



DATE OF ISSUE: 08 AUGUST 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 32 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 **08 SEPTEMBER 2008**

AMENDMENT : **Provincial Administration: Gauteng Department of Health:** Please note that the post of Environmental Health Practitioner/Officer, the Ref No has been changed to 70052255.

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DEPARTMENT OF DEFENCE

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

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

OTHER POSTS

POST 32/01 : **ASSISTANT DIRECTOR ADMINISTRATIVE SUPPORT**
The post is advertised in the DOD and broader Public Service

SALARY : R217 482 per annum
CENTRE : DHQ, Pretoria.
REQUIREMENTS : Diploma/Degree (NQF Level 5/6) preferable. General administrative experience will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate, Administrative-, communication (written & verbal)-, liaison-, networking-, planning-, organising and typing skills, Must be able to obtain a Top Secret security clearance and valid driver's license within a year.

DUTIES : Render administrative support. Manage documents in the office. Prepare instructions and write memorandums. Co-ordinate and administrate HR, Log and Office budget.

ENQUIRIES : Ms A. Thakur, Tel: (012) 355 6203
APPLICATIONS : Secretary for Defence, Department of Defence, Private Bag X910, Pretoria, 0001.

CLOSING DATE : 5 September 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 32/02 : **SENIOR SECRETARY GR III**
The post is advertised in the DOD and broader Public Service

SALARY : R94 362 per annum
CENTRE : Defence Matériel Division, Pretoria.
REQUIREMENTS : NQF Level 2 - 4 preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, be competent in effective communication (written and verbal)-, analytical-, problem solving-, good planning-, CSW-, organisational-, administrative- and good inter personal relations skills, Must be able to work under pressure, Must be able to obtain a confidential security clearance within a year.

<u>DUTIES</u>	:	Write/Type routine notes, memos, letters and reports. Develop new ideas to change existing methods and procedures. Handle all S&T claims. Handle petty cash payments. Arrange meetings with seniors. Compile agendas and take notes during meetings. Compile the Director's Directory. Scan the newspaper and collect important clippings for the Director. Organise social functions. Deal with classified files and documents. Arrange visitors authorization and parking.
<u>ENQUIRIES</u>	:	Sgt K.N. Nkoko, Tel: (012) 355 5402/5496
<u>APPLICATIONS</u>	:	Department of Defence, Defence Materiel Division, Private Bag X910, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Sgt K.N. Nkoko
<u>CLOSING DATE</u>	:	25 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

FOR ATTENTION : Ms P Diphaha

CLOSING DATE : 18 August 2008

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

OTHER POSTS

POST 32/03 : **ASSISTANT DIRECTOR: TOURISM SERVICE DELIVERY STANDARDS: QUALITY ASSURANCE (AP94/2008)**

SALARY : R174 243 per annum (Total inclusive package of R243 515 per annum/conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelors degree or equivalent qualification, relevant management experience, an understanding of the tourism industry, computer literacy and good communication skills. Project management skills, leadership abilities, analytical and problem solving skills, policy formulation skills, financial and administrative procedures.

DUTIES : Assist in administering the uplifting of standards of tourism service delivery. Implementation of monitoring strategies to enhance the quality of service in the tourism sector, Developing and implementing of strategies to establish the highest quality of tourism service rendering, Initiating the promotion of the enhancement of quality service rendering, The evaluation of the grading process. Monitoring of local and international trends in developing and maintaining service standards in the tourism sector. Planning and organising the programs of the sub directorate. Manage information and documentation from the public and private sector establishments: assist in the management of projects, as well as, represent the sub-directorate at internal and external meetings and respond to ministerial, direct disposals and general enquiries.

ENQUIRIES : Mr Mike Nkosi Tel : (012) 310 3879

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

POST 32/04 : **ENVIRONMENTAL OFFICER: GENERAL WASTE MANAGEMENT (AP 98/2008)**

SALARY : R117 501 per annum (Total package of 174 668 per annum/ Conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree or an equivalent qualification in natural, engineering or environmental sciences. Skills required: Networking skills; organizing and planning skills; computer literacy; good interpersonal relations; communication skills (written and verbal); Ability to work independently and efficiently under pressure and Ability to work individually and in a team.

DUTIES : To co-ordinate projects within the Sub-Directorate. To assist in the identification of policy and regulatory interventions for the sound environmental management of general waste streams. To assist in the development of initiatives for the prevention and minimization of priority general waste streams, including recycling and re-use. To co-ordinate technical input to legislation and policy development, environmental impact assessment, capacity building, authorization and regulatory processes related to general waste management. To co-ordinate the

development and administration of voluntary agreement with industry aimed at reducing releases of priority general waste streams into the environment. To receive general waste information reports from the waste information system. To promote awareness of general waste management initiatives, To perform general administrative duties for the Sub-Directorate.. To liaise with stakeholders. To attend and participate in meetings of the Sub-Directorate, To disseminate information to staff in the Sub-Directorate, To liaise with other Sub – Directorate within the Directorate.

ENQUIRIES
NOTE

- : Mr Tsebo Mohapi Tel (012) 310 3816
- : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

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

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

FOR ATTENTION : Mr S Matshageng

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

OTHER POST

POST 32/05 : **SENIOR SECRETARY GR III**
Directorate: Finance

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

CENTRE : Pretoria

REQUIREMENTS : A senior certificate (appropriate grade 12 or equivalent qualification) with typing as a fully passed subject and relevant experience in performing secretarial duties. Ability to work under pressure. Good communication, writing, typing, organizational and general office administration skills. Be creative, innovative, flexible and highly motivated. Computer literacy with excellent knowledge of Outlook and the Microsoft Office package, *i.e.* MS Word, MS Excel and MS PowerPoint. Credible and proven experience in the secretarial and administrative field in a financial environment will be an added advantage. Ability to work independently and without direct and constant supervision. Candidates who will be invited for an interview will also be required to do practical exercises.

DUTIES : The successful candidate will render secretarial duties to the Director: Finance. It will be expected from the successful candidate to provide effective secretarial and administrative support by: Answering incoming and making outgoing calls, including the managing and updating of contact lists; maintain the diary and appointments of the Director; take notes, compile minutes correctly and disseminates minutes of meetings; liaise with internal and external clients; receiving of visitors and control of office environment; arrange visitors' parking; identify needs regarding stationery and order to ensure that supplies are sufficient; records incoming and outgoing mail; manage the internal filing system in accordance with GCIS file plan; typing, faxing, photocopying and dispatching of documentation; ensure that all documents are kept safe and filed correctly to ensure easy access to information; assist with the completion of monthly expenditure and projections of the Directorate according to the Business Plan; provides general administrative management of the office and support to the Senior Manager, including travel arrangements when required.

ENQUIRIES : Mr H Bekker, tel. (012) 314 2374

CLOSING DATE : 29 August 2008

POST 32/06 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK GR III**
Sub Directorate: Supply Chain Management

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

CENTRE : Pretoria

REQUIREMENTS : A diploma in Public Management/Administration/Logistics management/Public Finance and Accounting or Purchasing Management. Relevant experience in Supply Chain Management/Provisioning Administration and a drivers licence will be an advantage. Very good communication and interpersonal skill, Ability to work under pressure and independently, Computer literacy with knowledge of Excel, Good organisational skills, Knowledge of LOGIS, LOGISONLINE, PFMA, BAS and government procurement procedures will be an advantage

DUTIES : Render administrative functions listed below: Receiving of all ordered items both physically and electronically on logis, Issuing deliveries to the relevant sections, Issuing of stock from warehouse, Updating of 0-9 file, Doing follow-up with suppliers on outstanding deliveries, Handling queries and advice clients on procedures.

ENQUIRIES : Ms Mary-Jane Rabodiba, Tel. No. (012) 314 2392

CLOSING DATE : 22 August 2008

NOTE : Disabled applicants are welcome to apply.

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered.
- CLOSING DATE** : 25 August 2008
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

OTHER POSTS

- POST 32/07** : **DEPUTY DIRECTOR: STRATEGIC PLANNING (REF NO NDOH 143/2008)**
Cluster: Strategic Planning. Directorate: Strategic Planning
- SALARY** : An all inclusive remuneration package of R407 745 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : *A post-graduate degree or equivalent qualification *At least three (3) to five (5) years relevant working experience within the health sector *Management experience *Experience in the development and analysis of strategic and operational plans in the health sector *Understanding of health information systems *Advance computer literacy (MS Word, Excel, PowerPoint and MS Project) *Good communication skills (written and verbal) *Good interpersonal relations *Good policy analysis, project management and organisational skills *Ability to work under pressure *Must be prepared to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
- DUTIES** : *Analysis of Provincial Annual Performance Plans and Annual Reports *Monitoring of performance on both National and Provincial Annual Performance Plans *Regular Analysis of data from the District Health Information System (DHIS) *Production of Quarterly Reports on Performance on Provincial Annual Performance Plans (APP's) *Development of national strategic plan and annual report *Supporting the development of the Integrated Health Planning Framework (IHPF) *Development of the Strategic Planning Database *Skills transfer to team members.
- ENQUIRIES** : Mr Thulani Masilela at Tel (012) 312-0533.
- POST 32/08** : **DEPUTY DIRECTOR: MEDICAL DEVICE (REF NO NDOH 144/2008)**
Cluster: Medicines Regulatory Affairs, Directorate: Clinical Evaluation and Trials
- SALARY** : An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Pretoria.

<u>REQUIREMENTS</u>	:	*Appropriate recognised four-year degree in Pharmacy *Three (3) to five (5) years appropriate technical/scientific experience *Experience in the application of Medicines and Related Substance Control Act 101 of 1965 and its related Regulations *Good planning and organisational skills *Good communication skills (written and verbal) *Good interpersonal relations *Computer literacy *Knowledge of database management will be an added advantage*Ability to work in a team *Must be prepared to travel and work irregular travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	Assess evaluation reports of various regulatory authorities where co-operative arrangements have been established *Evaluate packages inserts (old process and generics) and perform regular updates and developing/evaluating Generic Package Insert Templates and Patient Information Leaflets (PIL) as per council decisions *Establish a priority review fast track for medicine applications in line with the Department of Health policy *Evaluate proprietary names in accordance with established guidelines *Liaise with external evaluators on any Clinical evaluation matters *Assist in taking minutes of the recommendations of the Central Clinical Committee *Prepare reports for Medicines Control Council and Technical Committees *Manage responses from applicants *Attend meetings of the Clinical Committee and its sub-committees *Interview members from industry to explain Central Clinical Committee/Council decisions and other queries and give advise when so required *Attend registrability working group meetings and provide input.
<u>ENQUIRIES</u>	:	Dr R Misra at Tel (012) 312-0312.
<u>POST 32/09</u>	:	<u>DEPUTY DIRECTOR: HEALTH INSURANCE (REF NO NDOH 145/2008)</u> Cluster: Financial Planning and Health Economics, Directorate: Social Health Insurance
<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 REQUIREMENTS</u>	:	Pretoria. *An appropriate recognised three-year Bachelor's degree or equivalent qualification, preferably in economics or other related field *Three (3) to five (5) years managerial experience *Relevant experience in health care financing, project management and monitoring and evaluation *Knowledge of health care financing mechanisms locally and internationally *Extensive knowledge of financial management *Extensive knowledge of policy development and analysis *Excellent understanding of the public and private health care sectors within the South African context *Good understanding of monitoring and evaluation *Project management, organisational and managerial skills *Good research and analytical skills *Good communication skills (written and verbal) *Good interpersonal relations *Ability to work in a team *Must be prepared to travel and work irregular hours *Good computer literacy *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Develop a monitoring and evaluation framework for the Risk Equalisation Fund in consultation with the Council for Medical Schemes and other stakeholders *Analyse and interpret data on relevant policy matters *Assist in the generation of quarterly reports of progress made on various policy matters and legislation related to the implementation of a mandatory health insurance system *Project management *Participate in research into health services costing *Participate in the review of the Prescribed Minimum Benefits by the Council for Medical Schemes *Advise the Director on a number of policy and legislative matters *Assist in developing budgets for the Health Insurance directorate *Assist the Directorate in developing strategic plans in line with the strategic plans of the department *Liaise with relevant stakeholders within and outside the Department on all policies related to health insurance and the medical schemes industry *Summarise and comment on all documents related to Health Insurance for the Director, Director- General and the Minister's consideration *Provide supervision and support to subordinates within the Health Insurance directorate.
<u>ENQUIRIES</u>	:	Mr Moremi Nkosi at Tel (012) 312-0751

<u>POST 32/10</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING (REF NO NDOH 139/2008)</u> Cluster: Human Resource Policy Research and Planning: Directorate: Human Resource Policy and Planning
<u>SALARY</u>	:	An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A post-graduate qualification in Health or Social Sciences or equivalent qualification. Research skills and experience in project management. At least five years experience working in a technical or middle management capacity in Health or Social Sciences fields. Good understanding of national development priorities. Knowledge of and experience in policy development. Excellent communication, reporting and advocacy skills. Knowledge of inter-governmental arrangements. Information gathering and analysis skills. A valid code 08 (Code B) driver's licence. A competency test may be given as part of identifying a suitable candidate for the position.
<u>DUTIES</u>	:	*Coordinate and facilitate the development of systemic Human Resource Health (HRH) policies *Coordinate and facilitate planning of human resources for the health system as a whole *Further coordinate and support the implementation, monitoring and evaluation of such policies and HRH plans *Develop and formulate substantive project proposals for building capacity in HRH workforce planning and facilitate implementation thereof *Pro-actively provide succinct briefings and reports on key strategic issues in the health workforce policy and planning area *Develop an in-depth knowledge of critical HR development, management, planning and resourcing issues in the country as they relate to the health sector, hence some research and information gathering skills will be required.
<u>ENQUIRIES</u>	:	Mrs G Buthelezi at tel. (012) 312 0736.

INDEPENDENT COMPLAINTS DIRECTORATE

APPLICATIONS FOR ATTENTION : Independent Complaints Directorate, Private Bag X 941, Pretoria 0001
CLOSING DATE : Ms T Marumo
NOTE : 22 August 2008
 Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's licence, fax applications will not be considered. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

OTHER POSTS

POST 32/11 : **ASSISTANT MANAGER: INTERNAL AUDIT**
 Re –Advertisement

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year Bachelor's degree / diploma with Auditing and / or Accounting as majors, Must be a member of the Institute of Internal Auditors. More than three years experience in auditing. Knowledge of Public Sector Regulatory Framework, SSPIA and related legislation, Strategic and analytical thinking. Computer literacy. Management and leadership skills. A valid driver's license, as the candidate will be required to travel frequently. Ability to work under pressure and manage multi tasks / projects at a time. The candidate will have to undergo security vetting. His / her character should be beyond reproach.
DUTIES : Key competencies include: Co –ordinate and provide input in the development of Internal Audit three year and annual plans. Assist management with facilitating of risk assessment. Compile audit project proposals and plans. Prepare appropriate audit programmes. Identify audit objectives. Conduct tests to support all audit findings. Prepare draft reports and conduct follow-up audits. Assist in other audit tasks when required. Supervise staff performance and development.
ENQUIRIES : Mr P Makgwadi Tel no: 012 423 1465

POST 32/12 : **ASSISTANT MANAGER: RESEARCH**

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : A degree in Criminology, Sociology, Law or related field, coupled with a minimum of 2 years experience in qualitative and quantitative research. Working knowledge of SPSS. Postgraduate research degree will be advantageous. Computer, writing and verbal skills, analytical and project management skills. Knowledge of the South African Criminal Justice Sector. A valid driver's license. Candidates with published work will receive preference. He/she will be required to work in a team and under extreme pressure on a regular basis.
DUTIES : Key competencies include: Identify research areas, Conduct research, including fieldwork, data analysis and interpretation, Write research proposals, Write research reports with recommendations, Review research reports, Communicate research findings, Monitor application of research recommendations, Convene and participate on the Reference Group, Supervise research, where necessary
ENQUIRIES : Mr R Mudau @ (012) 392 0400
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

POST 32/13 : **CALL CENTRE ADMINISTRATOR**

SALARY : R76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Minimum of Matric Certificate, Call centre qualification from a recognised institution, Minimum 2yrs Call Centre First Line Support Experience, Ability to communicate at all levels, Ability to work independently, Must be prepared to work shifts and overtime if required, Be reliable, trustworthy and honest,

		Computer literacy (MS Office at least), Excellent communication skills and fluency in English is essential, Work well under extreme pressure, Customer service passion.
<u>DUTIES</u>	:	Key competencies include: Operate a national call centre for the department, Telephonic first line support to external clients, Follow up on issues logged until resolved, Reporting (monthly report) and statistics (of calls), Opening of cases if required, updating database on enquiries and referral of cases/enquiries to relevant internal staff.
<u>ENQUIRIES</u>	:	Mr Moses Dlamini Tel no: (012) 423 1465
<u>POST 32/14</u>	:	<u>LEGAL SERVICES & INVESTIGATIONS INTERNSHIP</u>
<u>SALARY</u>	:	R2000 00 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed graduates with a Legal qualification, B Proc and/or LLB. No working experience in the related field is required. The incumbent must be self driven and computer literate. He/she should have good interpersonal, verbal and writing skills.
<u>DUTIES</u>	:	The successful candidates will report to the Manager: Legal Services and will be exposed to Investigations and Legal Administrative duties: Research and write Legal opinions and assist with Investigative inputs; General administrative tasks, review, and draft policies as well as legal contracts.
<u>ENQUIRIES</u>	:	Ms Ubisi @ (012) 392 0417
<u>NOTE</u>	:	The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

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

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 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.

OTHER POSTS

POST 32/15 : **DEPUTY MASTER REF: 08/289/MAS**

SALARY : R410 805 – R476 307 per annum (All inclusive). The successful candidate will be required to sign a performance agreement

CENTRE : Master of the High Court, Grahamstown

REQUIREMENTS : LLB Degree or four year recognized legal qualification plus five years relevant experience; Three years' experience in a management or executive and supervisory position; Knowledge of, or 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 the Masters of the High Court. The following will serve as a recommendation: An appropriate post degree qualification; Admitted attorney or advocate who has completed and passed pupillage; A valid code EB (Previously code 8) driver's license. Skills and Competencies: Research and report writing; Management and Supervisory skills; Planning and organizing; Strong leadership qualities; Strategic and conceptual orientation; Ability to motivate and direct people; People development and empowerment; Problem solving; Time management; Ability to work in a pressurized environment; Good communication (verbal and written); Computer literacy.

DUTIES : 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 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; Ensure effective and efficient financial and human resource management within the Office of the Master; Manage the effective and efficient delivery of services at the Office of the Master of the High Court (The Office). The post incumbent would report to the Chief Master of the High Court; Ensure that Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times; Direct and take full responsibility for all service delivery processes and operations of the Office within the established policy framework including financial matters e.g. budgeting; Provide leadership, direction and training to the legal professional and management team at the Office; Represent the Office in its relationships with internal and external stakeholders; Develop and implement strategies for the effective management of the legal professional and management teams to ensure that all service level agreements are adhered to.

ENQUIRIES : 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>	:	25 August 2008
<u>POST 32/16</u>	:	<u>ESTATE CONTROLLER (11 POSTS) REF: 08/290/MAS</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Master of the High Court: Port Elizabeth (5 Posts); Cape Town (3 Posts); Grahamstown (3 Posts)
<u>REQUIREMENTS</u>	:	An LLB or four year recognized legal qualification; Two years' relevant working experience; The following will serve as a recommendation: A valid code EB drivers' license. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Customer focus; Attention to detail.
<u>DUTIES</u>	:	Administration of deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<u>ENQUIRIES</u>	:	Mr G Masingi ☎ 012 – 315 1893
<u>APPLICATIONS</u>	:	Separate applications must be made for each centre if applying for more than one. 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>	:	25 August 2008
<u>POST 32/17</u>	:	<u>STATE ACCOUNTANT (BAS) REF: 08/288/CFO</u>
<u>SALARY</u>	:	R117 501 – 136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's degree or equivalent qualification in finance; At least one year relevant experience; Exposure to user support in business systems; Knowledge of Financial Systems, Management and Administration and Information Technology will serve as recommendation; Skills and competencies: Computer literacy; Good interpersonal skills; Communication (verbal and written) skills; Numeric skills; Ability to work under pressure and be self-motivated.
<u>DUTIES</u>	:	Maintain Security on BAS system by protecting information and System Resources. (Production and Training Database); Maintain Code Files in BAS by creating/amending/deleting of specific codes; Maintain relevant Parameters on BAS by ensuring that all required parameters are activated; Maintain the BAS system by logging of requests at BAS Helpdesk (National Treasury) when problems arise; Assist BAS users by guiding Users with problem solving; Act as BAS Training Coordinator by nominating National Office Officials for BAS Courses; Maintain the Printing Management Functionality on BAS by creating printers as requested.
<u>ENQUIRIES</u>	:	Mr M Mugodu ☎ 012 357 8747
<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>	:	25 August 2008

<u>POST 32/18</u>	:	<u>STATE ACCOUNTANT: (4 POSTS) REF: 08/292/CFO</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year Degree/National Diploma in Finance; A least one year relevant experience. Knowledge of budgeting and expenditure control in Public Service; Knowledge of the Public Financial Management Act (PFMA), National Treasury Regulations, Basic Accounting Systems (BAS), PERSAL and Vulindlela will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Time Management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Assist in preparing monthly and quarterly expenditure management process against the approved budget; Manage BAS code structure and confirm the correct allocations to the payment section; Ensure compliance with budgetary aspects as stipulated in the prescripts; Allocate, update and maintain the budget on BAS; Monitor expenditure allocations and amend erroneous allocations (Journals); Complete Estimate of National Expenditure (ENE), Adjustment Estimates and Medium Expenditure Framework (MTEF), Cash flow and Roll-over database; Assist in compiling and monitor expenditure trends against the budget and cash flow projections for the relevant branches in the Department; Monitor policies and procedures governing sound financial management.
<u>ENQUIRIES</u>	:	Mr. M Mugodo ☎ (012) 357 8747
<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>	:	25 August 2008
<u>POST 32/19</u>	:	<u>SENIOR COURT INTERPRETER: (1 POST) REF 08/218/GP</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Three years relevant experience; A valid drivers license will be an added as advantage. Language Requirements: English, Afrikaans, Xhosa, Zulu, South Sotho, Tshivhenda, IsiTsonga, Sepedi, Setswana. (Candidates who speak a combination of eleven official languages will be considered). Skills and Competencies: Computer literacy; Good communication (written and verbal); Ability to work under pressure; Administration and organizational skills; Good interpersonal relations; Problem solving; Attention to detail.
<u>DUTIES</u>	:	Control and supervise Court Interpreters; Interpret in special cases when necessary; Attend to personnel administration aspects.
<u>ENQUIRIES</u>	:	Ms D Mngomezulu ☎ (011) 332 8391
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/20</u>	:	<u>SENIOR LIBRARIAN: (1 POST) REF 08/217/GP</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	High Court Johannesburg
<u>REQUIREMENTS</u>	:	Relevant three year recognized qualification in Library or Information Science or an equivalent three year qualification; Two years relevant experience in a Library; Administrative and Managerial experience in Library; Knowledge in Management Finance as the incumbent will be in charge of setting up the annual budget for the Library. Skills and Competencies: Communication skills (verbal and written); Report writing skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving and planning skills; Interpersonal relations; Creative and analytical thinking skills; Customer orientation.
<u>DUTIES</u>	:	Procurement of books, equipment and furniture. etc for the Library; In charge of all payments for goods delivered and services rendered in the Library; Handle all correspondences and claims; Day to day running of the Library; Liaise with the

Chairman of the Library Committee on day to day matters; Conduct awareness campaigns on Library Service; Registrations of new publications; Responsible for amending the entire loose leaf publications available in the Library; Provide accurate and updated information as may be amended by the legislation, Supervise staff in the unit. .

