selection interview results for the Middle Management posts to undergo a compulsory competency assessment on a date that will be decided by the employer. Candidates applying for Middle Management will be vetted. The Department reserves the right not to fill the positions.

OTHER POSTS

- POST 31/274** : **DEPUTY DIRECTOR: STRATEGY DEVELOPMENT (REF: PR5/03/8-9)**
Chief Directorate: Economic Planning
- SALARY** : R344 052 per annum (all inclusive package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A three year recognized tertiary qualification in Policy Studies, Economics or Development Planning. Plus five (5) years practical work experience in the strategy, policy and project management environment • broad knowledge of policy and strategy development, research methodologies, budgeting, project management and report writing. • Thorough knowledge and understanding of national, provincial and local structures in terms of their roles and relationships •computer literacy• Presentation skills• Advanced computer literacy• a valid driver's license
- DUTIES** : • Develop and maintain an integrated economic development strategy for the province and a Provincial industrial strategy • Develop sector strategies and plans for economic development. • Develop an implementation plan for the Provincial Industrial strategy. • Devise development targets •Liaise with partners and stakeholders. •Strengthen policy formulation and review • Coordinate and align provincial integrated plan with national and provincial policy and planning imperatives•
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 31/275** : **DEPUTY DIRECTOR: POLICY ANALYSIS (REF: PR5/04/8-9)**
Chief Directorate: Economic Planning
- SALARY** : R344 052 per annum (all inclusive package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A three year recognized tertiary qualification in Economics or Econometrics, plus five (5) years practical and relevant experience in data gathering, analysis and interpretation. • In depth understanding of economics, its principles and theoretical frameworks• Sound understanding of government policies• Proven experience in economic policy analysis and related techniques and methodologies• • Strong analytical capabilities and sound report writing skills. • Thorough knowledge and understanding of national, provincial and local structures in terms of their roles and relationships • Presentation skills • Advanced computer literacy• a valid driver's license
- DUTIES** : Analyse and interpret economic policies and formulate directives and methods for the execution of policies • Determine the potential and constraints for growth and development • Advise on new policy developments and implication for the province and render liaison services to government institutions• develop economic policy priorities for integration into the PGDS•Provide analysis of sector plans and strategies •Compile forecast of expected economic tendencies •Prepare inputs for the Provincial socio-economic profile• prepare inputs for

		sector plans and strategies. Coordinate and align provincial integrated plan with national and provincial policy and planning imperatives.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 31/276</u>	:	<u>DEPUTY DIRECTOR: NON-FINANCIAL SUPPORT (REF: PR2/016/8-9)</u> Chief Directorate: Integrated Economic Development Services
<u>SALARY</u>	:	R344 052 per annum (all inclusive package)
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	A three year recognized tertiary qualification in Business Management/Economics or equivalent qualification plus a minimum of 5 years in entrepreneurship and small business management. In-depth understanding of national and provincial small business promotion and development policies and strategies. A valid driver's license is an inherent requirement. Ability to use own initiative and good problem solving skills. Excellent communication skills (written & verbal) .Excellent planning, organizational and leadership skills. Good analytical, research and project management skills. Computer literate, Ability to perform in a complex and dynamic environment. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Facilitate the implementation of the provincial small business strategies. Facilitate training and capacity building for service providers. Co-ordinate empowerment programmes with Provincial and National Development Agencies for the benefit of targeted groups. Liaise with all spheres of government and other stakeholders on small business development initiatives especially on non financial support to SMME's. Represent the unit on business development services forums (Provincial Service Providers Forum). Manage officials who fall within the sub-unit. Assist the Director in management and governance of the SEDA network.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 31/277</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF: PR1/23/8-9)</u> Chief Directorate: Integrated Economic Development Services
<u>SALARY</u>	:	R344 052 per annum (all inclusive package)
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	A three year recognized tertiary qualification in Supply Chain Management or Financial Management or related field Plus a minimum of five (5) years relevant work experience. A clear understanding of procurement reforms in the Public Service. In-depth knowledge of the PPPFA, PFMA and other relevant financial regulations and budget laws. In-depth knowledge of Supply Chain Management Framework, policies, regulations and legislations. Proven Project Management and analytical skills. Extensive report writing skills. Excellent interpersonal and communication skills. Ability to communicate and interact with all stakeholders.
<u>DUTIES</u>	:	Formulate and customize Supply Chain Management policies and procedures to suit the needs of the department. Issue Supply Chain Management instructions, guidelines, practices and notices to departmental officials. Monitor and evaluate the departmental compliance to the Supply Chain Management Framework and policies. Ensure an effective support services to the line functionaries by giving advice on the interpretation and implementation of policies, guidelines and manuals and in the areas of inventory management, asset management and fleet management services. Develop and implement a risk management strategy and plan. Ensure asset management capacity enhancement activities in the department. Prepare and implement asset register. Develop and customise policies and procedures that give effect to sound asset management, inventory and fleet management. Assist the department in building Supply Chain Management capacity all levels. Ensure compliance with the SCM framework, policies and guidelines. Report monthly and annually on the SCM implementation in the department. Implement the Performance Management and Development System within the SCM. Manage the division's operation al plan.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 31/278</u>	:	<u>ECONOMIST X2 (REF: PR5/05/8-9)</u> Chief Directorate: Economic Planning
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	A three year recognized tertiary qualification in Economics, Econometrics and/or Development Planning plus five (5) years practical and relevant experience in data gathering, analysis and interpretation • knowledge of the following: In depth understanding of economics, its principles and theoretical frameworks• Sound understanding of government policies• Proven experience in economic policy