ENQUIRIES : Ms. D Mngomezulu ☎ (011) 332 8391
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
CLOSING DATE : 25 August 2008

POST 32/21

ADMINISTRATIVE OFFICER: (1 POST) REF 08/214/GP

SALARY : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Family Advocate, Johannesburg
REQUIREMENTS : A Bachelor's Degree or equivalent qualification or Grade 12 certificate with ten years experience in Courts and the Departmental Financial Management; Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and facility Management, Supply Chain Management, Extensive knowledge and Risk Management, Extensive knowledge of the PFMA, DFI, BAS and JYP, A valid driver's license Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Public Management skills; Managerial and problem solving skills; Leadership and organizational skills; Good interpersonal skills; Customer orientation; Ability to interpret and apply policy; Ability to work under pressure as well as to work independently; Attention to detail.

DUTIES : Exercise control over duties related to Domestic Violence Act, Maintenance Act, Provisioning Administration, Cash Hall (Monies in Trust, Criminal and Civil sections, and General Services; Render efficient and effective support to the courts; General supervision of clerical staff, Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Check diverse documents for completion and correctness, document management and maintaining of prescripts and records related to the functions of the Department; Facilitate training and development of personnel; Formal disciplinary matters; Manage the performance Management in the office; Render advice/assistance on a wide spectrum of matters; Control and maintain the Assets and Accommodation of the Department; Any other duties that may be necessary to ensure the smooth-running of the office

ENQUIRIES : Ms. N Thokoane ☎ (011) 333 3724
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
CLOSING DATE : 25 August 2008

POST 32/22

LIBRARIAN: (1 POST) REF 08/216/GP

SALARY : R94 326 – R109 515 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : High Court Johannesburg
REQUIREMENTS : Relevant three year recognized qualification in Library or Information Science or an equivalent three year qualification; Knowledge and experience in electronic information resources and online retrieval skills. Skills and Competencies: Communication skills (verbal and written); Report writing skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving and planning skills; Interpersonal relations; Creative and analytical thinking skills; Customer orientation.

DUTIES : All orders (books, equipment and furniture. etc) for the Library; In charge of all payments for goods delivered and services rendered in the Library; Handle all correspondences and claims; Day to day running of the Library; Liaise with the Chairman of the Library Committee on day to day matters; Conduct awareness campaigns on Library Service; Registrations of new publications; Responsible for amending the entire loose leaf publications available in the Library; Provide accurate and updated information as may be amended by the legislation .

ENQUIRIES : Ms. D Mngomezulu ☎ (011) 332 8391
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000

<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/23</u>	:	<u>COURT INTERPRETER: (1 POST) REF 08/213/GP</u>
<u>SALARY</u>	:	R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate Randburg
<u>EQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: A combination of any of the following eight languages: English, Afrikaans, Sepedi, IsiZulu, South Sotho; Northern Sotho, Tshivhenda and Shangaan. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.
<u>ENQUIRIES</u>	:	Ms. L Benade ☎ (011) 789 2600
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/24</u>	:	<u>MAINTENANCE CLERK REF: 08/VA74/NW</u>
<u>SALARY</u>	:	R64 410 – R74 774 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Pampierstad Magistrate Court
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years experience; Training in customer care and/or a Para-legal diploma NQF 5 will be advantageous; Skills and competencies: Ability to apply the correct processing steps to matters and to develop basic knowledge of services provided in courts; Basic Numeracy and Computer literacy (MS Office); Ability to communicate clearly with other procedural role-players and to explain basic legal concepts and procedures in plain language; Ability to work with public in a professional manner.
<u>DUTIES</u>	:	Capture case information, open files and allocate file numbers; Process matters including line communication with all relevant parties; Schedule matters and implement Bench orders.
<u>ENQUIRIES</u>	:	Ms. Waliyya Jacobs or Mr. Benjamin Moseje at ☎ (018) 389 8348.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/25</u>	:	<u>SENIOR ADMINISTRATION CLERK REF: 08/VA71/NW</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrates Klerksdorp
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications; Two years administrative experience; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work; Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and travelling claims; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES</u>	:	Mr. Lazarus Moetanalo at ☎ (018) 389 8362

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/26</u>	:	<u>ADMINISTRATION CLERK REF: 08/VA72/NW</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate Ottosdal
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with Mathematics and/or Accounting as a subject; Two years appropriate experience; Knowledge of Basic Accounting System (BAS); Knowledge of Treasury Regulations and Public Finance Management Act; Knowledge of procurement delegations and procedure; Knowledge of asset management; Knowledge of Justice Yellow Pages and Persal systems will be an added advantage. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail. Sound knowledge of procurement and asset management.
<u>DUTIES</u>	:	Capture journals and electronic payment of accounts on BAS; Compile payment advices; Reconcile payments with report/s; Handle enquiries both internal and external; Assist the staff and offices with procurement; Ensure good document administration (filing, faxing, photocopying and quotations); Maintain Assets Register and registers of labour saving devices; Responsible for the inventory of office furniture, equipment and stationery; Ensure that all office equipment are bar coded;
<u>ENQUIRIES</u>	:	Mr. Lazarus Moetanalo at ☎ (018) 389 8362.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/27</u>	:	<u>SENIOR ADMINISTRATION CLERK REF: 08/291/MAS</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Office of the Chief Master: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years administrative experience. Skills and Competencies: Good Computer literacy (MS Office); Good communication (verbal and written) skills; Good Interpersonal relations; Problem solving; Ability to work under pressure; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain the office filing system; Perform various other administrative duties;
<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, 0001
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/28</u>	:	<u>SENIOR ADMINISTRATION CLERK: (21 POSTS)</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate Germiston Ref: 08/209/GP (6 Posts) Magistrate Pretoria North Ref: 08/210/GP (13 Posts) Magistrate Heidelberg: Ref 08/211/Gp (1 Post) Family Advocate Johannesburg: Ref 08/212/Gp (1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.

ENQUIRIES : Magistrate Germiston: Ms. A Louw ☎ (011) 873 0500
Magistrate Pretoria North: Ms. J Ngobeni ☎ (012) 521 1000
Magistrate Heidelberg: Mr. B Gwabeni ☎ (016) 349 1930/2
Family Advocate Johannesburg: Ms. DM Ntsoko ☎ (011) 333 3724

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional
Head, Private Bag X6, Johannesburg, 2000

CLOSING DATE : 25 August 2008

POST 32/29 : **USHER MESSENGER: (2 POSTS) REF 08/215/GP**

SALARY : R47 787 – R53 316 per annum. The successful candidate will be required to
sign a performance agreement

CENTRE : High Court Pretoria

EQUIREMENTS : Adult Basic Education and Training Course Level 4\Grade 9; Two years
appropriate knowledge and experience; The ability to read and write; A driver's
license Code 8 will be serve as an advantage.

DUTIES : Escort Judges to court; Achieve the necessary silence and call people in court
attention when the Judge enters or leave court room; Be present in court during
the session; Hand exhibits to the Judge for examination; Make copies of court
rolls and circulate according to distribution list; General messenger duties;
Collection and distribution of post, parcels, files and other documents; Faxing
documents and receiving of faxes; Photocopying of official documents and assist
with the licensing and maintenance of Judges' vehicles.

ENQUIRIES : Ms. M Van Rensburg ☎ (012) 315 7711

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional
Head, Private Bag X6, Johannesburg, 2000

CLOSING DATE : 25 August 2008

DEPARTMENT OF LAND AFFAIRS

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 17 August 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POSTS

- POST 32/30** : **SENIOR SECRETARY (REFERENCE: S8/3/2008/873)**
- SALARY** : R76 194 per annum
- CENTRE** : Office of the Registrar of Deeds: Mpumalanga
- REQUIREMENTS** : Senior certificate or equivalent qualification plus appropriate experience of at least one year in relation to duties. * Proven high level written and verbal communication skills. * Ability to deal with and manage difficult clients. * Ability to manage and arrange functions/ meetings, time management, ability to think fast and be creative. * Planning, record management and report writing skills. * Computer literacy (Ms word, Ms Excel, PowerPoint). * Experience in the Deeds Office will be an added advantage.
- DUTIES** : Manage the Registrar's diary and prepare the required documents. * Manage all correspondence on behalf of the Registrar. * Manage general day-to-day task allocation, distribution thereof and updating of record and tracking systems. * Arrange internal and external meetings including the preparation and finalisation of agendas and minutes. * Receive and assist clients, deal with general telephone enquiries and serve refreshments. * Make flight, travel and accommodation bookings. * Ensure the smooth running and management of the filing system. * Order stationery. * Process faxes and makes copies. * Assist with all other administrative functions. * Render all appropriate support functions as may required from time to time.
- POST 32/31** : **SENIOR DATA TYPIST (REFERENCE: S8/3/2008/872)**
- SALARY** : R64 410 per annum
- CENTRE** : Office of the Registrar of Deeds: Mpumalanga
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 with typing as a fully passed subject. * Knowledge of Ms Word and Excel. * Typing skills must at least be 40 words per minute. * Numerical skills and good interpersonal skills. * Knowledge of Deeds Office functions. * Experience as a Data Typist will be an added advantage.
- DUTIES** : Capture and verify all relevant data. Prepare deeds, Black book deeds and supply information. * Report system and equipment problems to head Data

Capturer. * Perform any other duty/function assigned by the Registrar or his delegate.

<u>POST 32/32</u>	:	<u>DEEDS CONTROLLER (2 POSTS) (REGISTRATION) (REFERENCE: S8/3/2008/871)</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Office of the Registrar of Deeds: Mpumalanga
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate and computer literate. * Good interpersonal and communication skills. * Experience in the Deeds Office will be added advantage.
<u>DUTIES</u>	:	Receive deeds lodged by clients. Prepare deeds for execution. * Delivery of deeds and documents. * Numbering, sealing of deeds and documents. * Keeping of registration statistics. * Scan lodgement covers. * Furnish deeds registration information to clients. * Final check deeds and documents. Or any other duty assigned by the Registrar.

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 : 22 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 32/33 : **ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION**

SALARY : R217 482 per annum

CENTRE : Klerksdorp

REQUIREMENTS : A Law Degree or Equivalent qualification coupled with appropriate experience PLUS the following key competencies: ☐ Knowledge of: • In depth knowledge of the Minerals and Petroleum Resources Act 2002 and Mining charter Specialized knowledge of surface and mining rights • Issued on previously proclaimed mining land and Interpretation of the old records and plans. • Knowledge of the appropriate policies of the Department • In relation to Mineral development, mineral rights, Redistribution of mineral wealth, black economic • Empowerment, the mineral industry in general and Public service delivery • Knowledge regarding the impact of mining and related activities on surface development (also includes the optimal exploration of economically viable mineral resources versus development) ☐ Skills • Well developed written and verbal communication skills as enable incumbent to consult clients on highlevel as well as to assist, advice and make meaningful Recommendation to the Regional Manager, Chief Director, Deputy Director General, Director General and Minister concerning mining, surface development and related matters. Ability to interpret mining as well as environmental related legislation, deeds, contracts, rights and plans • Ability to assist, liaise and serve wide variety of Professional persons, such as attorneys, town and Regional planners, architects, engineers, geologists, Surveyors, senior representative of large mining Companies, Government Institutions, consultants, Interested and affected parties and public at large • Ability to interpret and apply provisions of MPRDA, of 2002 and related legislations against the practical • Observations made during field investigation and Inspections • Negotiation and conflict resolution and computer skills ☐ Communication: • Sound verbal and written communication skills with to communicate with officials from other Regions and public, ability to provide general meaningful advice by means of direct or Written contact with supervisors and clients to ensure consistency in legislative compliance • ☐ Creativity: • Ability to be proactive and innovative and effective in the process of problem solving and the improvement of productivity. Recommendation: Ability to work under pressure and beyond official hours.

DUTIES : KRA'S: Process applications in terms of the Mineral and Petroleum Resources Development Act (MPRDA), investigate illegal mining and take corrective action • Implementing transformation and empowerment • Draft submissions to the Director General and Ministerial in terms of MPRDA, 2002 • Rendering services at the Help Desk to assist clients with regard to requirements of the MPRDA.

ENQUIRIES : Ms K Sennano / Mr D.Ledwaba ☎018 464 1631-5

POST 32/34 : **ASSISTANT DIRECTOR: MINERAL RECORDING**

SALARY : R174 243 per annum

CENTRE : North West Region: Klerksdorp

<u>REQUIREMENTS</u>	:	An appropriate degree/equivalent qualification with GIS or electronic mapping as subject coupled with appropriate experience. PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • In depth knowledge of Geographical information • Systems, Mine Surveying and Geology as well as the legal aspects at the deeds registry • Understanding of competitive mining investment Environment and spatial proximity of rights granted and ensuring that granted rights are not duplicated • <input type="checkbox"/> Skills • Ability to record Geographically coordinated information, to recognise the quality of geographical information and to verify industry information to be submitted in terms of mining performance requirements • <input type="checkbox"/> Communication: • Ability to interact with persons on various levels • Sound report writing skills and Presentation skills. <input type="checkbox"/> Creativity: • A creative, assertive and confident approach • Ability to analyse problems, Innovative and Self Driven person. Recommendations: Ability to work under pressure and beyond official hours.
<u>DUTIES</u>	:	KRA'S: Maintenance of the National Mining Promotion System, Data integration, Rendering advise to the Regional Manager and Mineral Laws officials on spatial and overlapping applications • Compilation of reports for internal clients (applications received, granted and refused) • To ensure that applications received are recorded on the NMPS within a specified time • To verify statistical and resource information and submit to assist appropriate • Components in the department. To compile the Surface Development reports on the NMPS. Assisting with sketch plans before execution • To attend to all system related problems.
<u>ENQUIRIES</u>	:	Mr A K Kharivhe ☎018 464 1631-5
<u>POST 32/35</u>	:	<u>PRINCIPAL ENERGY OFFICER: GRID BASED RENEWABLE ENERGY</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree in natural science and Minimum 2 year experience PLUS the following key competencies: <input type="checkbox"/> Knowledge of: Energy policy, preferably renewable energy Legislations and regulations with specific reference to renewable energy and electricity • Climate change and mitigations option. Renewable energy finance mechanisms • Basic Project Management. Good understanding of the challenges facing renewable energy. <input type="checkbox"/> Skills:-Excellent computer literacy. Time management and work planning. Good interpersonal relations. Stakeholders management. Research skills • Report writing. presentation skills, <input type="checkbox"/> Communication: Good communication skill (written and verbal), <input type="checkbox"/> Creativity:- Independent, Rigorous and honest thinking.
<u>DUTIES</u>	:	KRA'S: Develop and implement policies/legislative framework • Assist in undertaking renewable energy awareness campaigns • Promote the use of grid renewable energy • Initiate project to develop/advance the use of grid based renewable energy • Monitor and evaluate the use of grid based renewable energy • Assist in other projects on request
<u>ENQUIRIES</u>	:	Mr. Silas K. Mulaudzi ☎ 012 317 8751
<u>NOTE</u>	:	This is a re-advertisement post candidates those who applied previously need not to reapply
<u>POST 32/36</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: CASHIER</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Mpumalanga (Witbank)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or Degree in Accounting or Financial Management with experience in a Government Financial environment PLUS the following key competencies: <input type="checkbox"/> Knowledge of: Treasury Regulations; Public Finance Management Act; BAS (Basic Accounting Systems), Cashiers' duties <input type="checkbox"/> Skills: • Financial background, Computer literate, Report and letter writing, Bookkeeping • Responsible • Interpersonal relations <input type="checkbox"/> Communication: • Communications skills: verbal and written <input type="checkbox"/> Creativity: • Creative • Initiative: develop systems and control measurements.
<u>DUTIES</u>	:	Receiving state monies, issuing receipts, banking of money, balancing of remittance register, receipt book and deposit book, • capturing of receipts on BAS system, handling of petty cash, proper recordkeeping of Royalty payments,

		Prospecting Fees and updating of control cards, follow-up on un-identified amounts (bank statements), safekeeping of signed contracts, submissions, opening of files, control cards for prospecting fees and mining rights, writing letters for collection of revenue, Financial Provision Management (cash deposits for MEM on database), Tracking on the MRMS system.
<u>ENQUIRIES</u>	:	Ms M.S. Malebe ☎ 013-6561448
<u>POST 32/37</u>	:	<u>ADMIN CLERK (BID MANAGEMENT)</u>
<u>SALARY</u>	:	R68 955 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or qualification in Procurement, Supply Chain Management or related field, Experience in Private or Public Sector Procurement, Working knowledge of the following legislation: PFMA, PPPFA, SCM and other applicable legislation, Computer literacy in MS Office, Knowledge of Logis will be an added advantage, Numeric skills, Good written and verbal communication skills, good written and verbal communication skills, Self driven, Ability to work under pressure PLUS the following key competencies: ☐ Knowledge of: • PFMA PPPFA, SCM and other applicable legislation ☐ Skills: • Computer Literacy • Good verbal and written communication ☐ Communication: • Good verbal and written communication ☐ Creativity : • Self-driven • Innovative and self confidence • Ability to work under pressure • Creativity, Analytical thinking.
<u>DUTIES</u>	:	KRA'S: Evaluate all quotes above R30 000 • Prepare and distribute Bid Adjudication Committee (BAC) file • Assist with the feedback to users • Allocate BAC numbers to all requests • File records of decisions of the BAC • Compile request for orders Update price changes for Information Technology equipment.
<u>ENQUIRIES</u>	:	Mr Taboko Manala ☎ 012 317 8591

NATIONAL TREASURY

<u>APPLICATIONS</u>	:	National Treasury, Private Bag X 115, Pretoria, 0001 Applications can also be faxed to (012) 315 5557
<u>CLOSING DATE</u>	:	22 August 2008 at 12h00, No late applications will be considered
<u>NOTE</u>	:	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

<u>POST 32/38</u>	:	<u>TENDER INFORMATION OFFICER (2 POSTS) REFERENCE NUMBER: S166/2008</u> Division: Specialist Functions Purpose: To manage electronic data with respect to tenders
<u>SALARY</u>	:	R117 501 per annum (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification • A post-matric qualification in Data Capturing • Experience in the utilization of MS office packages, i.e. MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet • Administration skills • Exposure to tenders and-Tendering systems / programme • Planning and organizing and quality organisation competencies • Experience in delivering presentations to all levels of management • Verbal and written communication skills • Action orientation • Interpersonal sensitivity • Flexibility.
<u>DUTIES</u>	:	Capture tender detail (response, prices, questionnaires) • Type general correspondence • Record tenders at time of closing and issuing • Import of electronic tenders • Sort tenders • Certification authentication of all original tenders received at closing time • Assist with tender closing • Assist tenderers with tender on the eRS system • Assist tenderers with general information with respect to electronic tendering • Promotion of e-tendering procedures • Check Government Tender Bulletin and Globaltender.net for the correctness of advertisements and tenders • Post tender documents and preparation of tenders for collection • Prepare shelves for advertised tenders • Assist with administrative tasks.
<u>NOTE</u>	:	Applications for the above-mentioned positions can also be forwarded to recruit.sf@treasury.gov.za

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

<u>APPLICATIONS</u>	:	Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms A West
<u>NOTE</u>	:	Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and <i>certified</i> copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to undergo security clearance.

OTHER POSTS

<u>POST 32/39</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF.DD07/HRM08</u>
<u>SALARY</u>	:	All inclusive remuneration package of R 407 745 per annum (This remuneration package consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of applicable rules. The flexible portion can be structured for a 13th cheque, home owner allowance, medical aid, an optional car allowance and both vacation and sick leave, as well as study leave).
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: ●An appropriate recognized degree or equivalent qualification in the field of human resource management/Public Management and Administration ●Extensive experience/excellent capacity in: Job Evaluation, Recruitment and Selection, Human Resource and Employment Equity Planning ●Skills and Competencies: In-depth knowledge of Public Service Regulatory Framework governing human resource management practices ● Experience in and knowledge of HR policies, systems and processes, procedure and best practices ●Commitment to people-centred organizational development, project management, presentation, excellent writing and communication skills ●Sufficient computer skills in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for strategic positioning and support to senior management in the following areas: Conditions of Services, Job Evaluation, Recruitment and Selection, Human Resource and Employment Equity Planning● Developing, implementing, monitoring/evaluating and improving HR policies, systems and processes and procedures ●Ensuring mission effectiveness and operational efficiency through effective and efficient resource management including (HR, Finance and Assets) of the component● Ensuring a balanced and holistic approach/efforts in managing an HR management function● Proactively building sound relationships with key stakeholders
<u>ENQUIRIES</u>	:	Mr HA Maluleke 012 352 1030
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 32/40</u>	:	<u>ASSISTANT DIRECTOR</u> Eastern Cape Regional Office
<u>SALARY</u>	:	R217 482 per annum um
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: ●Applicants must be in possession of an appropriate three-year degree/diploma or equivalent qualification in Administration, Political Science and Law ● Experience in the field of compliance management ● Proven administrative and organizational skills ● Proven research and analytical skills ● Project Management skills● Developed PC skills in MS Office Suite including Word, Excel, PowerPoint and Outlook● Good interpersonal skills and ability to handle pressure● Excellent verbal and written communication skills ● Creative,

DUTIES

:

motivated and self-driven, results oriented and initiative • Ability to work independently and as a part of a team • Sound interpersonal relations skills and ability to work under pressure • A driver's licence and willingness to travel will be added advantage • Successful candidate will be subjected to security screening. Assist with scientific research into the areas of compliance management • Assist in developing an appropriate project description and methodology to be followed during the execution of projects, including the development of measuring instruments • Assist with project administration (arranging workshops, obtaining quotations, proof reading of reports) • Evaluate, analyse and process information obtained by means of measuring instruments, interviews, questionnaires, check lists, etc. • Assist with the capturing of findings and recommendations emanating from evaluations • Assist with report writing and publication of reports • Assist in special investigations using project descriptions and measuring instruments as a guide • Assist with the promotion strategy of monitoring and evaluation.

ENQUIRIES

:

Mr LB Mgengo (043) 643 2949.

CLOSING DATE

:

22 August 2008

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 18 August 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

OTHER POSTS

- POST 32/41** : **DIRECTOR: JOB EVALUATION**
Job Purpose: Manage the determination of policy, procedures and systems relating to job evaluation, grading and job descriptions in the Public Service.
- SALARY** : An all inclusive package of R540 429 per annum (Level 13). Annual progression up to a maximum salary of R581 880 is possible subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs with a framework.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate three-year degree or equivalent post-school qualification (NQF level 6). Management experience. Extensive knowledge and experience of job evaluation and grading systems and practices. Knowledge and experience of other remuneration and compensation practices. Knowledge and experience of Public Service human resource management practices. An understanding of South African Public Service dynamics. Well developed skills in the following areas: Verbal and written communication, Project management, People management, Analytical abilities and problem solving. Computer literacy. A valid drivers' license and willingness to travel.
- DUTIES** : Manage a component responsible for: Developing and maintaining policy and procedures relating to job evaluation, grading and job descriptions in the Public Service. Advising and supporting Public Service departments and other stakeholders in the application of job evaluation, the grading of jobs and the development of job descriptions. Maintaining the Equate job evaluation system. Manage and/or participate in project teams dealing with various remuneration and compensation-related issues.
- ENQUIRIES** : Mr CJ Uys, tel. (012) 336 -1171

<u>POST 32/42</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT</u>
<u>SALARY</u>	:	R217 482 per annum (Level 10). Annual progression up to a maximum salary of R252 483 per annum is possible subject to satisfactory performance
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree/diploma with Financial Accounting as a major subject backed by at least 3 years management experience. Sound knowledge of the PFMA, Treasury Regulations, PERSAL and Basic Accounting System (BAS). Advanced Computer literacy i.e. Excel, MS Word and PowerPoint. Strong organizational and leadership skills. Good communication and managerial skills. Knowledge and skill with regards to compliance with the PFMA and the Treasury Regulations.
<u>DUTIES</u>	:	Reporting to the Deputy Director: Financial Management – the incumbent will assist to manage the budget functions of the Department. Co-ordinate and prepare inputs for the MTEF, ENE, Adjusted Estimates and apply for roll-over funds. Co-ordinate and manage monthly reports on expenditure against budget. Maintain the BAS code structure. Co-ordinate and present budget training to DPISA staff. Prepare inputs for the Annual Appropriation Statements, Annual Report. Comply with budgetary aspects as stipulated in the PFMA, Treasury Regulations and Financial prescripts as required by National Treasury. Manage the departmental telephone management system and debt account. Preparation of PowerPoint presentations for the use of the CFO in Management and Portfolio meetings. Prepare and present presentations to MANCO. Develop, implement and monitor policies and procedures governing sound financial management.
<u>ENQUIRIES</u>	:	Ms A Snyman, tel. (012) 336 -1275
<u>NOTE</u>	:	Short-listed candidates will be required to undergo a practical test on budgetary requirements.

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms J Malala
<u>CLOSING DATE</u>	:	15 August 2007
<u>NOTE</u>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

MANAGEMENT ECHELON

<u>POST 32/43</u>	:	<u>DIRECTOR: FINANCIAL ADMINISTRATION</u> Chief Directorate: Financial Management and Administration
<u>SALARY</u>	:	R540 429 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's Degree or equivalent qualification in Public Finance or Financial Management PLUS sufficient experience in Financial Administration. <input type="checkbox"/> Knowledge and understanding of PFMA. <input type="checkbox"/> Knowledge and understanding of LOGIS and BAS. <input type="checkbox"/> Knowledge of GRAP system. <input type="checkbox"/> Knowledge of Public Service Regulatory Framework. Competencies needed: <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Financial Management Skills. <input type="checkbox"/> Strategic planning skills. <input type="checkbox"/> Policy analysis and development skills. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Client orientation and customer focus skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Negotiation skills. Attributes: <input type="checkbox"/> Ability to work in a team and independently. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Friendly and trustworthy. <input type="checkbox"/> Innovative and creative.
<u>DUTIES</u>	:	Key responsibilities: <input type="checkbox"/> Develop and implement an effective revenue collection and fund management system. <input type="checkbox"/> Ensure management, administration and reporting of Donor Funds in line with Donor Agreements. <input type="checkbox"/> Management of all accounting and bookkeeping functions. <input type="checkbox"/> Manage the Department's expenditure and payments system. <input type="checkbox"/> Manage cash flow within the Department. <input type="checkbox"/> Ensure effective internal financial controls and implement of financial policies and procedure. <input type="checkbox"/> Manage the preparation of the Department's financial statements. <input type="checkbox"/> Provide support to the CD: Financial Management and Administration in compiling financial administration section of the Departmental Annual report. <input type="checkbox"/> Participate in responding to Parliamentary questions in interaction with oversight institutions, <input type="checkbox"/> Management of salary administration.
<u>ENQUIRIES</u>	:	Mr J. Modiba Tel: (012) 312-7050
<u>POST 32/44</u>	:	<u>PROJECT MANAGER: EARLY CHILDHOOD DEVELOPMENT</u> (3 year contract) Chief Directorate: Children

<u>SALARY</u>	:	R540 429 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree in Social Sciences or equivalent qualification PLUS sufficient experience in the field of Child Protection and Early Childhood Development. <input type="checkbox"/> Knowledge of Policy formulation and Interpretation. <input type="checkbox"/> Knowledge and experience in Project Management will be an added advantage. <input type="checkbox"/> Knowledge of Public Finance Management Act. <input type="checkbox"/> Knowledge of Expanded Public Works Programme. <input type="checkbox"/> Knowledge of Public Service Regulatory framework. Competencies needed: <input type="checkbox"/> Client orientation and customer focus skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Stakeholder management skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Communication (written, verbal and presentation) skills. <input type="checkbox"/> Monitoring and evaluation skills. <input type="checkbox"/> Facilitation skills. <input type="checkbox"/> Negotiation skills. <input type="checkbox"/> Coordination skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Analytical skills. Attributes: Ability to work under pressure. <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Adaptability. <input type="checkbox"/> Confident. <input type="checkbox"/> Compliant. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Innovative and creative. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Assertive. <input type="checkbox"/> Ethical
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Planning and management of the co-ordination and collaboration in the implementation of integrated ECD programmes and the statutory requirements of the Children's Amendment Act, 2007 and the Children's Act of 2005 for 0-4year olds. <input type="checkbox"/> Monitoring and evaluation of ECD and the respective implementation of the objectives in the National Integrated Plan for ECD, EPWP and DSD Three Year Action Plan. <input type="checkbox"/> Facilitation of the establishment of inter-departmental structures and/or mechanisms at national, provincial and municipal levels to ensure the implementation and monitoring of the National Integrated Plan on ECD based on provincial and local needs. <input type="checkbox"/> Development, where needed, and reviewing of all existing policies that impact on the development, care, education and well being of young children. <input type="checkbox"/> Provision of guidance in the process of ensuring that services reach the designated population of children, their families and communities. <input type="checkbox"/> Ensure the availability of the required financial and human resources to oversee and implement the integrated plan for ECD. <input type="checkbox"/> Manage the audit of ECD services and infrastructure and the establishment of a national data base on ECD. <input type="checkbox"/> Ensure the development of appropriate programmes and the capacity building of ECD practitioners and parents/caregivers. <input type="checkbox"/> Ensure research is undertaken on issues pertaining to children in the 0-4 years cohort.
<u>ENQUIRIES</u>	:	Dr M Mabetoa Tel: (012) 312 7546

OTHER POSTS

<u>POST 32/45</u>	:	<u>ASSISTANT SOCIAL WORK MANAGER: ALTERNATIVE CARE</u> Directorate: Children Protection
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Social Work (or equivalent qualification) PLUS credible experience in child and youth care. <input type="checkbox"/> Registration with the SA Council for Social Services Professions. <input type="checkbox"/> Knowledge of the Child Care Act. <input type="checkbox"/> Willingness to travel. <input type="checkbox"/> A valid code 08 drivers licence. Competencies needed: <input type="checkbox"/> Counselling skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Facilitation skills. <input type="checkbox"/> Policy analysis and development skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Interpersonal and liaison skills. <input type="checkbox"/> Communication (written and verbal,) skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Computer literacy.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Provide advice to relevant stakeholders on residential care issues. <input type="checkbox"/> Develop, review and implement legislation, policies, practice guidelines and minimum standards on residential care services. <input type="checkbox"/> Monitor the implementation of best practice models and service delivery in residential care. Prepare speeches for senior management and the Minister as well as draft reports, media releases and memorandums pertaining to residential care. <input type="checkbox"/> Facilitate and monitor the integration of the transformation initiatives flowing

		from the initial transformation of the Child and Youth Care System into service delivery. □ Arrange conferences, workshops and meetings on residential care. Ms M Ngcobo-Mbere Tel: (012) 312 7948
<u>ENQUIRIES</u>	:	
<u>POST 32/46</u>	:	<u>PRINCIPAL SOCIAL WORKER: FOSTER CARE</u> Directorate: Children Protection
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	□ A Bachelors Degree in Social Work or equivalent qualification PLUS at least five years experience in the field of foster care and HIV&AIDS. Registration with the South African Council for Social Services Professions. A valid code 08 driver's licence. Willingness to travel, Competencies needed: □ Counselling skills. □ Planning and organising skills. □ Research skills. □ Communication (written, verbal & liaison) skills. □ Monitoring and Evaluation. □ Problem-solving skills. □ Facilitation skills. □ Knowledge of Child Care legislations and policies. □ Computer literacy.
<u>DUTIES</u>	:	Key Responsibilities: □ Provide strategic support to the Head of the Foster Care Unit. □ Prepare memorandums, reports, responses, verbal replies, media releases and speeches for the Department. □ Respond to Parliamentary Questions. □ Represent the Chief Directorate: Children on all HIV/AIDS forums inter and intra departmentally. □ Facilitate conferences, workshops and meetings on foster care. □ Render an advisory/information service on foster care and HIV/AIDS issues. □ Monitor and evaluate the quality of foster care services in provinces.
<u>ENQUIRIES</u>	:	Ms LF Nziyane Tel: (012) 312 7386
<u>POST 32/47</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate PLUS credible experience OR a Diploma/Degree PLUS credible experience. □ Detailed knowledge of the Supply Chain Management Framework. □ Detailed knowledge of Supply Chain Management and Financial Management systems, e.g. Logis Online, BAS etc. □ Extensive Knowledge of Treasury Regulations and Public Finance Management Act relating to Supply Chain Management □ Knowledge of the PPPFA , BBBEE Act and related prescripts, □ Provisioning Administration Procedure Manual (PAS). Competencies needed: □ Managerial and organisational skills. □ Communication and interpersonal skills. □ Extensive computer software knowledge and experience. □ Client orientation and customer focus □ Planning and organising skills. □ Problem-solving skills.
<u>DUTIES</u>	:	Key Responsibilities: □ Make inputs and/or recommendation to the Deputy Director: Logistics and Asset Management to ensure continuous improvement of effectiveness and efficiency of systems related to the acquisition, receipt, storage, control, distribution and payment of goods and services within the Department of Social Development. □ Ensure timeous processing of orders and payments according to relevant prescripts. □ Ensure effective and efficient management and safekeeping of vouchers relating to the processing of requisitions, orders and payments for goods and services within the SCM process. □ Ensure optimal utilisation of available resources and adherence to proper controls in processing of transactions relating to the Supply Chain Management process. □ Provide all the reports from the procurement system (i.e. LOGIS) as and when required. □ Effectively manage the issuing and replenishment of stores on the Logis system. □ Develop and implement an effective warehousing system for the Department including cost effective and economic stock levels. □ Develop, review, implement and monitor the implementation of departmental policies, procedures, processes and internal control mechanisms with regard to inventory control, and provisioning administration, in line with the PFMA, Treasury Regulations and other related prescripts and guidelines. □ Ensure the timeous submission of the stock taking reports to Management □ Manage, lead, develop and monitor the performance of the division's staff and ensure effective customer oriented service delivery.

<u>ENQUIRIES</u>	:	<input type="checkbox"/> Capacity building of all Departmental officials with regard to Supply Chain Management. <input type="checkbox"/> Manage the Departmental Transport and chauffeur services Mr S Singh Tel: (012) 312 7688
<u>POST 32/48</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER</u> Directorate: Human Resource Management (PMDS Unit)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree or equivalent qualification PLUS credible performance management experience. <input type="checkbox"/> Knowledge of the Public Service Regulatory Framework. Competencies needed: <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Ability to work in a team. <input type="checkbox"/> Ability to work under pressure and to cope with a high workload. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Accurate and compliant.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Administer the departmental performance management and development system (PMDS). <input type="checkbox"/> Arrange moderating committee meetings and serve as the secretariat. <input type="checkbox"/> Provide advice, guidance and information sessions to staff on the Department's PMDS. <input type="checkbox"/> Implement the policy framework for performance management and participate in the reviewing thereof. <input type="checkbox"/> Maintain the PMDS database. <input type="checkbox"/> Implement the Awards and Recognition Policy and participate in the reviewing thereof. <input type="checkbox"/> Update the costing model in order to monitor expenditure on performance bonuses
<u>ENQUIRIES</u>	:	Ms M Mawelela Tel: (012) 312 7876

STATISTICS SOUTH AFRICA

Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998

<u>APPLICATIONS</u>	:	Posted to the Recruitment Manager, Statistics South Africa, Private Bag X44, Pretoria, 0001 • Delivered at 170 De Bruin Park Building, corner Andries and Vermeulen Streets, Pretoria.
<u>CLOSING DATE</u>	:	15 August 2008
<u>NOTE</u>	:	Required documents: • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of qualifications, driver's license and identity document. NB: Applicants risk being disqualified for failing to submit all the required documents. Important note: • If you do not hear from us within three months after the closing date, please regard your application as unsuccessful • Correspondence will be entered into with short listed candidates only • Statistics South Africa reserves the right not to make an appointment • Appointment is subject to security clearance, the signing of a performance agreement or plan, verification of the applicant's documents, and reference checking • Applications received after the closing date will not be considered • Please clearly indicate the reference number of the position you are applying for in your application. If you apply for more than one position submit separate applications.

OTHER POST

<u>POST 32/49</u>	:	<u>ASSISTANT STATISTICAL OFFICER (REF 29/07/2008)</u> (1 permanent post in Private sector statistics (AFS) at Head Office, Pretoria)
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Prerequisites: • Matric with Mathematics and Accounting • A valid driver's license Computer literacy in MS Word and Excel • Relevant three year tertiary qualification will be an added advantage • Experience in the appropriate field/survey will be an added advantage. Person Profile: • This position will suit a person that has good numerical skills, communication skills, is able to work effectively and efficiently under pressure in order to meet deadlines, and have the ability to work independently.
<u>DUTIES</u>	:	Key performance areas: • Collect, check, edit and process data of completed financial questionnaires within specified timeframes and according to specific guidelines • Telephonic follow-ups to obtain information not received • Visit respondents to assist with the completion of financial questionnaires.
<u>ENQUIRIES</u>	:	Gloria Monamodi at (012) 310 4799.
<u>NOTE</u>	:	Short listed applicants must be willing to undergo a competency exercise.

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

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

MANAGEMENT ECHELON

POST 32/50 : **SENIOR PROFESSIONAL ENGINEER: CAPITAL PROJECTS (2 POSTS)**
(5-Year Contract)

SALARY : R540 429 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 4-year degree in Civil/ Mechanical Engineering, Construction/ Project Management or equivalent. Registration as a professional engineer with Engineering Council of South Africa or a professional Construction Manager/ Project Manager with South African Council for Project and Construction Management Professions. Appropriate experience as a project manager or be able to show significant proficiency in this area. Advanced project management skills. Excellent verbal and written communication skills. Ability to deal with management at a higher level. Ability to provide leadership direction to the directorate. A track record demonstrating project management skills on large water resources infrastructure. Presentation and interpersonal skills. Demonstrate broad understanding of the Water Sector Management legislation and other related requirements. Demonstrate ability to plan and execute strategy and plans for the Directorate

DUTIES : Key Performance Areas: Promote implementation of mega-projects for bulk water resource infrastructure. Co-ordinate water user, institutions and stakeholder input to decision-making on infrastructure projects. Project management of technical, environmental, contractual, risk and financial aspects of projects. Promote Department of Water Affairs and Forestry interests in projects implemented by external bodies. Ensure sureties for funding through implementation and supply agreements. Ensure compliance with technical standards, legal requirements, timeframe and approved budget during implementation of water resource projects. Co-ordination and management of contracts with service providers for projects. Co-ordinate the commissioning of the infrastructure and takeover by Operations Unit. Provide leadership and direction to the project management teams. Manage Human Resources and budget. Promote transformation. Promote culture of innovation and performance.

ENQUIRIES : Mr. W.S. Croucamp: Tel (012) 336-8810, Fax: (012) 323 4983, E-mail: xca@dwaf.gov.za

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 : 22 August 2008

POST 32/51 : **DIRECTOR: WATER USE AND REGULATION**
(5 year contract)

SALARY : R540 429 per annum
CENTRE : Bloemfontein (192000/ 80093 /3) (JE 2901)
REQUIREMENTS : Appropriate degree or equivalent, Advanced Management or equivalent. Minimum of 5 to 8 years' working experience in the management position. A valid driver's license is required. Computer skills including MS Office suite and related

computer packages. Recommendation: Understanding of Integrated Water Resources Management and related legislation. Ability to lead and manage a team. Ability to manage programmes and projects. Ability to think strategically, and develop and apply policies, procedures, guidelines, strategies and business/action plans practically. A self-motivated individual with good intra- and interpersonal communication skills at all stakeholder levels. Ability to negotiate, present and write reports effectively. Knowledge: Good management skills, excellent presentation skills. Good communication skills, a solid knowledge of public service regulations, Policy and strategy implementation will serve as a recommendation.

DUTIES : Provide leadership to the Section. Promote team building. Promote transformation and employment equity. Ensure culture of innovation and performance. Advise Top Management. Conduct strategic and business planning for the Section. Develop and manage Section budget. Develop expenditure forecasts. Manage Human Resources functions, including recruitment and selection, and staff development. Ensure effective development of policies and strategies for the Section functions. Ensure water use, regulation and efficiency in the Water Sector. Ensure compliance and enforcement of water programmes and use. Ensure promotion of inter-governmental relations. Liaise with stakeholders for planning initiatives. Manage and oversee environmental data registry. Regulate water management institutions. Manage licensing for strategic industries. Ensures that the sector has mechanisms in place to monitor quality, Oversees and ensures the promotion of all inter-governmental relations. Ensures the promotion of IWRM globally, Attends and represents the region at Premier Committees, Ensures capacity building within the sector, Ensures the effective monitoring and evaluation of the water sector, Ensures the national targets are met. Act as a champion for Water Allocation Reform and water efficiency and act as a convenor for economic and environmental growth and development working group of the Region. Represent the Regional Head at strategic meetings for the region. Ensures enforcement team is operational and working efficiently. Liaise with Legal services on all the matters requiring Water Use and Regulation.

ENQUIRIES : Mr T.P Ntuli (051 405 9000)

APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300

FOR ATTENTION : Ms. Z Ramatsebe

CLOSING DATE : 15 August 2008

OTHER POSTS

POST 32/52 : **DEPUTY DIRECTOR: WATER REGULATION**

SALARY : R407 745 per annum (all inclusive)

CENTRE : Bloemfontein (192100/80140/1) (JE 2898)

REQUIREMENTS : Appropriate degree in Natural Sciences, Water Management, Economic Sciences or equivalent. A driver's license is required. Management of budget. Computer skills including MS Office suite and related computer packages. Recommendation: An understanding of integrated Water Resources Management and related legislation. Ability to lead and manage team. Ability to manage programmes and projects. A self motivated individual with good interpersonal communication skills at all stakeholder levels. Ability to negotiate. Ability to facilitate workshops and advocacy programmes in the Water Sector. Knowledge: Good management skills, excellent presentation skills. Good communication skills, a solid knowledge of public service regulations, Policy and strategy implementation will serve as a recommendation.

DUTIES : Provide leadership to the section in relation to regulatory framework of the Department. Implement and monitor compliance of water programmes in the Water Sector. Plan and coordinate intervention for poor performance in Water Sector. Manage the National Monitoring Programmes (RHP, NMMP, NEMP), including Geo Hydrological Data, Water Quality, Water Use Authorisation Data and GIS. Ensures promotion of inter – governmental relations. Manage Human Resources and Financial matters in the component. Able to represent the region at Water Sectoral meetings.

ENQUIRIES : Mr T.P Ntuli (051 405 9000)

<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	Ms. Z Ramatsebe
<u>CLOSING DATE</u>	:	15 August 2008
<u>POST 32/53</u>	:	<u>TECHNOLOGIST: CAPITAL PROJECTS (3 POSTS)</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree, National Diploma in Engineering or equivalent qualification in Project/Construction Management. Relevant experience in project management of large infrastructure. Experience in contracts administration. Knowledge in evaluation and assessment of project status. Strategic thinking ability. Excellent verbal and report writing skills. Ability to work under pressure. Computer literate. Willingness to work long hours and travel regularly. A valid Code 08 driver's license. Professional registration as Industrial Technician, Technologist or Construction/Project Manager with Engineering Council of South Africa/South African Council for Project and Construction Management Professions shall be a strong recommendation.
<u>DUTIES</u>	:	Key Performance Areas: Development and implementation of Project Implementation Methodology for mega bulk water resource infrastructure projects. Preparation/ review of contract documents. Analyses and validation of project cost estimates. Establishment of reporting requirements. Execution of Cost Management Plans. Budget management. Contracts administration. Review/compile project status reports.
<u>ENQUIRIES</u>	:	Ms L. Shabalala: Tel. (012) 336-8088
<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>	:	22 August 2008
<u>POST 32/54</u>	:	<u>CONTRACTS ENGINEER: CAPITAL PROJECTS (3 POSTS)</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Engineering degree or equivalent. Appropriate experience as a contracts manager or be able to show significant proficiency in this area. Advanced contracts management skills. Excellent verbal and written communication skills. Registration as a professional engineer with Engineering Council of South Africa or a professional Construction Manager/Project Manager with South African Council for Project and Construction Management Professions. Ability to provide leadership. A track record demonstration project management skills. Presentation and interpersonal skills. Demonstrate broad understanding of the Water Sector Management legislation and other related requirements. Demonstrate ability to plan and execute strategy and plans for the Directorate.
<u>DUTIES</u>	:	Key Performance Areas: Preparation of contract documentation for implementation of water resource infrastructure for mega-projects. Co-ordinate water user, institutions and stakeholder input to decision-making on infrastructure projects. Management of contracts for in-house development and capital improvement projects. Promote Department of Water Affairs and Forestry interests in projects implemented by external bodies. Ensure compliance with technical standards, legal requirements, timeframe and approved budgets. Co-ordinate and management of contracts with service providers. Co-ordinate the commissioning of the infrastructure and takeover by Operations Unit. Promote culture of innovation and performance.
<u>ENQUIRIES</u>	:	Mr W.S. Croucamp: Tel (012) 336-8810, Fax: (012) 323 4983, E-mail: xca@dwaf.gov.za
<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>	:	22 August 2008
<u>POST 32/55</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL SUPPORT</u> (Directorate: WR Finance and Pricing)

<u>SALARY</u>	:	R407 745 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized Bachelor's degree in Agricultural Economics or Agribusiness Management. Sound knowledge of socio-economic development principles and practices. Sound knowledge and experience of irrigation and rain fed agriculture in South Africa with a focus on food gardens, subsistence small scale as well as commercial agriculture. Ability to assess the viability of irrigation schemes. In depth knowledge of DWAF's financial assistance policy and regulations. Sound knowledge of project management. Knowledge of government procurement processes. Knowledge in the application of the Public Finance Management Act (PFMA) and the National Water Act. Creative and analytical thinking, presentation, community development facilitation and problem solving skills. Computer literacy is essential. Communication skills (written and verbal). Stakeholder liaison/relations and networking skills at different levels. Ability to work effectively under pressure. A valid Code 08 driver's license and a willingness to travel.
<u>DUTIES</u>	:	Key Performance Areas: Promote, support and facilitate the equitable development of local initiatives for agricultural water use with a focus on Resource Poor Farmers irrigation, development and rural livelihood of the poor. Develop and monitor the implementation of financial support policies for resource poor farmers' irrigation development. Manage, process and evaluate financial assistance applications. Liaise with other government departments and NGOs in supporting the development of agricultural water use for resource poor farmers. Represent the Department in a wide range of Provincial, National and International forums, including active participation in the national CCSIS and CCAW meetings in all provinces. Assess the impact of financial support on the socio-economic development of resource poor farmers. Manage projects related to the development of irrigation schemes for resource poor farmers. Appoint professional service providers to execute assignment related to the development of resource poor farmers.
<u>ENQUIRIES</u>	:	Mr M Vawda Tel (012) 336-8391
<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>	:	22 August 2008
<u>POST 32/56</u>	:	<u>DEPUTY DIRECTOR: COMPULSORY LICENSING</u> (Directorate: Water Allocation)
<u>SALARY</u>	:	R311 358 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year degree or equivalent in Natural Sciences, Hydrology, or Resource Economics. Relevant experience in, and knowledge of the National Water Act and associated policies is a requirement. In depth knowledge of water resources management and in particular, knowledge of policies and strategies applicable in the water use licensing process would be advantageous. Project and financial management skills are essential. The successful candidate must be able to work in a multidisciplinary environment. The individual must be innovative, dynamic, highly skilled and motivated with strong negotiation and conflict resolution skills. In addition to a valid Code 08 driver's licence, very good written and verbal communication and computer skills are required for this position.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be expected to implement policies and strategies that ensure equitable access to water by all whilst promoting beneficial use of water in the public interest. The duties pertaining to this position include the coordination and management of compulsory licensing projects throughout the country; implementing of departmental policies towards achieving water allocation reform; ensuring protection of water resources while overseeing the sharing of the resources among competing users; rendering technical support to Regional offices, existing CMAs and liaising with a range of stakeholders which include amongst others, Provincial and Local government, other government Departments, communities, and different water sector representatives. The job involves extensive travelling.
<u>ENQUIRIES</u>	:	Ms N Mohapi, Tel. (012) 336-8234.