		analysis and related techniques and methodologies. • Strong analytical capabilities and sound report writing skills. • Advanced computer literacy• a valid driver's license
<u>DUTIES</u>	:	Determine and analyze key economic variables, their interrelation and relevance for provincial economic strategies and plans • Provide information that assist in formulating provincial economic policy priorities for integration in the PGDS • Assist in the development and review of economic plans and strategies• Convene strategy and policy advocacy workshops and summits.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 31/279</u>	:	<u>SECRETARY TO THE DIRECTOR: TOURISM (REF: PR/05/8-9)</u> Chief Directorate: Trade and Industry Development
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	Matric plus a Secretarial Certificate or equivalent qualification with relevant work experience •Computer literacy with high level of proficiency in using Microsoft Word, Outlook, PowerPoint and Excel •Excellent typing, verbal and written communication skills •Excellent administrative and organizational skills •Ability to handle work pressure, conflict and work independently
<u>DUTIES</u>	:	•The incumbent will be an Office Manager in the Director's office •Carry out general office management duties such as typing of letters, memos, reports and related correspondences, photocopying, facsimile, answering and screening of incoming calls, filing and records management •Make travel, accommodation, meeting and venue arrangements •Receive visitors and diarise and confirm appointments for the Senior Manager •Uphold a positive image of the office •Taking of minutes •Prepare presentations on PowerPoint.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
The Department of Environmental Affairs and Development Planning is an equal opportunity employer and committed to rendering an effective and efficient service.

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

FOR ATTENTION : Mr NJ Smit

CLOSING DATE : 15 August 2008

NOTE : Applications with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of documentation (ID, scholastic, driver's license as well as highest educational qualification). Appointment, on 12 calendar months probation, is subject to the undergoing of a competency test and security clearance. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short listed candidates must be available for interviews and testing at date and time determined by the Department. Qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service & Administration. The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks. No CV's will be returned. No faxed, e-mailed or late applications will be considered. The reference number and name of the post must be indicated on your application and CV. No application will be considered without it.

OTHER POSTS

POST 31/280 : **CHIEF ACCOUNTING CLERK – BANKING REFERENCE NO: F/08/014**
 Directorate: Finance
 Sub Directorate: Financial Accounting Services

SALARY : R117 501 per annum Note: In addition to the salary mentioned, this position offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidies.

CENTRE : Cape Town

REQUIREMENTS : The formal qualification for this position is a Senior Certificate with 1-5 year's relevant experience in a financial environment. The following will serve as recommendations: • strong leadership abilities • knowledge of BAS, PERSAL and Banking • excellent verbal and communication skills in at least two of the three official languages of the Western Cape • ability to use initiative and to be innovative • ability to work under pressure • extensive knowledge of the relevant Norms & Standards • computer literacy (MS Word and Excel)

DUTIES : The successful candidate will be responsible for: • maintenance of Department's Principal ledger accounts, clearance of accounts • management of Department's consolidated PMG-account, monthly bank reconciliation • authorization of entities and journals, administration of Beneficiary Payments, pre-audit of data batches, take minutes of monthly Trial Balance meetings • ensure compliance with Financial Norms and Standards • supervise personnel

ENQUIRIES : Ms Cornel Jonas, Tel: (021) 483-3652

POST 31/281 : **SENIOR ADMINISTRATION CLERK (1 POST): OFFICE OF THE DIRECTOR: STRATEGIC ENVIRONMENTAL MANAGEMENT REFERENCE NO: G/08/009**
 Directorate: Strategic Environmental Management

SALARY : R58 290 per annum (Level 4) In addition to the salary mentioned, this position offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidies.