<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>	:	22 August 2008
<u>POST 32/57</u>	:	<u>ASSISTANT DIRECTOR: FRESHWATER BIOLOGICAL AND CHEMICAL MONITORING</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria: Roodeplaat Dam
<u>REQUIREMENTS</u>	:	Candidates must be in possession of an appropriate minimum four-year BSc Honours degree or an equivalent qualification majoring in microbiology coupled with an in-depth knowledge and application of Chemistry, Biochemistry, and Ecology as well as appropriate practical experience in water quality monitoring and assessment. The following will serve as recommendations: the ability to integrate and interpret water quality data (especially microbiological) and draw scientifically sound conclusions based on fundamental data; sound knowledge of the impacts of health related water quality issues in South Africa; the ability to effectively promote the National Microbial Monitoring Programme through interaction with all levels of government and other stakeholders; knowledge of water quality monitoring and geographical information systems; proven ability to communicate scientific information succinctly and clearly, both verbally and in writing; a proven ability to manage a multidisciplinary group of scientists, professional service providers and projects; computer literacy and ability to use software packages such as Ms Word, Excel, PowerPoint, Ms Project and Internet; and knowledge of the National Water Act and related legislation. A candidate must have a code 08 driver's licence and must be willing to travel nationally on regular basis.
<u>DUTIES</u>	:	Key Performance Areas: The duties of the incumbent of this post will include the following: programme manager of the National Microbial Monitoring Programme, the officer will be responsible for the implementation and management of all aspects of this programme on a national scale; oversee the implementation of the National Chemical Monitoring Programme and the National Eutrophication Monitoring Programme through interaction with the relevant programme managers; support developmental work related to microbial, eutrophication and chemical resource quality projects; testing of methodologies for the biological and chemical assessment of water resource quality; evaluation of the use of site-specific biological and chemical testing results in setting site specific water quality guidelines; liaison with other Government Departments, local Authorities, the public and other stakeholders on the biological and chemical quality of water resources; providing scientific and technical monitoring support service to the Department of Water Affairs and Forestry; administrative management of, and scientific guidance to a multidisciplinary scientific team on the monitoring, assessment and reporting on the status of water quality in South Africa; and participate in general management and administrative functions of the directorate, Resource Quality Services, the department, and promote transformation in the public sector.
<u>ENQUIRIES</u>	:	Mr P Botes Tel (012) 808 9597
<u>APPLICATIONS</u>	:	The Director-General, Department: Water Affairs and Forestry, Resource Quality Services, Private Bag x313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mr P Botes Tel: (012) 808 9597
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/58</u>	:	<u>CHIEF DEVELOPMENT EXPERT</u>
<u>SALARY</u>	:	R217 482 per annum
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in economics, finance and project management or extensive appropriate experience in the analysis of financial statements, annual reports and business plans. The following will be strong recommendations: strong analytical, financial and computer skills. Strong interpersonal and communication skills. Ability to work in a team in an innovative manner. Ability to liaise with key internal and external stakeholders in the water sector.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will form part of the Department of Water Affairs and Forestry core Water Board Oversight team at

Head Office. The team is responsible for amongst other activities, the actual evaluation and appraisal of Water Utilities for which the Department has oversight responsibility. Water Utilities report to the Department by way of Annual Reports, Policy Statements and Business Plans and through quarterly reports on key performance indicators. The incumbent will have to interpret and analyse financial statements, annual reports and business plans of water boards to assess the following: financial performance of water boards including the results of operation and financial position, comparing anticipated budget to actual performance. Providing guidance to the Minister on all aspects related to the financial performance of water boards.

ENQUIRIES : Mr F Moerat Tel: (012) 3366550
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 001
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 22 August 2008

POST 32/59 : **ASSISTANT DIRECTOR: ADMINISTRATION (PROJECT SUPPORT) (2 POSTS)**
 Directorate: Capital Projects

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or an equivalent qualification in Business Communication or Language Practice and at least five years relevant experience in project management administration work and document management systems. Knowledge of the PFMA and Supply Chain Management. Knowledge of archives and record management systems will serve as an advantage. Strategic thinking ability. Strong analytical and leadership skills. Excellent interpersonal skills, verbal and writing skills. Ability to work under pressure and independently. Computer literate (Ms Office). Willingness to work long hours and travel regularly. A valid Code 08 driver's license.

DUTIES : Key Performance Areas: Ensure effective and efficient procurement of goods and services. Support development and implementation of training programmes for the directorate. Manage corporate services support to directorate (Human Resource Management, Employment Equity reports, Recruitment and selection, leave admin etc). Oversee and maintain an extensive project administration filing system and document management control system. The provisioning of secretarial/project administration service. Assist with the budget/ financial planning and control to directorate. Managing Contracts of Professional Service Providers and progress reports. Provide a supportive office environment and asset management for the directorate. Provide/ develop and take responsibility for Project Management System and administration.

ENQUIRIES : Ms L. Shabalala: Tel. (012) 336-8088
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 : 22 August 2008

POST 32/60 : **ASSISTANT DIRECTOR: FINANCE (2 POSTS)**
 (Directorate: Capital Projects)

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : An applicable tertiary qualification with accounting and/or relevant experience in Financial Management. Sound knowledge of the PFMA, State Finance, Treasury Regulations, Financial Management System and Budgetary Process (Compilation) and SAP. Experience in Project Management will be an added advantage. Sound knowledge of procurement policies and procedures. Computer literacy (Ms Word, Excel, Power Point and Microsoft Office). Excellent interpersonal, verbal, presentation, written, communication, co-ordination and facilitation skills. A valid driver's license (code 08) is required.

DUTIES : Key Performance Areas: Compile financial and expenditure reporting and projections. Manage financial aspects in accordance with agreements with water users. Communication with the National Treasury. Providing Project financial management reports Managing and updating budgets and cash flow and

		monitoring of cost. Ensure PFMA requirements are implemented. Management of the preparation of financial statements and any other relevant reports. Assist with Budget/financial planning and control.
<u>ENQUIRIES</u>	:	Mr. J. Kroon: Tel. (012) 336-8187
<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>	:	22 August 2008
<u>POST 32/61</u>	:	<u>PERSONAL ASSISTANT</u> Chief Directorate: Infrastructure Development
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three or four year National Diploma or degree in Public Management Administration, Business Communication or equivalent qualification plus relevant experience. Exposure to and understanding of project management methodologies for infrastructure projects shall be a strong recommendation. Well organized, dynamic, professional, hardworking personal assistant who wants to play a more meaningful role to support the success of the Chief Directorate. Capability to work independently or with limited supervision. Excellent Computer skills (Ms Word, Excel, Power Point and Microsoft Office). Excellent interpersonal skills, strong verbal, written communication skills, co-ordination, facilitation, time and diary management skills. A valid driver's license (code 08) is required.
<u>DUTIES</u>	:	Key Performance Areas: Assist the Chief Director with tracking and monitoring tasks, including the development and operation of a personal organization and tracking system. Keep track of performance relating to the Chief Directorate's business plan to ensure that the key objectives are met. Manage the Chief Director's working schedule in co-ordination with secretary. Provide continuous flow of work on days when Chief Director is out of the office. Act as secretary to most meetings and organize follow-up actions stemming from such meetings. Check and control submissions to ensure compliance with format, task directives and instructions. Maintain proper records and manage administrative support. Liaise with stakeholders of infrastructure projects. Keep abreast of all requirements on regular and ad hoc reports and initiate the compilation of such reports. Co-ordinate the Chief Director program and render logistical support. Co-ordinate appropriate submissions, supporting documents and presentations for meetings and other events. Arrange workshops and team building. Manage enquiries directed to the Chief Director. Represent the Chief Director in selected meetings of the department. Responsible for information management and communication on behalf of the Chief Director.
<u>ENQUIRIES</u>	:	Mr W.S. Croucamp: Tel (012) 336-8810, Fax: (012) 323 4983, E-mail: xca@dwaf.gov.za
<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>	:	22 August 2008
<u>POST 32/62</u>	:	<u>PRINCIPAL HYDROLOGIST: GROUND WATER RESERVE REQUIREMENTS</u> (Resource Directed Measures)
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four year degree in Earth/Natural Science or equivalent qualification plus relevant experience in groundwater resource management. The candidate must have a good knowledge of the water-related and relevant environmental management legislation and policies and also have sound knowledge on all the aspects and processes related to Resource Directed Measures. Candidates with hydrology, geology and related geoscience qualification and experience will have an advantage. The candidate must be able to interpret technical and scientific documents and to assist with the management of smaller projects. The candidate must have the ability to work productively in a multi disciplinary internal and external DWAF staff and stakeholders. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but however not a prerequisite and also have good practical

experience in software packages such as Microsoft Office. Good communication and writing skills also a requirement. The candidate must be technically and scientifically supportive to management and must have the ability to capacitate and act as a mentor to junior staff. It will be to the candidate's advantage to have a code 08 driver's licence. The candidate must demonstrate innovative enthusiastic and creative and have the ability to manage stress and large workloads.

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

ENQUIRIES : Ms NY Mvimbi Tel (012) 336 6664

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

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610

CLOSING DATE : 22 August 2008

POST 32/63 : **SENIOR PERSONNEL PRACTITIONER**

SALARY : R174 243 per annum

CENTRE : Polokwane Regional Office

REQUIREMENTS : *An appropriate recognised three-year tertiary qualification in Human Resources Management or equivalent qualification plus appropriate experience in human resource environment. *Extensive experience in the drafting of advertisement of positions both internally and externally. *Knowledge of and experience in Persal. *Knowledge of Human Resource policies, acts and regulations. *Knowledge of and experience in supervising and training subordinates. *Computer literacy (MS Word, Excel and PowerPoint). *Good verbal and written communication skills. *Planning and organising skills. *Ability to work under pressure and cope with a high workload. *Good interpersonal skills.

DUTIES : Key Performance Areas: *Handle administrative processes with regards to recruitment, selection and placement, which entail processes of advertising vacant positions, processing applications and attending interviews. *Handle appointments, termination of services, resettlement, transfers and PMDS. *Render human resource advice and liaison service to line functionaries and top management on the best recruitment practices. *Monitor the correctness of staff appointments. *Process and write submissions. *Compile progress reports and attend HR meetings. *Approve HR transactions on Persal. *Supervise and train subordinates.

ENQUIRIES : Mr. HG Masia, tel. (015) 290 1348

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

FOR ATTENTION : Mr. M.J Nzima

CLOSING DATE : 01 September 2008

POST 32/64 : **SENIOR HYDROLOGIST: GROUNDWATER RESERVE REQUIREMENTS**
(Resource Directed Measures)

SALARY : R145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : A four year degree in Earth/Natural Science or equivalent qualification plus relevant experience in groundwater resource management. The candidate must have a good knowledge of the water-related and relevant environmental management legislation and policies and also have sound knowledge on all the aspects and processes related to Resource Directed Measures. Candidates with hydrology, geology and related geoscience qualification and experience will have an advantage. The candidate must be able to interpret technical and scientific

documents. The candidate must have the ability to work productively in a multi disciplinary internal and external DWAF staff and stakeholders. Computer literacy especially with geo/groundwater related software such as surfer, ArcGIS/ArcMap and GRDM is important but however not a prerequisite and also have good practical experience in software packages such as Microsoft Office. Good communication and writing skills also a requirement. It will be to the candidate's advantage to have a code 08 driver's licence. The candidate must demonstrate innovative enthusiastic and creative and have the ability to manage stress and large workloads.

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

ENQUIRIES : Ms NY Mvimbi Tel (012) 336 6664
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 22 August 2008

POST 32/65 : **SENIOR ADMINISTRATION OFFICER (2 POSTS)**
 Directorate: Capital Projects

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : An applicable recognized tertiary qualification in Public Administration or Financial Management or a Senior Certificate with appropriate experience. Knowledge and experience in procurement and Supply Chain Management are preferred: SAP. Excellent verbal and report writing skills are required (Business Communication or Practice language qualification would be an added advantage). Experience and working knowledge in general office and personnel administration. Knowledge and experience in human resources and financial management. Knowledge of the National Water Act 1998 (Act No 36 of 1998) and other relevant legislation. Knowledge of State Finances, SCM, PFMA, Computer literacy (MS Word, Excel, Power Point and Microsoft Office). A valid driver's license (code 08) will be an added advantage.

DUTIES : Key Performance Areas: Ensure efficient and effective procurement of goods and services. Assisting with budget/financial aspects (expenditure reports). Oversee filing services. Addressing internal inquiries regarding staff and compile personnel statistics. Managing all maintenance of equipment. Ensuring secretarial/project administration services, taking minutes in meetings. Ensure the effective and efficient operational functioning of the Directorate. Manage documents, trace submissions, keep track of all incoming work and facilitate the adherence to deadlines. Assisting with administrative duties/ arrangements.

ENQUIRIES : Mr C. Appollis: Tel. (012) 336-8547
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 : 22 August 2008

POST 32/66 : **PRINCIPAL COMMUNICATION OFFICER**

SALARY : R145 920 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *An appropriate recognised three-year tertiary qualification in Communications or equivalent qualifications. *Extensive and appropriate experience in project management, marketing and communications. *Language proficiency and writing skills. *Excellent knowledge of Public Relations, event and project management. *Good negotiation skills. *Good planning and organising skills. *Good written and verbal communication skills. *Media liaison and Public Relations skills. *A valid driver's licence.

<u>DUTIES</u>	:	Key Performance Areas: *Co-ordinate implementation of all campaigns/events. *Maintain relationship with stakeholders. *Design and manage communication activities. *Be responsible for Internal communications. *Liaise with the media. *Assist with the administrative exhibitions.
<u>ENQUIRIES</u>	:	Mrs. ML Matlala, tel. (015) 290 1442
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 32/67</u>	:	<u>SAFETY OFFICER</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*Diploma (NQF 6) or equivalent qualification in a SHE-related field plus appropriate experience. *Knowledge of and completed courses in SHE-related legislation will be advantageous. *Computer literacy. *Valid driver's licence, preferably Code 10. *Knowledge of Security Operations will be advantageous.
<u>DUTIES</u>	:	Key Performance Areas: *Manage hazard identification and the risk assessment process. *Assist with investigations of all reportable incidents in the Region and provide recommendations to managers and committees to prevent the recurrence of incidents. *Regular site inspection in the Region to measure compliance and provide management with progress reports. *Organise committee meetings and provide management with minutes, monthly and quarterly reports. *Control CCTV systems in the Regional Office.
<u>ENQUIRIES</u>	:	Mr. Maenetja JM, tel. (015) 290 1431
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 32/68</u>	:	<u>WATER POLLUTION CONTROL OFFICER (2 POSTS)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*An appropriate three-year tertiary qualification in the Natural/Earth Sciences or equivalent qualification in one of the following fields: Chemistry, Environmental Science, Water Care, Microbiology and Chemical Engineering. The following serve as recommendations: *Knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines. *Good written and verbal communication skills. *Understanding of Integrated Water Resources Management. (IWRM) *Interest in minimising impacts from mines, industries, agriculture and urban development. *A valid Code B driver's licence. *Computer literacy. *Good communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: *Assess and monitor water resources using policies, strategies and guidelines on Water Quality Management, particularly on Urban Development, Mining, Industrial Water and Waste Water Management. *Provide professional services on the issuing of water use licenses in terms of the National Water Act (Act 36 of 1998). *Implement and enforce the National Water Act, 36 of 1998, policies and strategies on water quality management, particularly regarding mining, industrial, municipal and agricultural activities. *Manage water quality aspects and impacts at designated catchments. *Establish and sustain effective liaison with Provincial and Local Governments on issues relating to the protection of water resources. *Participate and assist in the development of strategies in the following fields: Water Quality Management, Catchment Management and National Water Resource Management.
<u>ENQUIRIES</u>	:	Mr. HD Mabada, tel. (015) 290 1402
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 32/69</u>	:	<u>CHIEF ACCOUNTING CLERK (INTERNAL CONTROL)</u>
<u>SALARY</u>	:	R117 501 per annum

CENTRE : Polokwane Regional Office
REQUIREMENTS : A Grade 12 certificate or equivalent qualification plus appropriate experience. *Computer literacy. *Knowledge of auditing and accounting. *Valid driver's licence. *Knowledge of the PFMA and Treasury Regulations. *Willing to work long hours and under pressure.
DUTIES : Key Performance Areas: *Assist in identifying and making risks. *Assist in conducting special investigations. *Perform daily inspections on financial records of all district offices, including regional office. *Liaise with external and internal auditors. *Gather sufficient evidence and respond to audit queries. *Perform administrative duties. *Compile and draft inspection reports to management.
ENQUIRIES : Mr. DM Rabodiba , tel. (015) 290 1342
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 01 September 2008

POST 32/70 : **SENIOR INDUSTRIAL TECHNICIAN: ORGANIC LABORATORY**

SALARY : R117 501 per annum
CENTRE : Pretoria, Roodeplaat Dam
REQUIREMENTS : A National Diploma in analytical Chemistry or an appropriate three year BSc degree with Chemistry as a major or an equivalent qualification majoring in Chemistry. Experience in Analytical Chromatographic techniques e.g. Gas Chromatography (GC), Gas Chromatography and Mass Spectrometry (GC-MS) and High Performance Liquid Chromatography (HPLC). The following will serve as recommendation: experience gained in an accredited Organic Chemistry laboratory and good laboratory practices principles; basic knowledge of statistical analysis; computer literacy in Ms Word, PowerPoint, Excel, Microsoft Outlook and Internet; knowledge and experience in ISO 17025 and accreditation; knowledge of Occupational Health and Safety Act (Act 85 of 1993) and safety principles; and a driver's licence which will be an added advantage.
DUTIES : Key Performance Areas: The duties of the incumbent will include the following: assist with the development, validation and improvement for the analytical methods for the analysis of water and environmental samples, using GC, GC-MS and HPLC; participate in Planned Job Observation (PJOs) on all methods and Standard Operation Procedures (SOPs) in order to be declared competent; perform routine analysis; perform quality control on analytical data; participate in proficiency testing; maintain analytical instruments; and train students in the Organic Laboratory.
ENQUIRIES : Mr Allan Havemann Tel (012) 808 9500
APPLICATIONS : The Director-General, Department: Water Affairs and Forestry, Resource Quality Services, Private Bag x313, Pretoria, 0001.
FOR ATTENTION : Dr TW Duma (012) 808 9500
CLOSING DATE : 22 August 2008

POST 32/71 : **SENIOR PERSONNEL OFFICER GR III (2 POSTS)**

SALARY : R94 326 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : *A Grade 12 certificate or equivalent qualification plus relevant experience. *Knowledge of Persal. *Knowledge of Human Resource policies, acts and regulations. *Computer literacy (MS Word, Excel and PowerPoint). *Good verbal and written communication skills. *Good interpersonal skills.
DUTIES : Key Performance Areas: *Handle personnel administration matters, such as drafting of adverts to be advertised in the media and the Public Service Vacancy Circular. *Take minutes during the interviews. *Compile submissions for appointments, promotions, translation in rank, transfers and retention of services. *Deal with termination of services and pension administration. *Handle leave, injury on duty, housing subsidy, translation in rank and transfers. *Implement HR transactions on Persal. *Handle PMDS.
ENQUIRIES : Mr. HG Masia, tel. (015) 290 1348
APPLICATIONS : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
FOR ATTENTION : Mr. M.J Nzima
CLOSING DATE : 01 September 2008

<u>POST 32/72</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III (2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*A Grade 12 certificate or equivalent qualification plus appropriate experience. *Computer literacy. *Knowledge of and completed relevant courses in Supply Chain Management. *Knowledge of PFMA, Treasury Regulations and PAS Manuals will serve as an advantage.
<u>DUTIES</u>	:	Key Performance Areas: *Requisition goods and services. *Manage the rotation of the Database for procurement. *Order goods and services. *Receipt goods and services (transit in and out). *Bar-code office equipment/furniture. *Manage the warehouse (storage) keeping of goods. *Distribute goods to end-users. *Payment of goods and services. *Liaise with outside stakeholders (suppliers).
<u>ENQUIRIES</u>	:	Mr. T Moila, tel. (015) 290 1339 or Mr. RE Nelwamondo, tel. (015) 290 1337
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 32/73</u>	:	<u>CHIEF AUXILIARY SERVICES OFFICER (2 POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	*A Grade 12 certificate or equivalent qualification plus appropriate experience. The following will serve as recommendations: *Computer literacy (MS Word & Excel). *Good interpersonal skills. *Good written and verbal communication skills. *Practical experience of reception and office administration. *Minute taking skills.
<u>DUTIES</u>	:	Key Performance Areas: *Develop and expand monitoring networks/points using Geographical Positioning System (GPS). *Prepare progress payments of Professional Service Providers (PSPs). *Monitor water resources for chemical, physical and microbiological constituents. *Collect and distribute EMPRs, EIAs and other mails. *Capture water resources quality data onto the Water Management System (WMS). *Provide secretarial support (typing, filing, organising various meetings). *Carry out general administration work in the section including post, telephone calls and messages, faxes and photocopies. *Make travel and accommodation arrangements. *Assist with the requesting of quotations and compilation of various memos and of submissions for the procurement of goods and services. *Prepare all VA2s for the section for payment. *Keep financial records and maintain the commitment register.
<u>ENQUIRIES</u>	:	Mr. HD Mabada, tel. (015) 290 1402
<u>APPLICATIONS</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<u>FOR ATTENTION</u>	:	Mr. M.J Nzima
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 32/74</u>	:	<u>SENIOR ADMINISTRATION CLERK (5 POSTS)</u>
		Directorate: Capital Projects
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification plus relevant experience. Knowledge and experience in procurement and Supply Chain Management are preferred: SAP. Experience and working knowledge in general office and personnel administration. Excellent verbal and report writing skills are required. Knowledge and experience in human resources and financial management. Knowledge of the National Water Act (Act No. 36 of 1998) and other relevant legislation. Knowledge of State Finances, Supply Chain Management, PFMA. Computer literacy (MS Word, Excel, Power Point).
<u>DUTIES</u>	:	Key Performance Areas: Ensure efficient and effective procurement of goods and services and capturing onto SAP. Ordering equipment and supplies, maintaining inventories, etc. managing all maintenance of equipment of the Directorate (fax, photocopy machine and telephone). Implement filing services to the Directorate. Ensure logistical and human resource administration services to the Directorate. Manage documents, trace submissions, keep track of all incoming work and ensure that deadlines are met. Assisting with any other administrative

		duties/arrangements to the Directorate: Capital Projects. Provide support to management in monitoring the provisioning functions. Handle all enquiries and all payment related problems.
<u>ENQUIRIES</u>	:	Ms L. Shabalala: Tel. (012) 336-8088
<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>	:	22 August 2008
<u>POST 32/75</u>	:	<u>SENIOR ADMINISTRATION CLERK</u> (Resource Protection and Waste)
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 plus appropriate working experience. Good communication, organisation skills. Interpersonal sensitivity. Flexibility. Computer skills (Ms Word, Excel, PowerPoint and Outlook). Problem solving skills. The ability to use own initiative. Experience in filing of documents and general office administrative duties. Knowledge of Budgeting in the public sector will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Render efficient office administration support, co-ordinate meetings, workshop for the sub-directorates. Handle routine correspondence and enquiries, faxing, photocopying, bind documents, processing VA2's/requisition form; invoices and payments, submit claims for approval. Make travel and accommodation arrangement. Prepare PowerPoint presentations. Manage S&T claims. Maintain a good document and record management system for the directorate. Ordering of stationery; office furniture and equipment. Ensure proper control maintenance of all equipment.
<u>ENQUIRIES</u>	:	Ms P Sosibo Tel (012) 336 8365
<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>	:	22 August 2008
<u>POST 32/76</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: WATER RESOURCE FINANCE AND PRICING</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or appropriate Diploma or equivalent qualification in Administration plus appropriate experience. Good written and verbal communication skills. The following will serve as a recommendation. Experience in general office management and administration. Knowledge of state finance, computer literacy and Microsoft Office. Knowledge of the National Water Act, 1998 (Act No. 36 of 1998) and other relevant legislation.
<u>DUTIES</u>	:	Key Performance Areas: Handle general office administration (photocopying, e-mails, fax and filing management). Budget control and liaison with budget coordinator. Loan management (correspond with financial institutions and stakeholders). Provisioning (prepare VA2 and other internal requisition forms and order stationery for the Directorate). Assist with HR support functions within the Directorate (complete the relevant forms and correspond with the reservations office for travel and accommodation arrangements, file S&T and transport allowance claims, process claims). Type reports, documents and letters. Arrange meetings and workshops. .
<u>ENQUIRIES</u>	:	Mrs L. Herbst, Tel (012) 336 8470
<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>	:	22 August 2008
<u>POST 32/77</u>	:	<u>SENIOR PERSONNEL OFFICER GR II (3 POSTS)</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification plus relevant experience. *Knowledge of Persal. *Knowledge of Human Resource policies, acts and

		regulations. *Computer literacy (MS Word, Excel and PowerPoint). *Good verbal and written communication skills. *Good interpersonal skills.
<u>DUTIES</u>	:	Key Performance Areas: *Draft adverts to be advertised in the media and the Public Service Vacancy Circular. *Take minutes during the interviews. *Compile submissions for appointments, promotions, translation in rank and retention of services. *Handle appointments and promotion of employees on Persal. *Make accommodation and travel arrangements for short-listed candidates, panelists and staff. *Assist candidates in completing claim forms.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HG Masia, tel. (015) 290 1348
<u>FOR ATTENTION CLOSING DATE</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
	:	Mr. M.J Nzima
	:	01 September 2008
<u>POST 32/78</u>	:	<u>SENIOR ADMINISTRATION CLERK GR II</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R76 194 per annum Polokwane Regional Office A Grade 12 certificate or equivalent qualification. The following will serve as recommendations: *Computer literacy (MS Word and Excel). *Good interpersonal skills. *Good written and verbal communication skills. *Practical experience in reception and office administration. *Ability to take minutes.
<u>DUTIES</u>	:	Key Performance Areas: *Liaise with water samplers and analysers, such as CSIR, ERWAT, Polokwane Municipality, etc regarding clarity on parameters and results consistency. *Operate the Water Management Systems database. *Capture historical and new data onto the system. *Retrieve data for internal and external use as when required. *Liaise with Resource Quality Services with regard to capturing and maintenance of data. *Assist with the development of a filing system for hard copies. *Handle queries from water user sectors and other stakeholders. *Perform other related administrative duties. *Make logistical arrangements for meetings, workshops and conferences. *Assist with bookings correspondence, enquiries, faxes, photocopies and preparation of claims.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. HD Mabada, tel. (015) 290 1402
<u>FOR ATTENTION CLOSING DATE</u>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
	:	Mr. M.J Nzima
	:	01 September 2008
<u>POST 32/79</u>	:	<u>SENIOR ADMINISTRATION CLERK GR II</u> (Directorate: Administration)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R76 194 per annum Pretoria A senior certificate (Grade 12) plus appropriate working experience. Any previous financial background will be an added advantage. Good interpersonal relations, good communication skills. Computer literacy (Ms Outlook, Word and Excel). Problem solving skills. Ability to work under pressure and knowledge of lower level financial administration.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for payment and journalising of flight and accommodation accounts. Electronic recordkeeping, filling, makes copies of payments journals. Attending to general enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Ansie Venter Tel (012) 336 7859
<u>FOR ATTENTION CLOSING DATE</u>	:	The Director-General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
	:	Ms C Mazibuko, ZwaMadaka Building Room 610
	:	22 August 2008
<u>POST 32/80</u>	:	<u>SENIOR SECRETARY</u> (Directorate: Water Resource Finance and Pricing)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R76 194 per annum Pretoria A senior (or equivalent) certificate with typing as a fully passed subject. The successful candidate must be computer literate with excellent knowledge of Ms

		Word, Ms Excel, and Ms PowerPoint. Excellent interpersonal and communication skills, (verbal and written) and good organising skills. Credible and proven experience in the secretarial and administrative field will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: General secretarial duties as follow: Manage the Director's diary, the recording of minutes at meetings, typing letters, memorandums, presentations, etc. Manage filing and retrieval of information in the office of the Director. Managing telephone calls, making travel and accommodation arrangements for the Director, assist with the organisation of conferences and arrangement of meetings.
<u>ENQUIRIES</u>	:	Mr Mahomed Vawda Tel (012) 336-8391
<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>	:	22 August 2008

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity, affirmative action employee.

- APPLICATIONS** : Please forward your application: FOR BISHO POSTS: The Superintendent-General, Department of Social Development, Private Bag x 0039, Bisho, 5605 or hand deliver at Phalo House, 1st floor, Room 131, for the attention: Ms A Boo, tel (040) 608-5857.
FOR CACADU POSTS: The District Manager, Department of Social Development, Private Bag x 1008, Grahamstown 6139, or hand deliver at Room 12, 2nd floor, corner African and hill streets, Old SABC Building, Grahamstown, for the attention of Ms Williams, Enquiries may be directed to Ms Williams at (046) 636-1484
FOR OR Tambo POSTS: The District Manager, Department of Social Development, Private Bag x 6000, Umtata 5099, or hand deliver at Room number 1045, 10th floor, Botha Sigcau Building, for the attention of Mrs Mabhongo. Enquiries may be directed to Mrs Mabhongo at (047)531-2504.
- CLOSING DATE** : 15 August 2008
- NOTE** : Application must be submitted on Form 283, obtainable from any Public Service Department and should be accompanied by a comprehensive CV and certified copies of identity document and qualifications. Candidates must please indicate the reference number / center of posts he/she is applying for and fill in a separate form for each post, if applying for more than one. No faxed application will be allowed.

OTHER POSTS

- POST 32/81** : **SOCIAL WORK MANAGER: EXPANDED PUBLIC WORKS PROGRAMME REF: SOCDEV001**
- SALARY** : All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
- CENTER** : Bisho
- REQUIREMENTS** : The suitable candidate must be in possession of a degree in Social Work. 5 years working experience in junior management in the field of Social Welfare Services. At least 3 years working experience in running Expanded Public Works Programme in the field of Home Community Based Care or Early Childhood Development, Knowledge of PFMA and Treasury Regulations. Drivers license. Competencies: Good understanding of all Social Welfare Legislation and programmes. Understanding of inter-sectoral collaboration regarding developmental programs. Strategic capability and leadership. Project management and implementation. Good interpersonal relations and leadership skills; Communication and writing skills. Policy analysis; Strategic planning, facilitation, monitoring and evaluation skills will be an added advantage.
- DUTIES** : Manage and coordinate Expanded Public Works Programme. Leading in the area of project management in line with the integrated approach in social service delivery. Proper interpretation of policies and national priorities. Capacity development for officials in the area of Home Community Based Care (HCBC) and Early Childhood Development (ECD). Networking with other provincial departments and national regarding expanded public works.
- POST 32/82** : **MANAGER: CRIME PREVENTION AND SUPPORT REF: SOCDEV002**
- SALARY** : All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
- CENTRE** : BHISHO
- REQUIREMENTS** : Degree in Social Work / Probation Practice • A post-graduate degree will be an added advantage • Five years experience in probation services management position • Registration with the South African Council for Social Service Professions. Code B driver's license. Competencies: Expert knowledge of Child Justice System legislative and policy framework; Computer Literacy; Self-motivated; Experience in working with children in trouble with the law; Good interpersonal relations and leadership skills; Communication and writing skills.

<u>DUTIES</u>	:	Project leadership skills. Policy analysis; Strategic planning, facilitation, monitoring and evaluation skills will an added advantage.
	:	Coordinate implementation of developmental programmes for children awaiting trial in residential child care centres. Coordinate and facilitate training for residential child care centres. Facilitate the establishment of residential care boards. Determine trends on children, youth awaiting trial in residential care and commission research on recidivism. Maintain liaison between residential care and the provincial office.
<u>POST 32/83</u>	:	<u>SOCIAL WORK MANAGERS (CHILDREN) (TWO POSTS) REF: SOCDEV3</u>
<u>SALARY</u>	:	All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTER</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Diploma or degree in Social Work. Post graduate qualification will be an added advantage. At least 3 years experience in junior management level preferably in the area of Child Care and Development. Knowledge of the PFMA and Treasury Regulations. Drivers licence. Competencies: Expect understanding of Social Welfare Legislation and specifically on children or knowledge of integrated approach in Social Welfare Service Delivery in both public and the NGO sector. Understanding of management of residential care facilities for children and Early Childhood Development services. Strategic capability and leadership, Good interpersonal skills, Financial and project management, client orientation and focus.
<u>DUTIES</u>	:	Coordinate services to children in need of care and development across the province, Monitoring of services rendered by the Social Workers and the NGO Sector. Lead in capacity development for all Social Welfare Services Practitioners. Ensure implementation of the legislation related to children in need of care and protections. Manage budgets on child care and facilitate establishment of child protection structures in the province. Maintain a working relationship with key departments in Social Welfare Services.
<u>POST 32/84</u>	:	<u>SOCIAL WORK MANAGER: SOCIAL RELIEF REF: SOCDEV004</u>
<u>SALARY</u>	:	All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTER</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Degree in Social Work. Post graduate qualification will be an added advantage. Degree in Social Work with at least 5 years working experience in junior management in the field of Social Welfare Services. Knowledge of the PFMA and Treasury Regulations. Drivers license. Competences: Expect understanding of Social Welfare Legislation and policies specifically on Families and Social Relief of Distress, knowledge of integrated approach in Social Welfare Service Delivery in both public and the NGO sector. Understanding of management of Disasters declared and not declared, Leadership capability, Interpersonal skills, Financial and project management.
<u>DUTIES</u>	:	Coordinate disaster management unit and early intervention services to victims of disasters. Monitoring initiatives on needy children and families. Coordinate financial and psycho- social support to displaced communities. Ensure proper implementation of relevant legislation and integration with other departments and sectors. Build networks with the Business Sector and the NGO's on combating and responding to disasters. Polity development and manuals in line with the new service delivery model.
<u>POST 32/85</u>	:	<u>SOCIAL WORK MANAGERS SPECIAL NEEDS (TWO POSTS): SUBSTANCE ABUSE(1): SERVICES TO PEOPLE WITH DISABILITIES(1) REF: SOCDEV005</u>
<u>SALARY</u>	:	All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTER</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Degree in Social Work with at least 5 years working experience in junior management in the field of Social Welfare Services.. Code 8 drivers licence. Computer literacy will be an advantage. Good understanding of Social Welfare

		Legislation, Proficient understanding of the PFMA and Treasury regulations. Good interpersonal skills and public speaking.
<u>DUTIES</u>	:	Management of programmes on the prevention of substance abuse and Management of programmes for people with disabilities Ensure development, implementation and monitoring of services for prevention of substance abuse and services to people with disabilities. Facilitate development of policy / legislation specific to the prevention of substance abuse and people with disabilities. Management and formulation of Provincial budgets. Management of expenditure patterns.
<u>POST 32/86</u>	:	<u>MANAGER: BUDGET PLANNING REF: SOCDEV014</u> The incumbent will co-ordinate the departmental budget and manage the departmental allocation process with provincial policies/growth and development strategy (PGDP).
<u>SALARY</u>	:	All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognized three year Bachelor's degree in Economics, Accounting and or Financial Management. Computer literate person who is able to design excel spread sheets for budgeting and reporting purposes. MS Project Management will be an added advantage. An incumbent should have a sound understanding of government policies, financial prescripts and budget process. Proven record in economic analysis as well as interpersonal and report writing skills. Knowledge of the Public Finance Management Act, MFMA and Treasury Regulations; Ability to interact at both strategic and operational level. Proven ability to work in a highly pressurised environment, Ability to integrate the results of economic analysis with spending allocations, A valid driver's license.
<u>DUTIES</u>	:	Drive the MTEF and annual budget process and assist programmes in budget compilation. Coordination of the departmental budget. Determine annual budget allocation per function. Determine resource shifts between main divisions within a vote(adjustments). Ensure integration and synergy of budget priorities within the department. Ensuring that new policy proposals are properly costed and the relative priority determined. Develop the funding norms and standards of the NGOs. Monitoring of management and programme implementation including all strategic initiatives, Manage and direct the Budget Planning unit's staff and budget.
<u>POST 32/87</u>	:	<u>MANAGER: WOMEN DEVELOPMENT REF: SOCDEV015</u>
<u>SALARY</u>	:	All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a three/four-year university degree in the Social Sciences/ Development Studies; a post-graduate qualification in the above disciplines will be an added advantage. Candidates should have 3years of experience at middle management in the public sector or equivalent position in the private sector and 5years of experience working in the field of women development. Code EB Drivers License essential. Computer Literacy: Microsoft Word, Excel, PowerPoint, etc. Competencies: Candidates must have, but not limited to, the following competencies: Knowledge of and skill in Community Development as it relates to women's issues; Experience in the design of community development projects; An understanding of the human rights approach to women empowerment. Communication and report writing skills. An understanding of the cooperative movement and micro-financing. Knowledge of policies relating to women development. Knowledge of policies relating to the management of finances, human resources and assets in the public sector. Project Management. Personal Attributes: Innovative. Sensitivity to gender issues. Leadership. Self-driven.
<u>DUTIES</u>	:	Provide strategic leadership to the Sub-programme: Women Development through planning, budgeting and development of monitoring and evaluation systems. Manage and empower the personnel of the sub-programme in line with the Public Service Act and other policies. Develop and strengthen relationships with the non-government and government sectors, Ensure alignment of plans

and budgets to national and provincial priorities, Manage the finances of the component in line with the Public Finance Management Act.

<u>POST 32/88</u>	:	<u>MANAGER BUDGET MANAGEMENT REF: SOCDEV026</u> (3 Year Contract) The incumbent will provide departmental policy advice, ensure budget implementation and enhance service delivery
<u>SALARY</u>	:	All-inclusive package of R407 745 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognized three year Bachelor's degree in Economics, Accounting and or Financial Management coupled with proven relevant experience in Budget Management. An incumbent should understand government policies and budget process. An incumbent should have knowledge and understand Sectoral policy/legislation. Understand the impact of financial and economic models. Ability to analyze planning frameworks which include Medium term Strategic frameworks, PGDP's, IDP's, and Strategic Plans. Ability to provide budget allocation advice (Negotiate and Motivate).A flexible individual with proven strategic planning, organizing and leadership skills. Interpersonal skills are critical as the budget management function interacts with various stakeholders. Knowledge of the Public Finance Management Act, DORA, Treasury Regulations and other public finance prescripts. Ability to interact at both strategic and operational level. Proven ability to work in a highly pressurized environment. Good written and verbal communication skills. Ability to integrate the results of economic analysis with spending allocations. Project Management Skills. Ability to integrate the results of economic analysis with spending allocation, A valid driver's license and willingness to travel is essential. Knowledge in the following functional fields will be an added advantage: Project Management; Budgeting and financial analysis; Financial Management and Budget Reforms; Government sector policies; Sound knowledge of PFMA and other financial management prescripts. Working knowledge of Basic Accounting System (BAS), PERSAL and other government operating systems.
<u>DUTIES</u>	:	Provide recommendations on budget allocations. Assess cost implications and limit liabilities associated with the introduction of new policies, projects, etc. Ensure that the spending is in line with departmental policies and aligned with the provincial priorities. Provide advice on resource shifts under main division and virements within a vote (adjustments).Monitor the implementation of Departmental Budgets. Assess expenditure trends, compile and submit expenditure reports. Promote and implement and budget reforms. Provide Sectoral and departmental policy advice. Monitoring the Transfers and subsidies paid to NGOs and CBOs and infrastructure spending of department.
<u>POST 32/89</u>	:	<u>ASSISTANT MANAGER (ADVANCED SPECIALIST): CRIME PREVENTION AND SUPPORT: (1 POST) REF: SOCDEV006</u>
<u>SALARY</u>	:	All-inclusive package of 344 052 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Degree in Social Work / Probation Practice • A post-graduate degree will be an added advantage • Five years experience in probation services management position • Registration with the South African Council for Social Service Professions. Code B driver's license. Competences: Expert knowledge of Child Justice System legislative and policy framework; Computer Literacy; Self-motivated; Experience in working with children in trouble with the law; Good interpersonal relations and leadership skills; Communication and writing skills. Project leadership skills. Policy analysis; Strategic planning, facilitation, monitoring and evaluation skills will an added advantage.
<u>DUTIES</u>	:	Facilitate the implementation of developmental programmes for children awaiting trial in residential child care centres. Facilitate the implementation of skills development programmes for children awaiting trial in residential child care centres. Coordinate training of child and youth care workers in residential child care centres for children awaiting trial. Monitor implementation of information management systems in residential care centres for children awaiting trial.

<u>POST 32/90</u>	:	<u>ASSISTANT MANAGER (ADVANCED SPECIALIST): CHILDREN (1 POST)</u> <u>REF: SOCDEV007</u>
<u>SALARY</u>	:	All-inclusive package of R344 052 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Degree or diploma in Social Worker with at least 5 years at supervisor level in the field of children. Full understanding and proper interpretation of Social Welfare Legislation and specifically in the field of children. Good understanding of the PFMA and Treasury Regulations. Code 8 driver's licence and computer literacy will be an advantage and Project management skills.
<u>DUTIES</u>	:	Coordinate services to children in need of care and protection. Monitoring of priority projects and NGO programs. Ensure implementation of Social Welfare Legislation. Manage budgets, establish community child protection structure. Develop referral system with key departments in Social Welfare Services.
<u>POST 32/91</u>	:	<u>ASSISTANT MANAGER (ADVANCED SPECIALIST): HIV/AIDS (TWO POSTS)</u> <u>REF: SOCDEV008</u>
<u>SALARY</u>	:	All-inclusive package of R344 052 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Degree in Social Work with 5 years experience in the field of HIV/AIDS and the impact thereof on orphans and children made vulnerable by HIV & AIDS. Good understanding of Home Community Based Care Programme. Computer literacy and good understanding of Social Welfare Legislation. Full understanding of the PFMA and Treasury regulation. Project management skills. Code 8 drivers licence.
<u>DUTIES</u>	:	Facilitate the development and implementation of Home Community Based Care and Support Programmes for People infected and affected by HIV/AIDS. Facilitate and monitor the establishment of coordinated structures for orphans and children infected and affected by HIV/AIDS. Develop, implement and monitor policy for orphans and children made vulnerable by HIV/AIDS.
<u>POST 32/92</u>	:	<u>ASSISTANT MANAGERS (ADVANCED SPECIALIST): (TWO POSTS) REF: SOCDEV009</u> Directorate: Families
<u>SALARY</u>	:	All-inclusive package of R344 052 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Degree in Social Work with at least 5 years supervisory working experience in the field of families, victim empowerment and social relief. Knowledge of family preservation programmes. Ability to integrate programmes related to families. Good understanding of the PFMA and Treasury regulations. Good interpersonal skills and expertise in Social Welfare Legislation. Project management skills. Computer literacy..Code 8 drivers licence.
<u>DUTIES</u>	:	Interpretation of Welfare Legislation related to the field. Coordination of projects from the communities. Capacity building of coordinators in the field and specifically on application of statistics related to the field. Management and monitoring of projects in the related fields. Manage budgets of the directorate.
<u>POST 32/93</u>	:	<u>ASSISTANT MANAGER (ADVANCED SPECIALIST): MONITORING AND EVALUATION REF: SOCDEV010</u>
<u>SALARY</u>	:	All-inclusive package of R344 052 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bisho (Office of the General Manager)
<u>REQUIREMENTS</u>	:	Degree in Social Work with at least 5 years supervisory working experience in the field of Social Welfare Services. Expert knowledge in the field of Monitoring and Evaluation, Advance Computer literacy. Knowledge of the PFMA and Treasury regulations. Expertise in Social Welfare Legislation, Code 8 drivers license. Competencies: Experience in strategic planning and research; Good interpersonal and organizational skills; Demonstrate analytical, critical and creative thinking; Project management skills.