CENTRE : Cape Town

REQUIREMENTS : The formal qualification for this post is a Senior Certificate (or equivalent) with relevant administrative experience. The following will serve as requirements: • good typing skills and computer literacy/knowledge in MS Word, Excel, PowerPoint and Access • basic knowledge of financial management and the basic Accounting System (BAS) • excellent interpersonal skills • planning and

organisational skills in an office environment • good verbal and written communication skills in at least two of three official languages of the Western Cape.

DUTIES : The successful candidate will be responsible for: • administrative support to the Director: Strategic Environmental Management • basic office administration such as filing, faxing, arranging meetings and workshops including catering, compilation of agendas and minutes of meetings, compilation of internal memos, letters and faxes, maintaining a database of incoming and outgoing correspondence • financial support such as processing of telephone and cellphone accounts, transport and subsistence claims • human resources support such as the upkeep of the leave register for the Directorate and monitoring the Performance Management Information System • procurement for the Director such as catering, equipment, stationery, etc. and arrange payments • undertaking of quarterly stock taking and upkeep of equipment, furniture and computer inventories/registers • making travelling and accommodation arrangements.

ENQUIRIES : Mr M Gordon, Tel (021) 483 5126

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 31/282 : **SENIOR SPECIALIST (PSYCHIATRY)**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : Remuneration package: R407 745 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. (Commuted overtime is payable)

CENTRE : Lentegeur Hospital, Mitchell's Plain (Joint posts between Provincial Department of Health: Department of Psychiatry, University of Cape Town and the University of Stellenbosch).

REQUIREMENTS : Specialist qualification in General Psychiatry. Registration with the Health Professions Council of South Africa as a Specialist Psychiatrist. Appropriate and extensive clinical experience in Acute General Adult Psychiatry. Proven clinical leadership of a multidisciplinary team. Experience in teaching and supervision of medical students and registrars. The following will serve as recommendations: Good communication skills. Leadership and management skills. Self-motivator and ability to work under pressure. Good interpersonal, organisational and planning abilities. Knowledge and experience of relevant National and PGWC (Provincial Government of the Western Cape) legislation and policies, in particular the Mental Health Care Act, 2002. Fluency in two of the three official languages of the Western Cape.

DUTIES : Provide comprehensive clinical management to the acute male admission wards at Lentegeur Hospital. Provide leadership and supervision to the multi-disciplinary team in the acute male admission service. Provide effective administration to the acute male admission service. Performance management of medical officers and registrars under supervision. Participate in clinical planning for the acute admission service. Provide effective outreach to the network of care providers at District and community levels of care. Supervision and training of registrars on rotation. Teaching of medical students. Support the Clinical Head in the strategic management and administration of the department. Academic responsibilities - The position is a joint post held between the Provincial Department of Health and either University of Stellenbosch or University of Cape Town (candidate preference).