<u>DUTIES</u>	:	Facilitate Development of monitoring and evaluation system. Development of data management system within the Chief Directorate; Facilitate the development of Systems of internal control. Facilitate development of strategic and operational plans of the Chief Directorate. Compile monthly, quarterly and annual reports for the Chief Directorate; Provide technical support to the Chief Directorate.
<u>POST 32/94</u>	:	<u>MANAGER: REVENUE AND CASH MANAGEMENT REF: SOCDEV011</u> The incumbent will provide fiscal policy advice, determine the Medium Term Fiscal framework, develop and optimize the departmental Revenue base and manage the cash flow of the department.
<u>SALARY</u>	:	All-inclusive package of R344 052 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognized three year Bachelor's degree in Economics, Accounting and or Financial Management coupled with proven relevant experience in Revenue and Cash Management. An incumbent should understand government policies and Revenue and Cash Management. A flexible individual with proven strategic planning, organising and leadership skills. Interpersonal skills are critical as the Fiscal management function interacts with various stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations; Ability to interact at both strategic and operational level. Proven ability to work in a highly pressurised environment. Good written and verbal communication skills. Provide strategic Fiscal policy advise. A valid driver's license.
<u>DUTIES</u>	:	Contribute to discussion of equitable division of Revenue. Optimize and expand departmental own revenue. Administer medium term revenue planning process. Assess revenue trends and prepare revenue projections. Assess the viability of institution's own revenue budget. Properly manage and report on departmental finance. Monitor the implementation of policies, financial legislation, prescripts and procedures to enhance the management of cash flow in the department. Develop Revenue plan and procedures. Obtain schedule of payments from Provincial Treasury. Manage drawings of the weekly cash request to meet obligations of the department. Prepare monthly cash flow report for presentation to management. Reconciliation of monthly drawings report with cash request. Manage and direct the Revenue and Cash Management unit's staff and budget.
<u>POST 32/95</u>	:	<u>MANAGER: CORPORATE SERVICES REF: SOCDEV018</u>
<u>SALARY</u>	:	All-inclusive package of R344 052 per annum that can be structured according to the individual's needs, subject to the signing of a performance agreement
<u>CENTRE</u>	:	Cacadu District (One Post) , Or Tambo (One Post)
<u>REQUIREMENTS</u>	:	A 3 year degree/diploma in Administration or Senior certificate/equivalent NQF qualification with at least 3 years relevant experience in managing administration functions*Sound financial management background and in-depth knowledge of the PFMA*Supply Change Management * Comprehensive knowledge of HR legislation * Good planning, organisation and decision-making skills*Willingness to work after hours when needed and the ability to work under pressure* Computer literacy* Valid driver's licence(code8)
<u>DUTIES</u>	:	Coordinate all corporate services for Cacadu*Monitor district finance, budget and expenditure trends* Oversee the implementation of HR services for the district*Co-ordinate Supply Chain Management functions and asset and infrastructure needs in the district* Consolidate programme 1 reports*Analyse and report emerging trends.
<u>POST 32/96</u>	:	<u>ASSISTANT MANAGER: BRANDING AND INTERNAL COMMUNICATIONS REF: SOCDEV013</u>
<u>SALARY</u>	:	R217 482 – 252 483 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Three year qualification in Public Relations Management, Journalism/ Degree in Communication Science, Three years experience in the field of communication, Two years experience in a supervisory level, An excellent organizer with exceptional interpersonal skills, Understanding of Public Service policies, rules and regulations, Understanding of principles of public relations, Understanding of

<u>DUTIES</u>	:	project management principles, Have knowledge of the Public Service Management Act, Computer Literacy, A valid driver's licence is a requirement. Coordinate development and manage Departmental corporate identity and corporate image strategy, Arrange and manage exhibitions in support of corporate identity of the Department, Refine and develop effective internal communication channels, Promote structured relations with relevant internal stakeholders, Coordinate all internal communication initiatives of the department, Distribute daily media clippings to relevant officials in the department, Select coverage that requires immediate response and recommend action to the communication director, Maintain media statements distribution system, Develop a schedule of different editions of the departmental publications and ensure adherence, Content management of the departmental website, Promote service delivery in the field of communication in line with Access to Information Act.
<u>POST 32/97</u>	:	<u>ASSISTANT MANAGER: (BUDGET PLANNING) REF: SOCDEV012</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	An appropriate three year Bachelor's degree or equivalent qualification in Economics /Accounting/Public Finance. The candidate should have in-depth knowledge of the Public Sector budget systems, high-level competence in working with advanced computer applications (PowerPoint, Excel, Word, Macros, Pivot tables, Visual Basic, Outlook, etc). An incumbent should have a sound understanding of government policies, financial prescripts and budget processes. Furthermore the candidate should have experience in report writing and publication of high quality budget documents, high level of communication skills and presentation skills and high level of analytical and reporting skills. The post is in a deadline driven environment and it is expected for the candidate to be able to work independently and demonstrate high innovation skills. Valid Driver's license. Knowledge in the following functional fields will be an added advantage: Project Management. Budgeting and financial analysis. Financial Management and Budget Reforms. Government sector policies. Sound knowledge of PFMA and other financial management prescripts. Working knowledge of Basic Accounting System (BAS), PERSAL and other government operating systems.
<u>DUTIES</u>	:	Planning and the execution of the budget process. Preparing of the budget documentation. Appropriation Statement. Budget Statements. Adjustment Estimates and Medium Term Expenditure Framework. Co-ordinating the submission of the budget. Coordinating the bidding process (Budget Hearings). Prioritization / Planning of the departmental budget. Provide logistical support to the budget events. Development and roll out of budget guidelines to programmes.
<u>POST 32/98</u>	:	<u>PERSONAL ASSISTANT: REF: SOCDEV016</u>
<u>SALARY</u>	:	R174 243 per annum – R202 287 per annum
<u>CENTRE</u>	:	Office Of The District Coordinator: Cacadu (One Post), Office Of The District Coordinator: Or Tambo (One Post)
<u>REQUIREMENTS</u>	:	A 3 year degree/diploma in Administration/Public Relations or Senior certificate/equivalent NQF qualification with at least 3 years relevant experience in managing administration functions*Sound financial management background and in-depth knowledge of the PFMA*Supply Change Management * Comprehensive knowledge of HR legislation and departmental policies, rules and regulations * Good planning, organisation and decision-making skills*Willingness to work after hours when needed and the ability to work under pressure* Computer literacy* Valid driver's licence(code8)
<u>DUTIES</u>	:	Coordinate activities under District Manager's jurisdiction*Facilitate and monitor district office budget and expenditure trends* Oversee the implementation of HR services for the District Office*Co-ordinate Supply Chain Management functions and asset and infrastructure needs in the District Office* Consolidate reports for the District Office
<u>POST 32/99</u>	:	<u>SENIOR DATA CAPTURER: REF: SOCDEV017</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum
<u>CENTER</u>	:	Cacadu District

<u>REQUIREMENTS</u>	:	A senior certificate or equivalent NQF level plus appropriate national diploma in Technology*Extensive experience and proven competency in data and computer text processing*Proven proficiency in MIS office suite and vision software* Proven successful staff supervision in a data capturing and text processing environment* Outstanding and high level of accuracy* Valid drivers licence(Code 8).
<u>DUTIES</u>	:	Manage data for the entire District Directorate* Give support to the managers of the directorate in information management and dissemination* Capture the data as requested by the managers* Development templates for close monitoring of programme initiatives* Organise programmes processing and verification of finalised database of the programmes.
<u>POST 32/100</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF: SOCDEV025</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTER</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	B degree in labour Relations Management or B Admin degree or appropriate National Diploma with labour law as a subject, plus three years appropriate experience in Labour Relations. Knowledge of the relevant legislation (ie. Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations PFMA etc). Relevant experience in a unionized environment.
<u>DUTIES</u>	:	Advise management on sound labour relations issues. Promote sound labour practices and maintain discipline within the Region. Facilitate the dissemination of information in respect of Labour Relations. Implementation and compliance with relevant policies and legislation. Handle misconduct cases, grievances and disciplinary matters. Guide and train line functionaries in labour relations. Maintain database and generate reports, prepares and handles cases referred to Commission for Conciliation, Mediation and Arbitration. Take responsibility for effective service delivery to the Department as well as the Public.
<u>POST 32/101</u>	:	<u>CHIEF REGISTRY CLERK: REF: SOCDEV019</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTER</u>	:	Cacadu District
<u>REQUIREMENTS</u>	:	A senior certificate or equivalent qualification with 5years experience in registry procedures and policies and exposure to general office administration* At least 2 years experience as supervisor* Excellent interpersonal relations and communication skills with organizing capabilities. An understanding of Public Service rules, policies and regulations* Computer literacy* Valid driver's license (code 8) is compulsory.
<u>DUTIES</u>	:	Manage and ensure that all functions pertaining to registry with regard to the District Office is of the standard required in terms of National Archives Act* Conduct record and document management both manually and electronically* General office administration. Supervision of staff in registry section.
<u>POST 32/102</u>	:	<u>STATE ACCOUNTANT REF: SOCDEV022</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTER</u>	:	Cacadu District
<u>REQUIREMENTS</u>	:	A 3 year degree/diploma in Financial Management or equivalent qualification plus 2 years practical experience in an office administration environment. 2 years experience as supervisor. Sound knowledge of budget planning and Supply Chain Management. Ability to capture information accurately and in detail. Knowledge of functions of BAS, LOGIS and PERSAL * Understanding of Public Service Regulations*Computer literacy (packages such as Microsoft, Excel, PowerPoint, MS word, Internet etc.* Good administration, writing/typing and communication skills*Good planning, organisation and decision-making skills*Willingness to work after hours when needed and the ability to work under pressure* A sense of responsibility and ability to work with minimal supervision.
<u>DUTIES</u>	:	Compile various financial and supply chain-related documents in line with requirements of applicable legislative framework*Identity irregular/non-complaint submissions *Document control management*Provide administrative support in the office*Assist in compilation and management of the office report*Follow up on

deadlines* Maintain and update the filing system regularly* Valid driver's license (code 8) compulsory

<u>POST 32/103</u>	:	<u>SENIOR PROVISIONING ADMIN CLERK: REF: SOCDEV024</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTER</u>	:	Qaukeni At Or Tambo (One Post)
<u>REQUIREMENTS</u>	:	Senior Certificate plus two years relevant experience or equivalent qualification*Computer literacy*Communication skills(verbal and written)Knowledge of PFMA and Supply Chain Management Knowledge of MIS will be an added advantage.
<u>DUTIES</u>	:	Conduct record and document management, both manually and with advanced computer systems*Procure and provide goods for the Directorate*Arrange and co-ordinate meetings, workshops, seminars and etc with officials and/or relevant stakeholders*Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the unit.
<u>POST 32/104</u>	:	<u>PROVISIONING ADMIN CLERK: REF: SOCDEV023</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTER</u>	:	Cacadu District (One Post), Qaukeni At Or Tambo (One Post)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification*Computer literacy*Communication skills(verbal and written)Knowledge of PFMA and Supply Chain Management Knowledge of MIS will be an added advantage. ?
<u>DUTIES</u>	:	Conduct record and document management, both manually and with advanced computer systems*Procure and provide goods for the Directorate*Arrange and co-ordinate meetings, workshops, seminars and etc with officials and/or relevant stakeholders*Provide logistic support functions, such as transport administration and monitor budget expenditure patterns and monthly projections for the unit.
<u>POST 32/105</u>	:	<u>REGISTRY CLERK: REF: SOCDEV020</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTER</u>	:	Cacadu District
<u>REQUIREMENTS</u>	:	A senior certificate or equivalent qualification with 5years experience in registry procedures and policies and exposure to general office administration* At least 2 years experience as supervisor* Excellent interpersonal relations and communication skills with organizing capabilities. An understanding of Public Service rules, policies and regulations* Computer literacy* Valid driver's license (code 8) is compulsory.
<u>DUTIES</u>	:	Manage and ensure that all functions pertaining to registry with regard to the District Office is of the standard required in terms of National Archives Act* Conduct record and document management both manually and electronically* General office administration. Supervision of staff in registry section.
<u>POST 32/106</u>	:	<u>PERSONNEL OFFICER: REF: SOCDEV028</u>
<u>SALARY</u>	:	R76 194 – 89,346 per annum
<u>CENTER</u>	:	Qaukeni At OR Tambo (Two Posts)
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent qualification •Experience in the public sector and Human Resource will be an added advantage •An understanding of the Public Service rules, policies and regulations •Knowledge of PERSAL •Ability to work independently •Computer literacy •Communication skills (verbal and written).
<u>DUTIES</u>	:	Render support in Human Resource and provisioning processes •Render all PERSAL functions with respect to Establishment matters •Provide support to relevant offices with regard persal and establishment.
<u>POST 32/107</u>	:	<u>GENERAL ASSISTANT: REF: SOCDEV027</u>
<u>SALARY</u>	:	R47 787 – R53 316 per annum
<u>CENTER</u>	:	OR Tambo (One Post)
<u>REQUIREMENTS</u>	:	ABET and or relevant general experience in Warehousing.
<u>DUTIES</u>	:	Rendering of support service in loading and off loading of all material received by Warehouse. Assist in the arrangement of offices. Assist in packing of items on the shelves in the warehouse.

<u>POST 32/108</u>	:	<u>MESSENGER/DRIVER: REF: SOCDEV021</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTER</u>	:	cacadu district (one post), or tambo (one post), qaukeni at or tambo (one post)
<u>REQUIREMENTS</u>	:	STD 8 or equivalent qualification* 5 years driving experience, good reading and writing skills. (Valid driver's licence)Code 8 is compulsory
<u>DUTIES</u>	:	Driving for District office throughout Cacadu District. Responsible for transporting of goods/mail to and from district to post office, as well as to Area Offices and where ever it is required from the District Office.

**PROVINCIAL ADMINISTRATION: GAUTENG
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 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

- POST 32/109** : **PRINCIPAL SPECIALIST REF NO: 70052945**
Directorate: Psychiatry
- SALARY** : R543 681 – 585 408 per annum (all inclusive package)
- CENTRE** : Chris Hani Baragwanath Hospital
- REQUIREMENTS** : Postgraduate qualification as a psychiatrist (FCPsych of MMedPsych) for at least 5 years. Registration with HPCSA as a specialist. Experience in managing an acute inpatient unit (clinical administration), teaching and research.
- DUTIES** : Implement all the objectives of the unit and the MHCA. Management of service within the unit (clinical and administrative). Represent the department in hospital and university committees. Development and implementation of protocols and guidelines within the unit. Supervision of registrars and medical officers. Training of undergraduate and postgraduate students, other health care professionals. Initiate own research and supervision of postgraduate research.
- ENQUIRIES** : Prof FY Jeenah, Tel No: (011) 933 9239
- CLOSING DATE** : 19 August 2008

OTHER POSTS

- POST 32/110** : **REGISTRAR REF NO: 70052892**
Directorate: Orthopaedics
- SALARY** : R217 482 per annum (plus benefits)
- CENTRE** : Pretoria Academic Hospital
- REQUIREMENTS** : MBChB. Registration with the HPCSA completion of internship. Mmed Primary Examinations Orthopaedics Medical Officer experience.
- DUTIES** : Responsible for the day to day management of patients admitted to the wards. Responsible for presenting the clinical problem of each patient to a consultant. Teaching of procedures to new interns, delegation and supervision of intern performing task that may be delegated. Teaching and supervision of final year medical students performing tasks that may be delegated to them. Teaching of clinical skills to medical students in fourth and fifth year. Participation in examination of medical students. Registrars are expected to attend lecturers in basic sciences and prepare for primary exams.
- ENQUIRIES** : Dr. J.G. Myburgh, Tel No: (012) 354- 2851
- FOR ATTENTION** : Ms. Victoria Skosana
- CLOSING DATE** : 18 August 2008
- POST 32/111** : **MEDICAL OFFICER (3 POSTS) REF NO: 70052952**
Directorate: Medical
- SALARY** : R174 243 per annum (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Registration as a Medical Officer with HPCSA. Participation in the Commuted Overtime Dispensation. Good communication skills.
- DUTIES** : Comprehensive Patient Care. Diagnosis, treatment, prescribing and referral for specialized treatment. Treatment of outpatients, inpatients and casualty cases as well as ward rounds. Attend to duties as delegated by Head of the Department.

		Work as part of a multidisciplinary team. Doctors are assigned according to a duty roster and will be expected to work shifts.
<u>ENQUIRIES</u>	:	Dr N Soe, Tel No: (012) 380 1234
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 32/112</u>	:	<u>MEDICAL OFFICER REF NO: 70053062</u>
		Directorate: Psychiatry
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent. Registered with HPCSA as General Medical Practitioner. Interest in Psychiatry. Previous psychiatric experience will be a recommendation.
<u>DUTIES</u>	:	Clinical and administrative duties. Service delivery at the following institutions: Weskoppies, Witbank, PTA Academic Hospital as well as clinics and other state institutions as determined by service and academic requirement.
<u>ENQUIRIES</u>	:	Dr ML Page Tel no: (012) 319 9754
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/113</u>	:	<u>PHARMACIST REF NO: 70052920</u>
		Directorate: Pharmacist
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	B Pharm Degree. Registration with relevant HPCSA as a Pharmacist. 3 years appropriate experience. Computer Literate. Recommendations: Experience in Psychiatric Hospital and knowledge of MEDICOM System. Good Interpersonal Skills.
<u>DUTIES</u>	:	Budget control for cost centre. Pharmacist Duties in line with good Pharmacy guidelines. Knowledge of relevant laws regarding medicine and the issuing thereof. Informing patients about the correct use of medicine. Control of medicine and its consumption to promote cost effective use. Ordering and control of Pharmaceuticals. Assistance with the compilation of policies and procedures. Ability to work under pressure. Maintain high standard of services. Supervision, training and development of staff.
<u>ENQUIRIES</u>	:	Dr N Challa Tel no: (012) 319 9847
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/114</u>	:	<u>PRINCIPAL PHARMACIST (4 POSTS) REF NO: 70052926</u>
		Directorate: Clinical Services
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the South African Pharmacy Council as a Pharmacist. 2 years experience post internship. Experience and / or training on aseptic techniques will be an advantage. Knowledge of the Public Service Financial practices. Sound knowledge of Batho-Pele Principles. Registered as a tutor for Pharmacist Interns / Pharmacist Assistants. Computer literacy.
<u>DUTIES</u>	:	Support pharmacy management in effective administration of the pharmacy department . Co –ordinate the implementation and adherence to GPP,GMP and SOP's. Promote rational drug use and assist with the dispensing of medicines. Management and control of Pharmacy and ward stock. Produce relevant reports. Control and assist in the mixing of chemotherapeutic drugs under pressure aseptic measures. Co –ordinate the in – service and formal training of pharmacist assistant and interns. Perform any legitimate any legitimate task requested that is necessary for the necessary for the provision of quality pharmaceutical services.
<u>ENQUIRIES</u>	:	Victoria Oladipupo, Tel No: (012) 529 3680
<u>CLOSING DATE</u>	:	19 August 2008
<u>POST32/115</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY ADVANCED MIDWIFE) REF NO: 70053026</u>
		Directorate: Nursing
<u>SALARY</u>	:	R177 318-268 218 per annum (plus benefits) (Salary will be paid according to experience)

CENTRE : Mamelodi Hospital
REQUIREMENTS : Grade 12 certificate or equivalent. Registered nurse with advanced diploma in Midwife. SANC registration.
DUTIES : Supervise subordinates and student midwives. Perform all activities pertaining to mother and child. Compile daily reports statistics, demonstrate and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice and nursing standards as determined by the relevant health facility. Work as a part of the multi-disciplinary team to ensure good nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients. Ability to function effectively under stressful situations.
ENQUIRIES FOR ATTENTION : Ms N.C. Nhlangothi, Tel. No: (012) 841- 8300
CLOSING DATE : Ms. Victoria Skosana
 22 August 2008

POST 32/116 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: 70052950**
 Directorate: Nursing

SALARY : R177 470-268 218 per annum (plus benefits) (Salary will be paid according to experience)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma in Clinical Nursing Science Health Assessment Treatment and care is essential.
DUTIES : Demonstrate understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Perform clinical nursing practice in accordance with the scope of primary health care facility. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele).
ENQUIRIES FOR ATTENTION : Ms N.C. Nhlangothi, Tel. No: (012) 841- 8300
CLOSING DATE : Ms. Victoria Skosana
 22 August 2008

POST 32/117 : **SENIOR PHARMACIST REF NO: 70052951**
 Directorate: Pharmacy

SALARY : R145 920 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : B. Pharm or Dip. Pharm. Registration as Pharmacist with SA Pharmacy Council. Good communication, interpersonal and training skills. Computer literacy. A Driver's licence will be a recommendation.
DUTIES : Dispense and keep surveillance on medicine consumption in the pharmacy. Supervise, co-ordinate and manage all activities of the department. Support pharmacy manager in effective administration of the pharmacy department. Co-ordinate the implementation and adherence to GPP, GMP, DSM, and Sop's project and participate in the in-service and formal training needs of the department. Produce relevant reports. Registration as a tutor. Assist with on-call and after hours duties. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.
ENQUIRIES : Ms M.P Landsberg, Tel No: (012) 380 1249
CLOSING DATE : 25 August 2008

POST 32/118 : **PRINCIPAL DIETICIAN REF NO: 70052953**
 Directorate: ARV Unit

SALARY : R145 920 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : BSc in Dietetics. Registration with the relevant Health Professions Council. Knowledge of Nutrition for people with HIV / AIDS and TB and skills in nutrition assessment and research methods. Computer literacy. Knowledge in monitoring and evaluation of the programme.

DUTIES : Compile reports. Training and communications skills. Knowledge about the Integrated Nutrition Programme. Nutrition counseling and support for HIV / AIDS and TB patients with emphasis on nutrition assessment, recording, interpretation assessments. Ensure that the site has adequate supplies of supplements. Monitor and evaluate the implementation of the programme. Liaise with other staff members responsible for implementation of the ART plan. Collaborate with District and Central Office and provide monthly reports. Submit monthly statistics on Nutrition. Work hand in hand with Social Workers to address social issues. Ensure availability of supplies at VCT sites and clinics. Driver's licence will be a recommendation.

ENQUIRIES : Mr R J Sinthumule, Tel No: (012) 380 1392
CLOSING DATE : 25 August 2008

POST 32/119 : **SENIOR MEDICAL SCIENTIST REF NO: 70052893**

SALARY : R145 920 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : BSc Hons degree in Human Physiology / Reproduction, currently completing or upon completion of an Msc degree. Proven experiences in various cell-associated laboratory techniques, equipment and quality control measures. Knowledge of cell-physiology, reproduction and sexual transmitted infections.

DUTIES : Participate in all assisted reproduction procedures (in spermatology and embryology). Manage and supervise photo library data-images, record keeping and maintenance of equipment. Manage the quality control procedures and inventory control of specific laboratories with the relevant SOP's. Supervise / manage all laboratory activities with due consideration to biological, mechanical and chemical safety precautions. Initiate and participate actively in various research projects.

ENQUIRIES : Dr C. Huyser, Tel No: (012) 354- 2067/2208
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 18 August 2008

POST 32/120 : **CHIEF RADIOGRAPHER REF NO: 70052794**
Directorate: Nuclear Medicine

SALARY : R145 920 – 169 410 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Bachelor Degree or National Diploma in Nuclear Medicine. Registration with HPCSA as a Nuclear medicine Radiographer. Nuclear Medicine experience will be an advantage.

DUTIES : Preparation and administration of radiopharmaceutical. Direct patient contact. Plans, schedule, assign and co-ordinate day to day work of radiographers. Assist in developing quality control procedures and instruct other radiography personnel on technical aspects of their routine use. Assist in clinical teaching, evaluation of students performance and oversee the work of both staff and student radiographers. Promote radiation safety. Promote and adhere to Batho Pele Principles.

ENQUIRIES : Mr MP Mthimkulu, Tel No: (011) 933 – 8502/ 9885
CLOSING DATE : 19 August 2008

POST 32/121 : **CHIEF OCCUPATIONAL THERAPIST (2 POSTS) REF NO: 70052930**
Directorate: Allied Services

SALARY : R145 920 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Tertiary qualification in Occupational Therapy. Registration with the Health Professions Council of South Africa as Occupational Therapist. 5 years management and clinical experience. Knowledge and implementation of appropriate legislation e.g. National Health plan.

DUTIES : Render and manage, and contribute to the planning of Occupational Therapy services that complies with the norms and standards as indicated by the Health Policies. Implement sectional and provincial quality assurance measures in section and contribute to the maintenance of provincial quality assurance programmes. Plan and implement all aspects of financial management as indicated in sectional guidelines and government policies. Formulate and review

sectional strategies and contribute to the formulate provincial strategies. Participate in and initiate continuous professional development and facilitate that of subordinates according to the regulations of the Health Professions Council of South Africa. Manage allocated human resources, including supervision and performance appraisal, according to regulations of the Department, Public Service and HPCSA. all aspects of financial as indicated in sectional guidelines and government policies. Formulate and review sectional strategies and contribute to formulate provincial strategies.

ENQUIRIES : Mrs R Best, Tel No: (012) 521 5896
CLOSING DATE : 19 August 2008

POST 32/122 : **SENIOR STATE ACCOUNTANT (EXPENDITURE) REF NO: 70052927**
 Directorate: Finance

SALARY : R145 920 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : National Diploma or equivalent qualification in Finance or Grade 12 with 5 years financial experience. Knowledge of Public Finance Management Act (1999), Treasury Regulations, computer literacy (Ms Word, Excel, Outlook and Power Point). Good communication (written & verbal). Sound knowledge of BAS, MEDICOM, PERSAL & SAP. Leadership skills, management skills, good interpersonal skills, creative, self driven and result orientated.

DUTIES : Ensure timely payment of all suppliers. Ensure aligned expenditure with allocated budget. Ensure implementation of recommendation by AG and Internal Control. Timely submission of reports – Assets and Liabilities, cashflow and accruals, reconciliations.

ENQUIRIES : Mrs FL Kuypers, Tel No: (012) 529 3575
CLOSING DATE : 19 August 2008

POST 32/123 : **SENIOR RENAL CLINICAL TECHNOLOGIST REF NO: 70053018**
 Directorate: Allied

SALARY : R117 501 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : An appropriate B. Tech Degree in Nephrology. Registration with the Health Professional Council of South Africa. Reasonable amount of working experience in a supervisory or management position. Good leadership, communication and interpersonal relations skills are essential.

DUTIES : Perform all administrative, Diagnostic and Therapeutic procedures in the Nephrology department. Preparation of suitable equipment to perform specialized procedures. Supervision of junior staff, management of budget and all other resources. Evaluate PMDS. Control stock.

ENQUIRIES : Ms S. D. Naicker, Tel No: (011) 489 0652
CLOSING DATE : 25 August 2008

POST 32/124 : **DIETICIAN REF NO: 70052939**
 Directorate: Dietetics

SALARY : R117 501 – 136 419 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Appropriate tertiary qualification. Appropriate professional registration with the HPCSA. Experience, knowledge and a special interest in HIV / AIDS/ STI/ TB. Computer literacy and report writing skills. Skills in nutritional assessments, research methods and monitoring and evaluation of the programmes.

DUTIES : Function in a multi - disciplinary team and as a team member of the existing dietary structure to provide a comprehensive care to clients. Nutrition counselling and support. Ensure adequate supplies of supplements. Monitor and evaluate the implementation of the programme. Compile reports and statistics. Attend relevant meetings and training opportunities.

ENQUIRIES : Ms R Aphiri, Tel (011) 321 6205
CLOSING DATE : 26 August 2008

POST 32/125 : **PROFESSIONAL NURSE GRADE1 SPECIALTY NURSING: (30 POSTS)**
THEATRE (10 POSTS) REF NO: 70052875
ADULT ICU (8 POSTS) REF NO : 70052928
NEONATAL UNIT (6 POSTS) REF NO: 70052929

LABOUR WARD (6 POSTS) REF NO : 70052931

Directorate: Nursing Services

SALARY : R177 318 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Registration with the South African Nursing Council in General Nursing & Midwifery and the appropriate post basic qualification as listed. Must have skills and competencies required to function in a specified speciality. Manage resources and assets allocated to area of responsibility. Communication skills.

DUTIES : Render quality patient care as prescribed in the scope of practice for the relevant speciality. Engage actively in capacity building programmes for self and others. Participate in research to come up with new strategies and interventions to improve quality of patient / customer care.

ENQUIRIES : Mrs F Kuypers, Tel No: (012) 529 3873
CLOSING DATE : 19 August 2008

POST 32/126 : **PROFESSIONAL NURSE GRADE I: GENERAL (40 POSTS) REF NO: 70052932**
Directorate: Nursing Services

SALARY : R117 522 per annum (plus benefits)
CENTRE : George Mukhari Hospital
REQUIREMENTS : Registration with the South African Nursing Council as a General Nurse and Midwife. Must be prepared to work shifts. Have required competencies as a Professional Nurse. Must be sensitive to patients needs.

DUTIES : Render Nursing Care in General Wards. Implement Policies and Protocols developed for the specific areas to ensure Quality Patient Care. Observe all principles related to Best Practices of Nursing e.g. Patient Rights Charter. Participate actively in staff development activities. Assist the unit in maintaining accreditation standards.

ENQUIRIES : Mrs F. Kuypers, Tel No: (012) 529 3873
CLOSING DATE : 19 August 2008

POST 32/127 : **SENIOR RADIOGRAPHER REF NO: 700952954**
Directorate: Radiographer

SALARY : R117 501 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Degree or Diploma Diagnostic Radiography. Registration with HPCSA. At least 3 years experience as a qualified Radiographer. Driver's licence will be a recommendation.

DUTIES : Compulsory 24 hour service roster (i.e. shift worker) and high quality patient care. Basic conventional radiography and involvement in general management aspects of Radiography Department as well as Administration duties. Good interpersonal skills and knowledge of management aspects will be highly regarded. Supervision and training of students.

ENQUIRIES : Ms Olga Ballot, Tel No: (012) 380 1252
CLOSING DATE : 25 August 2008

POST 32/128 : **OCCUPATIONAL THERAPY REF NO: 70052923**
Directorate: Occupational Therapy

SALARY : R117 501 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : Degree in Occupational Therapy. Registration at relevant HPCSA. Previous experience in Psychiatry.

DUTIES : To provide an Occupational Therapy service to acute, chronic and forensic psychiatric patients. To assist the clinical training of students. Work with a multi discipline team. To execute administrative tasks relating to patient care. General administrative duties.

ENQUIRIES : Mrs H Beetge Tel No: (012) 319 9780
CLOSING DATE : 22 August 2008

<u>POST 32/129</u>	:	<u>POST BASIC PHARMACIST ASSISTANT REF NO: 70052924</u> Directorate: Pharmacy
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Post basic and basic level. Pharmacist assistant courses. Registration with relevant HPCSA as a Pharmacist assistant. 2 years experience as a post Basic Pharmacy Assistant.
<u>DUTIES</u>	:	Under direct supervision of a pharmacist. Issuing of medication to wards/patients. Measuring and distribution of stock to wards/patients. Receive, read and check prescriptions for legality, authenticity and validity. Preparing labels. Distribute and or issue of pharmacy products. Counseling of patients.
<u>ENQUIRIES</u>	:	Ms K. Biggs Tel No: (012) 319 9640
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/130</u>	:	<u>SENIOR ACCOUNTING CLERK REF NO: 70052962</u> Directorate: Accounts
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 5 years financial experience or tertiary qualification with three year experience. Good knowledge of financial systems e.g. BAS, PERSAL, Delegations, PFMA, DORA and Treasury Regulations. Computer literacy, good written and verbal communication skills. Ability to work under pressure and independently.
<u>DUTIES</u>	:	Preparing of journal and financial statements. Assistance with budget preparation and monitoring. Monitor and implement compliance to internal control and operation procedures. Manage all financial related queries, ensure proper record keeping and monitoring of assets register. Compile sundry payments on BAS. Daily follow up of payments on BAS. Supervise Material Recording Clerks, requesting monthly income and expenditure report from BAS. Reconciliation of transversal system.
<u>ENQUIRIES</u>	:	Ms Eva Mokonyane, Tel. No: (012) 354-6219
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/131</u>	:	<u>PHARMACY ASSISTANT: POST BASIC REF NO: 70052959</u> Directorate: Pharmacy
<u>SALARY</u>	:	R94 326-109 515 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent. Registration with the SAPC and 2-3 years working experience. Good communication skills and team work.
<u>DUTIES</u>	:	Dispensing of prescriptions, packing of ward boxes and issuing of after hour cupboard. Pre-packing of tablets, ordering, receiving of stock and compounding.
<u>ENQUIRIES</u>	:	Ms I.S. Moabelo, Tel. No: (012) 841-8300
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/132</u>	:	<u>PROFESSIONAL NURSE (3 POSTS) REF NO: 70052787</u> Directorate: HAST
<u>SALARY</u>	:	R94 236 – 109 515 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	Standard 10 (Grade 12) certificate and Degree/ Diploma in nursing. Registration with SANC as a professional nurse. Completed internship. Knowledge/ experience of HIV/ AIDS, TB program will be an advantage.
<u>DUTIES</u>	:	Implementation of HAST Program. Implement provincial and national guidelines. Co-operate with other service providers. Compile monthly report and statistics. Provide support and management of the referral system for all HAST Department in managing affected patients and families for HAST Department (in hospital and community). Rotate through service points.
<u>ENQUIRIES</u>	:	Mr. N. Msibi, Tel No: (011) 933 - 9082
<u>CLOSING DATE</u>	:	19 August 2008

<u>POST 32/133</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: 70052933</u> Directorate: Allied Services
<u>SALARY</u>	:	R 94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Tertiary qualification in Occupational Therapy. Registration with the Health Professional Council of South Africa as Occupational Therapist. Knowledge of appropriate policies and legislation e.g. Patient Rights. Computer literacy
<u>DUTIES</u>	:	Render an Occupational Therapy service in allocated area of work that complies with norms and standards and standards as indicated by National Health Policies. Implement sectional and provincial quality assurance measures in own work. Implement all aspects of allocated financial management tasks as indicated in sectional guidelines and government policies. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate that of sub – ordinates in allocated area of work, according to the regulations of the health Professions Council. Manage allocated human resources, including supervision and performance appraisals according to the regulations. Supervise allocated students according to the agreement with tertiary training institutions and contribute to related training activities.
<u>ENQUIRIES</u>	:	Mrs M.M. Best, Tel No: (012) 521 5896
<u>CLOSING DATE</u>	:	19 August 2008
<u>POST 32/134</u>	:	<u>STAFF NURSE GRADE 1 (45 POSTS) REF NO: 70052934</u> Directorate: Nursing Services
<u>SALARY</u>	:	R77 505 per annum (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as a Staff Nurse. Experience is not an absolute requirement. Competencies to execute responsibilities in accordance with the scope of practice of Staff Nurse. Be able to observe ethical issues as well as Batho Pele Principles.
<u>DUTIES</u>	:	Carry out responsibilities in patient / client care in accordance with the scope of practice. Show appropriate competencies in daily interaction with patients. Assist in caring and maintaining equipment and resources allocated to use. Communicate and co –operate with other team members.
<u>ENQUIRIES</u>	:	Mrs .F. Kuypers, Tel No: (012) 529 3873
<u>CLOSING DATE</u>	:	19 August 2008
<u>POST 32/135</u>	:	<u>SENIOR AUXILIARY WORKER (TECHNICAL) REF NO: 70052961</u> Directorate: Auxiliary
<u>SALARY</u>	:	R68 955 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Grade 10 certificate or N2 qualification plus proven skills and knowledge. Good communication and interpersonal skills. Knowledge and skills in the following area: woodwork, metal work, painting and workshop equipment maintenance will be added advantage.
<u>DUTIES</u>	:	Assist Chief Industrial Technician with the manufacturing of assistive devices for disabled patients. General maintenance of the workshop equipment, ensure safekeeping of tools, equipment and parts. Perform general support duties and assist in repairs of items.
<u>ENQUIRIES</u>	:	Mr. J.P.M. Cronje, Tel. No: (012) 354-6030
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/136</u>	:	<u>ADMINISTRATION CLERK REF NO: 70052918</u> Directorate: Facility Management Unit
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Computer literate. Valid driver's licence. Recommendations: Experience in FMU environment.
<u>DUTIES</u>	:	Assessment of maintenance needs. Conducting building surveys. Administrative tasks related to FMU. Support to FMU office, relieving of other clerks. Daily

		communication with all stakeholders. Management of building plans. Management of building plans. Management of section's Inventory.
<u>ENQUIRIES</u>	:	Mrs E. Breet Tel No: (012) 319 9644
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/137</u>	:	<u>FINANCE CLERK REF NO: 70052919</u> Directorate: Facility Management Unit
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Computer literate. Valid driver's license. Recommendations: Relevant experience in Procurement (FMU). Knowledge of BAS and Basic Accounting.
<u>DUTIES</u>	:	Request quotations for projects or material as requested by managers. Do purchase requests. Process documents for submission to procurement/ finance. Vendor administration. Daily communication with all stakeholders. Support to FMU office. Relieving of other clerks. Up keeping of acts and regulations. Expenditure control for FMU.
<u>ENQUIRIES</u>	:	Mrs E Breet Tel No: (012) 319 9644
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/138</u>	:	<u>BILLING CLERK REF NO: 70052922</u> Directorate: Finance
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Computer Literate.
<u>DUTIES</u>	:	Liaise with medical Aids. Confirmation of Medical Benefits. Opening of new files. Ensure that relevant documents are received. Patient classification / re – classification. Tracing of outstanding accounts. Capturing of data on MEDICOM. Retrieving of information from MEDICOM. Drawing of reports. Daily billing of medical aid patients. Checking of ICD 10 codes on invoices. Knowledge of UPFS Tariffs and administrative procedure manual
<u>ENQUIRIES</u>	:	Mr Ngoepe Tel: (012) 319 9743
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/139</u>	:	<u>PROPERTY CARETAKER SUPERVISOR REF NO: 70052963</u> Directorate: Maintenance
<u>SALARY</u>	:	R54 879 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and previous experience as Property Caretaker. Good communication and interpersonal skills. Report writing skills and ability to work under pressure. Problem solving skills and be able to read and write.
<u>DUTIES</u>	:	Supervising general gardening, maintenance work and furniture removals. Operating gardening equipments, adhering to safety regulations where required and maintaining gardening equipments.
<u>ENQUIRIES</u>	:	Ms Eva Mokonyane, Tel. No: (012) 354-6030
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 32/140</u>	:	<u>ADMINISTRATION CLERK REF NO: 70052960</u> Directorate: Administration
<u>SALARY</u>	:	R54 879 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and computer literacy. Excellent communication and interpersonal skills. Ability to use office equipment (fax, telephone, photocopier). Ability to work under pressure, supervision and independently. Ability to cope with difficult situations/clients and stakeholders.
<u>DUTIES</u>	:	Office administration e.g. typing, filing, photocopying and faxing of documents. Handling incoming and outgoing calls. Minute taking, preparation of minutes and distribution thereof. Diary management, distribution of documents and carry out other duties as requested.
<u>ENQUIRIES</u>	:	Ms Eva Mokonyane, Tel. No: (012) 354-6219
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana

CLOSING DATE : 22 August 2008

POST 32/141 : **OCCUPATIONAL THERAPIST ASSISTANT REF NO: 70052935**
Directorate: Allied Services

SALARY : R54 879 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : HPCSA approved Occupational Therapy Assistant certificate. Registration with the Health Professions Council of South Africa as Occupational Therapist Assistant. Computer literacy. Knowledge of Patient's Right Charter

DUTIES : Render Occupational Therapy service in accordance to rules and regulations of the HPCSA. Contribute to service development in own area on request. Execute allocated management tasks in own area of work in line with sectional guidelines. Participate in continuous professional development according to the regulations of the Health Professions Council of South Africa. Participate in the clinical training of Occupational Therapists and Assistants. Contribute to policy formulation in the section as required.

ENQUIRIES : Mrs M.M. Best, Tel No: (012) 521 5896
CLOSING DATE : 19 August 2008

POST 32/142 : **PHARMACY ASSISTANT (4 POSTS) REF NO: 70052936**
Directorate:

SALARY : R54 879 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Grade 10 / 12 or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations and organisational skills.

DUTIES : Preparation for in –and outpatient prescriptions. Compounding of medicine and prepacking of tablets. Monitor stock levels and apply proper stock control methods. Unpacking of received stock. Ward services. Compiling of statistics. Maintain neat and systematic arrangement of stock.

ENQUIRIES : Ms V. Oladipupo, Tel No: (012) 529 3680
CLOSING DATE : 19 August 2008

POST 32/143 : **MATERIAL RECORDING CLERK REF NO: 70052941**
Directorate: Supply Chain Management

SALARY : R54 879 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification and appropriate experience in SCM. Knowledge of PAS 1 & 2, SAP system and MEDSAS will be essential. Computer literacy and good interpersonal relationship.

DUTIES : Request quotations from vendors. Compile documents for vetting committee. Create RLS01 ON sap system. Create requisitions on SAP system. Management of contracts. Make follow –ups with GSSC to create PO's on the created requisition. Completion of manual orders in an emergency cases. Create orders with Auckland park depot. Have a sound knowledge in filing. Attend to End User queries. Participate in stock taking. Be able to work under pressure. Be analytic and innovative in executing tasks as allocated.

ENQUIRIES : Mrs E. Binang, Tel No: (012) 529 3650
CLOSING DATE : 19 August 2008

POST 32/144 : **SPECIALISED AUXILLIARY WORKER (3 YEAR CONTRACT) REF NO: 70052678**
Directorate: ARV Unit

SALARY : R49 665 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Grade 12 with previous experience in a hospital pharmacy. Must register with the SA Pharmacy Council as a Pharmacist Assistant. To undergo the necessary training. Good communication skills and computer literacy.

DUTIES : Distribution, storage and issue of stock to wards and patients. Assist in manufacturing and pre-packing of pharmaceutical products. Ensure availability of drugs at all times according to procurement policies and stock control procedures. Ensure that all documentation, records and statistics are kept.

ENQUIRIES : Ms M P Landsberg, Tel: (012) 380 1249
CLOSING DATE : 25 August 2008

POST 32/145 : **PORTER REF NO: 70052882**
Directorate: Administration

SALARY : R47 787 per annum (plus benefits).
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 8-12 or Abet level 3. Able to read and write and be prepared to work shifts.

DUTIES : Rendering of transporting of patients from one place to another. Collecting of patients equipment / trolley / wheelchairs from various sections within the hospital. Assist the nursing staff with the transfer of patients to bed / trolleys or stretchers. Assist nursing personnel who brought in the transfers from various institutions. Transportation of the corpses from the wards and other sections to the mortuary. Clean wheelchairs / stretchers and trolleys. Change covers of the stretchers. Perform other duties or determine by the hospital in particular circumstances. Ensure health and safety of fellow members and members of Public. Ensure good and safe handling of patients.

ENQUIRIES : Mr MB Mokonyane, Tel No: (016) 428-7191
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 18 August 2008

POST 32/146 : **CLIENT INFORMATION CLERK (TELKOM OPERATOR) (3 POSTS) REF NO: 70052937**
Directorate: Dr George Mukhari Hospital

SALARY : R47 787 per annum (plus benefits)
CENTRE : Dr George Mukhari Hospital
REQUIREMENTS : Grade 10 / 12 qualification. Good customer service skills. Friendly, committed. Good communication and interpersonal skills. Ability to work on a switchboard. Serve about 1000 external clients. Must be able to work under pressure. Computer literacy.

DUTIES : Operate the telephone system on daily basis for the transfer of extensions and messages. Print telephone accounts. Keep a register of all telephone accounts. Report telephone faults. Keep daily registers of clients visiting the office. Successful candidates must be prepared to work shifts.

ENQUIRIES : Tina Pieterse, Tel No: (012) 529 3164
CLOSING DATE : 19 August 2008

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

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

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

OTHER POSTS

- POST 32/147** : **ASSISTANT MANAGER: BUDGET PLANNING (REF NO P 186/2008)**
- SALARY** : R217 482 per annum
- CENTRE** : Head Office, Pietermaritzburg (Chief Directorate: Implementation)
- REQUIREMENTS** : An appropriate recognized Bachelors Degree / National Diploma in Finance or Accounting; plus *A minimum of 3 years appropriate experience in the Financial Management environment; plus *A valid driver's licence (minimum code B). Knowledge, skills, training and competencies required: *Extensive knowledge of the financial prescripts of PFMA and Treasury Regulations. *Knowledge of advanced financial and analytical methodologies. *Knowledge of Labour Relations Act. *Knowledge of computer based information system. *Knowledge of Public Service regulatory framework. *Knowledge of Best Practices. *Knowledge of Practice Notes. *Knowledge of Provincial policy priorities. *Project Management skills – provide financial information for planning and decision making by studying past, present and anticipated financial conditions and recommending course of action. *Communication skills – prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information. Effective communication, negotiation and influencing skills. *Functional ability – maintaining accounting control, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure inquiries. *Coaching and developing people – ensure that staff is trained in financial practices and procedures. Improve Senior Management financial knowledge. *Computer skills – word processing packages (MS Word), spreadsheets (MS Excel) and presentation packages. *Statistical and financial system skills. *Report writing and general (academic) writing skills. *The ideal candidate should be a quick thinker – provide financial information for planning and decisions and recommending courses of action where tight deadlines apply – have the ability to think independently and work with a minimum amount of direct supervision and be an innovative thinker. He / she should also have problem solving skills, be a team

		player – contribute to team effort by accomplishing results as needed – and have the ability to communicate at a high level.
<u>DUTIES</u>	:	Co-ordinate the budgetary services, annual budget formulation, preparation of estimates, adjustments, consolidation and presentation of budget. *Implement accounting policies and procedures to ensure that the Branch: Operations compiles with the general recognized accounting processes. *Analyse and monitor the budgetary estimates and adjustments. *Develop internal control systems to minimize risk in the system. *Consolidate monthly management reports, appropriation accounts and financial statements and consolidate cash flow projections for the Branch and render support to the Deputy Manager.
<u>ENQUIRIES</u>	:	Mrs P Nkuku Tel no: 033 342 4082
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>CLOSING DATE</u>	:	22 August 2008
<u>NOTE</u>	:	It is the intension of this department to fill this post with a person from the disabled community or an African female
<u>POST 32/148</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (REF NO P196/2008)</u> Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Cost Centre, Hluhluwe
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree in Civil Engineering / National Diploma in Civil Engineering or equivalent qualification; plus * A minimum of 3 years appropriate experience, plus* A valid Code EB Driver's licence. Knowledge, Skills, Training and Competencies Required: * Knowledge of financial matters. * Knowledge of HR, planning, organising and construction management. * Project management skills. * Project management skills. * Conflict management skills. * Good negotiation and facilitation skills. * Computer literacy. * Good report writing skills. * Good public speaking skills. * Good organising management and leadership skills. * Ability to chair meetings. * The ideal candidate should be committed to, be a team builder, responsible, conscientious and lead by example. * He / she should also be receptive to ideas and suggestions, believe in fairness and have the ability to exercise tactfulness.
<u>DUTIES</u>	:	* Provide advice and assistance with regard to technical related matters to staff in order to develop and execute business plans in line with the departmental strategy. * Assist the Control Industrial Technician in so far as to manage the financial resources and utilization of various resources to stay within the budget. * Supervise / Manage materials and services efficiently (Quality Control). * Provide mentorship to the Vukuzakhe contractors as well as the in house teams. * Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
<u>ENQUIRIES</u>	:	Ms T K Maphumulo Tel No: 035 562 0261
<u>FOR ATTENTION</u>	:	Mr R Marillier
<u>CLOSING DATE</u>	:	22 August 2008
<u>NOTE</u>	:	It is the intension of this department to fill this post with a person from the disabled community or an African female.
<u>POST 32/149</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: ROAD DECLARATIONS & MAPPING (REF NO P197/2008)</u> Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Cost Centre, Hluhluwe
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree in Civil Engineering / National Diploma in Civil Engineering/Survey/Town Planning or post graduate qualification in GIS with GISSA/PLATTO registration; plus * A minimum of 3 years GIS experience. Knowledge, Skills, Training And Competencies Required: * Extensive knowledge of the Provincial Roads Act and Regulations. * Extensive knowledge of the Provincial Road System. * Extensive knowledge of Legislative Requirements for Assessment and declaration of Roads. * Skills in a variety of GIS programmes including Mapinfo, ArcGIS, ArcIMS and IDRISI. * Skills in managing document and content management systems. * Skills in managing Project Management systems. * Skills in managing Geo-databases. * Skills in

		special presentation and analysis. * Strategic capabilities and leadership skills. * Programme and project management skills. * Change and knowledge management skills. * Service delivery innovation. * Problem solving and analysis skills. * People management and empowerment skills. * Client orientation and customer focus. * Communication skills.
<u>DUTIES</u>	:	* Research and develop GIS policies, guidelines, procedures, norms and protocols aligned to the road network system and dissemination thereof. * Manage and maintain the Geo-database and Metadata, the process of collection, validation, capture, editing, archiving, analysis, retrieval, reporting and presentation of data that can be presented on a geographic platform or map. * Provide mentorship/advice/guidance/assistance with regard to the GIS and road network system to all users. * Ensure the establishment of spatial relationships between various transport role players and in planning and resource allocation. * Oversee the integration of activities of the primary information providers and efficient procurement of GIS systems and equipment. * Undertake the training, development and discipline of staff, dealing with all personnel related issues. * Monitor and evaluate the effectiveness of the GIS and road network system and keep abreast with latest technology.
<u>ENQUIRIES</u>	:	Mr B Acutt Tel No: 033 342 6738
<u>FOR ATTENTION</u>	:	Mr R Marillier
<u>CLOSING DATE</u>	:	22 August 2008
<u>NOTE</u>	:	It is the intension of this department to fill this post with a person from the disabled community or an African female.
<u>POST 32/150</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: TRAFFIC ENGINEERING AND GEOMETRIC DESIGN (2 POSTS) (REF NO P 188/2008)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A BSc Civil Engineering University Degree/ National Diploma in Civil Engineering plus, a minimum of 3 years appropriate post – graduate experience. A valid code B driver's licence (minimum Code B). Knowledge, Skills, Training And Competencies Required: *Extensive knowledge and expertise in Road Design, Road Planning, Construction and Maintenance of Roads. *Extensive knowledge of computerized packages e.g. MicroStation (CAD), inXpress (Road Design), Bill (Bill of Quantities), MS Office Suite, etc. *Extensive knowledge of road design principles (TRH17) & (G2 manual), specifications (COLTO) and procedures (Know – How Procedure Manual), Standard Details Drainage Manual, S.A.D.C. - R.T.S.M. (Southern African Community Road Traffic Signs Manual)etc. *Extensive knowledge of Road Acts and regulations, Departmental policies and Guidelines. *Extensive knowledge of Expropriation ordinances and applicable legislation. Advanced design, planning and execution skills. *Analytical ,thinking and problem solving skills. *Interpretation and application of policy ,i.e. technical, engineering, etc. *Advanced computer skills. *Well developed verbal and written communication skills including the ability to network. *Ability to solve Geometric Design / Expropriation related problems. *Ability to research and compile reports. *Motivation skills. *Leadership and management skills. *Ability to confidently interact with seniors and relevant role players. *Interpersonal relations. *Training skills. *Ability to chair meetings. *Decision making skills. *Policy analysis skills. *Conflict Management skills. *The ideal candidate must be committed to organizational objectives and strategies, have a demonstrated interest in technical, engineering and related fields, be an innovative thinker, be receptive to ideas and suggestions, accurate / correct, creative and a quality controller. *He or she must also be honest and have integrity, be open and transparent, reliable, punctual, have task duration awareness, and be conscientious, loyal and professional.
<u>DUTIES</u>	:	Design and preparation of working drawings for construction of new roads. *Checking and approval of designs submitted by internal and external customers. *Provide project management services to stakeholders. *Investigate the preparation of reports related to road designs. *Provide advice and training with regard to technical matters.
<u>ENQUIRIES</u>	:	Mr W Gorny Tel No: 033 3424082
<u>FOR ATTENTION</u>	:	Ms P B Gumede
<u>CLOSING DATE</u>	:	22 August 2008