ENQUIRIES : Prof D White, tel. no. (021) 370-1455

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

FOR ATTENTION : Ms B Hermes

CLOSING DATE : 22 August 2008

<u>POST 31/283</u>	:	<u>SENIOR SPECIALIST (COMMUNITY PSYCHIATRY)</u> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<u>SALARY</u>	:	Remuneration package: R 407 745 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. (Commuted overtime is payable)
<u>CENTRE</u>	:	Lentegeur Hospital, Mitchell's Plain (Joint posts between Provincial Department of Health: Department of Psychiatry, University of Cape Town and the University of Stellenbosch).
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as Specialist Psychiatrist. Specialist qualification in Psychiatry. Relevant and appropriate knowledge, clinical experience and skills to meet academic and service requirements. Leadership, administrative, teaching and interpersonal skills. Ability to function as leader of a multi-disciplinary team. Valid driver's licence. The following will serve as recommendations: Good communication skills. Self-motivator and ability to work under pressure. Knowledge and experience of relevant National and Provincial Government of the Western Cape (PGWC) legislation and policies in particular the Mental Health Care Act, 2002. Fluency in two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Rendering a comprehensive and quality psychiatric service to patients at district level, with providing effective psychiatric consultation services and contributing to the development of psychosocial rehabilitation. Conducting and providing appropriate training, teaching and operational research to psychiatric registrars, medical registrars, Medical Officers and other members of the multi-disciplinary team within the district health system, as well as providing supervisory management to medical officers and registrars, as determined by the Head of Department. Undertake administrative, outreach and other relevant tasks as directed by the regional principal specialist and the directorate and discharging it efficiently and effectively. Managing relevant areas according to good governance principles. Facilitating and monitoring the professional development of self and subordinates on an ongoing basis as well as personal academic training in the relevant field. Academic responsibilities – The position is a joint post held between the Provincial Department of Health and University of Stellenbosch.
<u>ENQUIRIES</u>	:	Prof D White, tel. no. (021) 370-1455
<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>	:	22 August 2008
<u>POST 31/284</u>	:	<u>SENIOR SPECIALIST (PSYCHIATRY/LECTURER)</u> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<u>SALARY</u>	:	Remuneration package: R 407 745 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.
<u>CENTRE</u>	:	Stikland Hospital, Bellville
<u>REQUIREMENTS</u>	:	Registration with Health Professions Council of South Africa as Specialist Psychiatrist. Appropriate post-registration experience of integrated community outreach clinical service delivery as well as team leader of a multi-disciplinary clinical team. Appropriate experience of under- and postgraduate teaching in the health sciences. Fluency in at least two of the three official languages of the Western Cape. Valid code B/EB driver's license. The following will serve as recommendations: Appropriate research experience. Advanced computer proficiency.
<u>DUTIES</u>	:	Establishment, co-ordination, management and maintenance of Stikland Hospital's integrated community outreach treatment initiatives. Rendering of clinical services with regard to as well as liaison with related services appropriate to needs of the above-mentioned initiatives. Clinical training and supervision of junior staff. Teach selected modules at the Faculty of Health Sciences of the University of Stellenbosch. Perform general, academic and clinical administrative tasks associated with the appointment. Perform clinical research and publish its findings.
<u>ENQUIRIES</u>	:	Prof WP Pienaar, tel. no. (021) 940-4458
<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>	:	22 August 2008

<u>POST 31/285</u>	:	<u>HRM: ADVISORY OFFICER</u> (Directorate: Human Resource Management – Advisory Services)
<u>SALARY</u>	:	R174 243 per annum.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	A Senior (or equivalent) Certificate with extensive experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration. Valid Code B driver's licence. Willingness to work away from home on continuous basis. The following will serve as recommendations: Sound knowledge of the Public Service Act, Public Service Regulations, Collective Agreements regarding the above-mentioned. The ability to identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Practical computer skills in MS Word, Excel, Power Point and the PERSAL system. Sound negotiation and communication skills. Ability to function in a team context.
<u>DUTIES</u>	:	It would be expected of the post incumbent to perform independently in the execution of the following functions: Interpret administrative directives and policy pertaining to Human Resource Management. Perform personnel administration audits at health facilities in the Western Cape in terms of the correct application of Human Resource Legislation, policies, practices, conditions of service as well as collective agreements. Conduct formal functional training on HRM policies and practices. Perform risk management analysis/functions with regard to the application of HR practices and processes. Perform a helpdesk function. Perform adhoc investigations, for e.g. amendments to organisational structures, the possible misutilisation of employees, administration irregularities, etc.
<u>ENQUIRIES</u>	:	Mr W Walters , tel. no. (021) 483-4665.
<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>	:	22 August 2008
<u>POST 31/286</u>	:	<u>SENIOR SOCIAL WORKER (ADVANCED PRODUCTION WORK)</u> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<u>SALARY</u>	:	R145 920 per annum.
<u>CENTRE</u>	:	Lentegeur Hospital, Mitchell's Plain
<u>REQUIREMENTS</u>	:	B-degree/ Diploma in Social Work (4 years). Registration with the South African Council for Social Service Professions as Social Worker. 2-3 years appropriate clinical experience in Psychiatry. Valid driver's licence. Computer literacy. The following will serve as recommendations: Knowledge of Psychosocial rehabilitation. Good organisational skills. Good interpersonal skills including conflict management, facilitation and negotiation skills. Ability to function in a multi professional team. Knowledge of Mental Health and clinical social work. Fluency in two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Provide clinical and social work intervention as well as provide rehabilitation for mental health care users in acute services as well as the community. Outreach and support as member of the Assertive outreach Community Team (ACT). Liaise and network with community based resource. Training and supervision of social work students when indicated. Project management and event planning. Undertake relevant research. Participate in strategic and operational functions of the social work department.
<u>ENQUIRIES</u>	:	Ms L Meyer, tel. no. (021) 370-1403.
<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>	:	22 August 2008
<u>POST 31/287</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST</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 Professions Council of South Africa as Occupational Therapist. Appropriate Bachelors degree in Occupational Therapy or equivalent qualification. Appropriate and extensive clinical experience in adult Psychiatry. Management and supervisory skills. Experience in Vocational Rehabilitation. The following will serve as recommendations: Experience in work rehabilitation. Good

communication, listening, conflict and group handling skills. Leadership and teaching skills. Self-disciplined, self-motivated and ability to work under pressure. Good interpersonal, organisational and planning abilities. Experience in Acute Adult Psychiatry. Knowledge of relevant National and Provincial Government of the Western Cape (PGWC) policies. Fluency in two of the three official languages of the Western Cape.

<u>DUTIES</u>	:	Independently plan, implement and evaluate therapeutic interventions (individual, group, programme and/or service) for the acute adult service therapy personnel, acute adult service and the assertive community team. Active participation in multi-disciplinary team. Training and professional development of self, staff and students in allocated areas. Liaise and network with community resources and appropriate organisations. Develop new programmes, protocols and initiatives within the service. Project management. Management of human, physical and financial resources. Support the Head of Department in the strategic and operational management and administration of the Occupational Therapy department. Participate in research activities. Perform home visits, outreach and follow-ups. Capacity building in community.
<u>ENQUIRIES</u>	:	Mrs L Toorn, tel. no. (021) 370-1370.
<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>	:	22 August 2008

PROVINCIAL TREASURY

In line with the Employment Equity Plan of the Western Cape: Provincial Treasury it is the intention to achieve equity in the workplace by giving preference to applicants from designated groups.

<u>APPLICATIONS</u>	:	Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2 nd Floor, Room 2-11.
<u>FOR ATTENTION</u>	:	Mr B Damons
<u>CLOSING DATE</u>	:	15 August 2008
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

MANAGEMENT ECHELON

<u>POST 31/288</u>	:	<u>HEAD: ASSET MANAGEMENT REF NO: WCPT 20/01/08</u> Chief Directorate Asset Management
<u>SALARY</u>	:	R635 874 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Minimum qualification requirements: • Applications are invited from committed and experienced individuals in possession of either a Master's degree in Commerce or Business Administration. Specific qualifying managerial and experience requirements: Extensive and successful senior management experience in asset and liability management, inclusive of supply chain and systems management, physical assets and financial assets (cash management and borrowing) in large organizations, as well as private-public partnerships (PPP's) Knowledge requirements: Extensive knowledge of asset management theory, standard setting and practice, good accounting and systems knowledge, PPP theory and practice, external and internal factors that impact on good asset management. Specific competencies and skills required: strong leadership and

		financial management skills, strong personnel management and team building abilities, good communicator (verbal and written), strong strategic, analytical and conceptual thinker and the ability to translate this into practice, high levels of computer literacy and good presentation skills.
<u>DUTIES</u>	:	Key performance areas: ensuring the effective, efficient and prudent management of immovable (including the built environment and housing) assets, movable and financial assets in both the provincial and local government spheres in the Province, ensuring effective oversight, good supply chain management in both spheres, enhancement, performance and security management of the Province's transversal financial systems, providing administrative, professional and technical guidance to clients (internal and external) of the unit, developing and implementing strategy and business plans for the unit, overseeing and driving performance management within the unit, overall responsible for the financial and personnel management of the unit, as well as the full implementation of any applicable laws, e.g. the PFMA, MFMA, PSA and others.
<u>ENQUIRIES</u>	:	Dr JC Stegmann ☎ (021) 483-3749
<u>POST 31/289</u>	:	<u>SYSTEM CONTROLLER: LOGISTICAL INFORMATION SYSTEM (LOGIS)</u> <u>REF NO: WCPT 20/02/08</u> Chief Directorate Asset Management Directorate Supporting and Interlinked Financial Systems
<u>SALARY</u>	:	R174 243 per annum In addition to the salary mentioned, this post offers competitive benefits which include an annual service bonus, conditional home owners allowance, pension and medical subsidies.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Minimum Qualification requirements and experience: • An appropriate tertiary qualification in Public Administration or Finance • Experience and knowledge of procurement systems • Appropriate management experience • Project management experience • A valid driver's license. Required knowledge, skills and competencies: • Computer literacy • Analytical skills • Communication and presentation skills • Planning, organisational and co-ordinating skills • Problem solving skills • Lecturing skills. Personal attributes: • Self-driven • Innovative • Ability to work under pressure.
<u>DUTIES</u>	:	Key duties: • Assess, maintain and roll out of procurement and systems • Assess procurement and provisioning systems performance • Control the integrity of Logistical Information System (LOGIS) • Render a technical and user support service (help-desk) • Develop and maintain applicable training material/manual • Develop evaluation methods and norms • Plan training interventions • Presentation of courses • Draft training programme • Handle policy matters pertaining to the content of the job.
<u>ENQUIRIES</u>	:	Mr A Brand, Tel. (021) 483-3671

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

<u>APPLICATIONS</u>	:	The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000
<u>FOR ATTENTION</u>	:	Mr R Versfeld
<u>CLOSING DATE</u>	:	15 August 2008

OTHER POST

<u>POST 31/290</u>	:	<u>SPECIALIST ENGINEER (ELECTRICAL) U2/08/133</u> Job purpose: To provide expert electrical and electronic services to ensure effective, efficient and economical Electrical and Electronic Engineering solutions and standards that complies to legislation, regulations and standards for the Directorate: General Provincial Facilities.
<u>SALARY</u>	:	An all-inclusive negotiable salary package of R 407 745 - 472 758 (level 12) per annum
<u>CENTRE</u>	:	Directorate General Provincial Facilities, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate recognised four-year university degree in Electrical Engineering plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Competencies needed: • experience in project management • formulation of policies in a multi-disciplinary professional environment • experience in both medium and low voltage systems as well as access control • good management experience as well as experience with consultants and contractors • good negotiation skills • proven knowledge and experience of contract documents and administration • experience of the Occupational Health and Safety Act / Regulations and SABS 0142 • computer literacy (MS Office) • a valid driver's license and willingness to travel regularly •

successful candidate will be required to undergo a security clearance
Experience: extensive applicable experience for at least 2 (two) years in engineering work after registration

DUTIES

- design and install electrical and electronic engineering works in conjunction with other professional disciplines and consulting engineering firms
- undertake project leading and investigations
- report on and plan the maintenance of electrical and electronic engineering works
- supervise technical personnel
- implement legal requirements and standards
- verify documentation complied by other professional disciplines

ENQUIRIES

: Mr H Bouwer Tel (021) 483 5052

NOTE

: It may be expected of candidates to undergo a behavioural and/or potential analysis

UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA (USAASA)

The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act of 2005. 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

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. S.D. Rangateng (Senior Personnel Officer)

CLOSING DATE : 15 August 2008, Applicants who do not receive a reply within 14 days of the closing date should consider their application is unsuccessful.

OTHER POST

POST 31/291 : **MANAGER: LEGAL AFFAIRS REF. NO: 3/1/4/1 (G)**

SALARY : R344 052 (All inclusive salary package) per annum

CENTRE : Midrand

REQUIREMENTS : An applicant must be in possession of a grade 12 qualification PLUS *B Com. Law./LLB Commercial Law/Company Law or equivalent qualification. *Three years' relevant experience in contract management, regulatory and general legal advisory work. * Knowledge of and experience in the Electronic Communications Act, Public Finance Management Act, Labour Relations Act and related amendments and policies. * Ability to work in a team environment, work under constant pressure and meet deadlines. * Strong leadership and management abilities. *Communication (verbal and written) at a high level. * Developing and monitoring the framework for compliance with legal and regulatory provisions throughout the Agency. * Admission as an Attorney or Advocate will be an advantage. * Advise on and monitor legal compliance. * The successful candidate will report to the Head of Legal and Regulatory:

DUTIES : Key responsibilities: Co-ordinate all legislative and regulatory advisory activities including Government, Parliamentary, Regulator, Electronic Communications operators and community relations. *Manage the engagement with external legal counsel as needed. * Manage the relations with various stakeholders. *Provide legal advice and consultation in respect of all legal and electronic communications regulatory matters that may have an effect on the Agency. * Provide advice and direction on the content of contracts and service level agreements.

ENQUIRIES : Mr. S.D. Rangateng (Senior Personnel Officer) (011) 564 1600