<u>NOTE</u>	:	It is the intension of this department to fill this post with a person from the disabled community or an African female.
<u>POST 32/151</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: PROJECT INFORMATION SURVEY (REF NO P 184/2008)</u> Kindly note: This is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Regional Office: Ladysmith
<u>REQUIREMENTS</u>	:	*An appropriate recognised Bachelor's degree/national diploma Survey or Equivalent qualification * a minimum of 3 years' technical scientific experience. * A valid driver's licence (min.Code B). Knowledge, skills, training and competencies required: Knowledge, skills and competencies required: * extensive knowledge of the Roads Act and Regulations * extensive knowledge of the Provincial Road System * extensive knowledge of Land Survey Act of 1984 and all its amendments * extensive knowledge of the Geographical Information System * extensive knowledge of the Project Management Information System * skills in operating survey equipment and data loggers * operating GPS equipment including Leica, Trimble and Ashtec systems * skills in engineering survey computer software including Civil Designer and LOGGER * skills in specific computer software including SKI, Pathfinder Office and Ashtec solutions * skills in ArcGIS, GIS computer software * skills in managing Project Management Systems.The ideal candidate should be have perseverance, flexibility, enthusiasm, good interpersonal skills and also be reliable and innovative.
<u>DUTIES</u>	:	*manage the spatial information pertaining to the road network within the Region * ensure the analysis of information and presentation of data and information on maps and in reports in the GIS system * supervise and maintain the process of all collection, validation, capture, archiving, analysis, retrieval and reporting of data in the Project Management Information System * supervise and maintain the capturing and mapping of roads and features by Road Logging * ensure the effective utilisation of the resources within the section • provide support with regard to policy development, specifications and guidelines for the Project Management Information System and the Road Network Management.
<u>ENQUIRIES</u>	:	Mr S. Mthilal Tel. No. (036) 638 4400.
<u>FOR ATTENTION</u>	:	Ms N Khanyile
<u>CLOSING DATE</u>	:	18 August 2008
<u>NOTE</u>	:	It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female
<u>POST 32/152</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: EXPROPRIATION SERVICES (REF NO P 185/2008)</u> Kindly note: This is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Regional Office: Ladysmith
<u>REQUIREMENTS</u>	:	Degree/national diploma in Survey/Civil Engineering/Town Planning or equivalent qualification * minimum of 3 years' appropriate experience * a valid driver's licence (min. Code B). Knowledge, skills, training and competencies Required: Knowledge, skills and competencies required: * knowledge of the Provincial Roads Act and Regulations * knowledge of the Provincial Road System *expert knowledge of the KZN Land Administration Act * expert knowledge of the Expropriation Act * expert knowledge of Grants * expert knowledge of Deeds of Transfer * skills in a variety of GIS programmes including Mapinfo, ArcGIS, ArcIMS and IDRISI * skills in conversions of data and projection systems skills in *CAD and civil engineering software packages such as *Microstation, Civil Designer and Modelmaker * skills in the operation and extraction of property and ownership details in Aktex * skills in the formulation of policy, procedures and specifications * ability to manage time effectively * knowledge of best practices and the ability to customise such practices to suit local needs * ability to manage and deal with peers, staff, consultants, developers and public. The ideal candidate should be honest, reliable, innovative and be teamwork orientated.

DUTIES : *Develop expropriation policies, norms, protocols guidelines and research as well as obtain property information from the Surveyor-General and Deeds Office * provide support to all stakeholders regarding *expropriation matters and ensure the provision of notice plans for departmental infrastructure purposes * research expropriations and historical planning to enhance decision making regarding land identification for possible expropriation matters * monitor and check documentation on expropriation, notice and strip plans submitted by consulting engineers to ensure the departmental specifications and standards are maintained * ensure the effective and efficient utilisation of resources allocated to the Component.

ENQUIRIES : Mr B Acutt Tel. No. (033) 342 2272.

FOR ATTENTION : Ms N Khanyile

CLOSING DATE : 18 August 2008

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

POST 32/153 : **SENIOR GIS SPECIALIST: ROAD DECLARATIONS AND MAPPING (REF NO P187/2008)**
Kindly note that this is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R145 920 per annum

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : *An appropriate recognized Bachelor's Degree / National Diploma in Civil Engineering / Survey / Town Planning or a post graduate qualification in GIS with GISSA / PLATO Registration, plus a minimum of 3 years GIS experience. Knowledge, Skills, Training And Competencies Required: *Extensive knowledge of the Provincial Roads Act and Regulations. *Extensive knowledge of the Provincial Road System. *Extensive knowledge in the Legislative Requirements for Assessment and Declaration of Roads. *Extensive knowledge in the Legislative Requirements for the registering of Public Rights of Ways. *Skills in a variety of GIS programmes including MapInfo, ArcGIS, ArcIMS and IDRISI. *Skills in managing document and content management systems. *Skills in managing Project Management Systems. *The ideal candidate should have the ability to manage time effectively and have extensive knowledge of best practices and the ability to customize such practices to suit local needs. *He / she should also demonstrate understanding of societal implications of geo-information and systems.

DUTIES : *Research, develop and prepare reports / inputs for policies, procedures, norms, protocols and guidelines for Road Proclamations and the Registration of Public Right of Ways (PROW's). *Manage the registration and investigations of all Public Rights of Ways and supervise the preparation and compilation of the Road Proclamations, all according to the Roads Act and relevant Regulations for all the Department's Provincial roads. *Control, co-ordinate and maintain the process of collection, validation, capture, archiving, analysis, retrieval, reporting and presentation of data that can be presented on a geographic platform or map. *Ensure the correct application of information on the GIS system as well as adherence to policies and procedures relating to the road network system. *Manage and resolve queries with regard to the Registration of Public Right of Ways and supervise the Road Proclamation process. *Interact with various role players within the Department, Municipalities, Public sector, Private sector, etc. to monitor and ensure compliance to service standards. *Ensure proper utilization of resources to stay within the budget.

ENQUIRIES : Mr B Acutt Tel no: 033-342 6738

FOR ATTENTION : Mrs S M Nell

CLOSING DATE : 22 August 2008

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

POST 32/154 : **SENIOR INDUSTRIAL TECHNICIAN: GROUND SURVEY (6 POSTS)**

SALARY : R117 501 per annum

CENTRE : Empangeni Region
Cost Centre, Eshowe (REF. NO P 189/2008)
Cost Centre, Hluhluwe (Ref. No. P190/2008)

		Cost Centre, Ulundi (Ref. No. P191/2008)
		Regional Office, Empangeni (Ref. No. P192/2008)
		Regional Office, Ladysmith (Ref. No. P193/2008)
		Cost Centre, Dundee (Ref. No. P194/2008)
<u>REQUIREMENTS</u>	:	A Degree / National Diploma in Survey or equivalent qualification; plus a minimum of 1 year appropriate experience in the Survey environment; plus a valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of the Land Survey Act 8 of 1997 and amendments. *Knowledge of Technical Manual for Highway technical experts. *Knowledge of professional and technical survey requirements of all students. *Knowledge of geometric design specification. *Knowledge of Environment legislation. *Writing skills. *Communication skills. *Leadership skills. *Research skills. *Computer skills.
<u>DUTIES</u>	:	*Provide a survey service for construction and rehabilitation projects. *Set out basic calculations for the construction of roads and quarries. *Compile maps to plan and implement construction and rehabilitation projects, local road projects, road structures and quarries for the Cost Centre and its consults. *Provide support with road logging requirements and quarries, provincial declarations and de-declarations, district road network and information maintenance and encroachment applications and control. *Provide support in performing Global Positioning Systems services.
<u>ENQUIRIES</u>	:	Empangeni Region Mr L XK Mtambo Tel. No: 035-7871442 Ladysmith Region Mr S Mothilal Tel no: 036-6384400
<u>FOR ATTENTION</u>	:	Mrs S McCarthy
<u>CLOSING DATE</u>	:	22 August 2008
<u>NOTE</u>	:	it is the intention of the department to fill this post with a person from the disabled community or an African female. Kindly note that this is a re-advertisement, applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>POST 32/155</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN: PROJECT IMPLEMENTATION (REF NO P 195/2008)</u> Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Area Office, Jozini
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering / Surveying or equivalent qualification. *A minimum of 1 year appropriate experience; plus *A valid drivers license (minimum code B). knowledge, skills, training and competencies required: *Knowledge of Financial matters. *Knowledge of HR, planning and organizing, construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Good organization management and leadership skills. *Ability to chair meetings. *The ideal candidate should be a team builder, responsible, conscientious and lead by example. He / she should also be receptive to ideas and suggestions and believe in fairness.
<u>DUTIES</u>	:	Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. * Assessing projects for the business plan in line with Departmental objectives. *Ensure proper utilization of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessment, estimates, and workshop, adjudication and implementation of projects.
<u>ENQUIRIES</u>	:	Mrs T K Maphumulo Tel no: 035 – 562 0261
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>CLOSING DATE</u>	:	22 August 2008
<u>NOTE</u>	:	It is the intension of this department to fill this post with a person from the disabled community or an African female

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

The Department of Health and Social Development is an equal opportunity and Affirmative Action employer

- APPLICATIONS** : All applications should be addressed to: The Head of Department, Department of Health and Social Development, Private Bag x 9302, Polokwane, 0700
- CLOSING DATE** : 22 August 2008
- NOTE** : Applications are hereby invited from suitable qualified candidates for a vacant post. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. A successful candidate will be required to sign a Performance Management Agreement, subjected to security clearance as well as disclosure of financial interest.

MANAGEMENT ECHELON

- POST 32/156** : **SENIOR MANAGER 1 POST**
- SALARY** : R540 429 per annum [Inclusive flexible remuneration package]
- CENTRE** : Mankweng Hospital Campus
- REQUIREMENTS** : Qualifications and Competencies: An appropriate Bachelor's Degree or Diploma at NQF level 6 and experience in Management of Health services. Knowledge and Skills: National and Provincial policies and strategies. PFMA, Public Service Regulations, Batho pele principles, Tender Board Regulations and Budget Management. Policy Development and Formulation. Quality assurance within the Hospital context. Financial Management. Analytic/project evaluation. People management and empowerment. Empowerment and Skills Development Act. Human Resource Planning and Strategies. Computer literacy. Communication, Presentation, Mentoring, Coaching, Business and Report writing skills. Conflict resolution and the ability to transform the Hospitals. Client orientation and customer care.
- DUTIES** : Key performance areas: Improvement and maintenance of quality care. Managing the key performance areas of subordinates who include Professionals. Managing and supervising all activities and functions within the hospital regarding Patient Care Services, Financial, Human Resource, Logistics, Quality Assurance and Physical Facility management. Formulating, Developing and implementing the appropriate management system. Overall Hospital fraud and Risk management. Implementation of applicable delegations as approved from time to time. Efficient and effective utilisation of Human Resources and Material resources. Development and implementation of internal control measures. Actively participate in quality assurance and good governance programmes of the Hospital. Participate in all academic and clinical meetings and other duties as assigned by the General Manager.
- ENQUIRIES** : General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142, Mabila J/ Maselesele LM at 015 293 6126 during office hours.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT, ROADS AND PUBLIC WORKS**

The provincial administration of the Northern Cape is an equal opportunity, affirmative action employer.

<u>APPLICATIONS</u>	:	Forward your application with the relevant reference number, to the Head of Department, Department of Transport, Roads and Public Works, PO Box 3132 Kimberley 8300
<u>FOR ATTENTION</u>	:	Mrs R Dawood
<u>CLOSING DATE</u>	:	18 August 2008
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of ID and qualifications.

MANAGEMENT ECHELON

<u>POST 32/157</u>	:	<u>DIRECTOR: FINANCIAL MANAGEMENT REFERENCE NO: DTRPW 34/08</u>
<u>SALARY</u>	:	R540 429 per annum (All inclusive) (Three year contract appointment)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	B Com Degree with Accounting qualification and or RVQ13 (National Diploma) in Accounting. Five years relevant experience in public or private sector, Extensive relevant experience in the public sector financial management and accounting will therefore serve as a strong recommendation. Competencies: Knowledge of GAAP and GRAP, Public Services Laws and Regulations, Strategic Management, Public Finance Management Act, Treasury Regulations. Accounting skills, Organisational skills, Advanced computer literacy in particular spread sheets.
<u>DUTIES</u>	:	Assist in compiling and analyzing the budget as well as in controlling expenditure within the Department. As a Manager the incumbent will be responsible for the finances of the entire Department, including accountability for the following components: Management Accounting, Financial Accounting, and Supply Chain Management. The appointee will supervise the compilation of the annual financial statements and annual report of the Department. Ensuring that the Department comply with all the prescripts as stipulated in the PFMA and Treasury regulations, Be responsible for the monitoring, management and reporting of performance information.
<u>ENQUIRIES</u>	:	Ms R R Palm Tel. (053) 839 2103

OTHER POSTS

<u>POST 32/158</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REFERENCE NO: DTRPW 33/08</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R174 243 per annum R217 484 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Degree/National Diploma in Asset or Financial Management with three years relevant experience or ten years experience in government procurement Knowledge of departmental policies, procedures and Public Finance Management Act (PFMA) and Treasury Regulations. A valid driver's licence is a prerequisite. Knowledge of BAS would be an added advantage.
<u>DUTIES</u>	:	Key performance areas: The successful candidate will be responsible for the following: Rendering advice on all stores and asset related matters, Effective management of provisioning of stores and equipment and the compilation and submission of stock taking programmes. Management of asset and inventory registers for the department, Updating of registers as new purchases are received, handling of asset life cycle management and performing asset planning and budgeting. Perform monthly reconciliation of assets between BAS and the departmental register, Ensure that the department complies with the minimum requirements as requested by National Treasury for an asset register.
<u>ENQUIRIES</u>	:	Mr B Slingers Tel no: (053) 839 2221

<u>POST 32/159</u>	:	<u>ASSISTANT DIRECTOR: LOGISTIC MANAGEMENT REFERENCE NO: DTRPW 32/08</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R174 243 per annum R217 484 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Degree/National Diploma in Financial, Purchasing or Logistics Management with three years relevant experience or ten years experience in government procurement. Candidates should have knowledge of the, Budgeting and Expenditure Control, Public Finance Management Act (PFMA), Treasury Regulations and an understanding of the supply chain management principles. Computer literacy in MS word programmes. A valid driver's licence is a prerequisite. Knowledge of BAS would be an added advantage.
<u>DUTIES</u>	:	Key performance areas: The successful candidate will be responsible for the following: Setting of inventory levels, placing of orders; Manage the receiving and distribution of items Store/warehouse management, Manage the monitoring of vendor performance and stocktaking of all inventories; Put mechanisms in place to prevent theft, losses, wastage and misuse of assets, Manage the prompt payment of accounts to suppliers, Monthly reconciliation of creditors accounts, Compilation of monthly Procurement statistics, Monthly reporting on the status of all orders issued.
<u>ENQUIRIES</u>	:	Mr B Slingers Tel no: (053) 839 2221
<u>POST 32/160</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REFERENCE NO: DTRPW 22/08</u> Directorate: Land Transport
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognized Bachelor's degree or/and a diploma in Land Transport / Management. The successful candidate should be innovative, dynamic and have good communication skills. Basic computer literacy is compulsory. Valid Code 08 driver's licence is a requirement.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: The registration of all taxis associations (Operators, vehicles and routes), Verification of routes, Maintain a comprehensive registration data base (RAS), To regulate and formalize the taxi industry in the province. Monitor Compliance and non-Compliance of the Minimum Standard Constitution of Taxi Associations by registered associations and members, Providing training opportunities for public transport operators, Over see the restructuring of the taxi industry in the Province; including the economic empowerment of the taxi industry, Managing the taxi recapitalization project.
<u>ENQUIRIES</u>	:	Mr D Modise Tel. No.: (053) 839 2141

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
WESTERN CAPE EDUCATION DEPARTMENT**

The Western Cape Education Department (WCED) is an equal opportunity, affirmative action employer committed to effective and efficient service delivery. It is the intention to promote employment equity with the filling of these posts. An indication by applicants with regard to their group designation will expedite the processing of applications. Excess staff on the same level, will receive preference, if they meet the post requirements.



- APPLICATIONS** : Please forward your application, quoting the relevant post number, to: JobVest Response Handling, Private Bag X15, Tyger Valley 7536 or hand-deliver to: Jobvest, 5th Floor, 47 on Strand, Strand Street, Cape Town.
- CLOSING DATE** : 14 August 2008.
- NOTE** : Required documentation: Applications must be submitted on a duly completed application form (Z 83), which must be signed by the applicant. These forms are obtainable from any Public Service Department or the Client Services Walk-in Centre of the WCED Head Office. Important Note: The post number and/or the designation of the post must be indicated on the application form. The application form must be accompanied by an updated Curriculum Vitae with certified copies of all qualifications, together with full particulars of the applicant's identity document number, employment record, training, experience, knowledge and skills, as well as the names and telephone numbers of at least three persons, willing to act as referees. Failure to submit the requested documents/information will result in the application not being considered. Persons with disabilities are welcome to apply and an indication in this regard on the application form will be appreciated. No faxed, E-mailed, or late applications will be accepted or considered. Applicants are kindly reminded to make sufficient provision for the time that they will need to ensure that their application(s) is/are received by JobVest on or before closing date for the receipt of applications. CVs and supporting documents will not be returned. Note: It will also be expected of shortlisted candidates to be available for interviews on a date, time and place as determined by the WCED.

OTHER POSTS

- POST 32/161** : **ASSISTANT DIRECTOR: STRATEGY AND COMMUNICATION POST NO 58**
- SALARY** : R174 243 – R202 287 per annum plus benefits
- CENTRE** : Metro East, Kuilsriver
- REQUIREMENTS** : A recognised 3-year postmatric qualification with 5 years' relevant experience • management experience • research experience • ability to manage research, information systems, quality assurance, business planning and strategy processes • proficiency in two of the three official languages of the Province. Competencies: Knowledge of the following: • WCED systems • policy development • project co-ordination • development of operational plans • whole-school evaluation • system evaluation • communication strategy and procedures. Skills: • analytical thinking • interpretation of prescriptions • data capturing • computer literacy • numeric • organising and planning • report writing • written and verbal communication • liaison. Attributes: • responsible • systematic • innovative • focused • good human relations • self-motivated.
- DUTIES** : Perform all managerial tasks in the Strategy and Communication component at district level • manage policy issues • management of research and strategy development • management of staff • support operations, infrastructure planning and management processes • provide interface management and ICT services.
- ENQUIRIES** : Mr L Smit at (021) 900-7000
- POST 32/162** : **ASSISTANT DIRECTOR: STRATEGY AND COMMUNICATION POST NO 59**
- SALARY** : R174 243 – R202 287 per annum plus benefits
- CENTRE** : Metro North, Parow
- REQUIREMENTS** : •A recognised 3-year postmatric qualification with 5 years' relevant experience • management experience • research experience • ability to manage research,

		information systems, quality assurance, business planning and strategy processes • proficiency in two of the three official languages of the Province. Competencies: Knowledge of the following: • WCED systems • policy development • project co-ordination • development of operational plans • whole-school evaluation • system evaluation • communication strategy and procedures. Skills: • analytical thinking • interpretation of prescriptions • data capturing • computer literacy • numeric • organising and planning • report writing • written and verbal communication • liaison. Attributes: • responsible • systematic • innovative • focused • good human relations • self-motivated.
<u>DUTIES</u>	:	Perform all managerial tasks in the Strategy and Communication component at district level • manage policy issues • management of research and strategy development • management of staff • support operations, infrastructure planning and management processes • provide interface management and ICT services.
<u>ENQUIRIES</u>	:	Ms S Van Zyl at (021) 938-3000
<u>POST 32/163</u>	:	<u>ASSISTANT DIRECTOR: STRATEGY AND COMMUNICATION POST NO 60</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Overberg, Caledon
<u>REQUIREMENTS</u>	:	A recognised 3-year postmatric qualification with 5 years' relevant experience • management experience • research experience • ability to manage research, information systems, quality assurance, business planning and strategy processes • proficiency in two of the three official languages of the Province. Competencies: Knowledge of the following: • WCED systems • policy development • project co-ordination • development of operational plans • whole-school evaluation • system evaluation • communication strategy and procedures. Skills: • analytical thinking • interpretation of prescriptions • data capturing • computer literacy • numeric • organising and planning • report writing • written and verbal communication • liaison. Attributes: • responsible • systematic • innovative • focused • good human relations • self-motivated.
<u>DUTIES</u>	:	Perform all managerial tasks in the Strategy and Communication component at district level • manage policy issues • management of research and strategy development • management of staff • support operations, infrastructure planning and management processes • provide interface management and ICT services.
<u>ENQUIRIES</u>	:	Mr M Ndzuzo at (028) 514-1159
<u>POST 32/164</u>	:	<u>ASSISTANT DIRECTOR: SCM AND FINANCE (DISTRICT) POST NO 65</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Cape Winelands, Worcester
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification with 3 - 5 years' management experience. Competencies: Knowledge of: • advanced knowledge of Supply Chain Management • policy Development • project co-ordination • National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) • BBBEE • Accounting Officers System • treasury instructions • delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation • departmental policies and procedures • development of operational plans • financial systems • LOGIS • BAS • Hardcat • Sourcelink • LR and Public Service Legislation and procedures. Skills: • written and verbal communications • motivational • interpretation of prescriptions • organizational • planning • liaison • financial management • report writing • data capturing • analytical thinking • computer literacy • numerical skills. Attributes: • responsible • reliable • orderly • systematic • self-motivated • innovative • good human relations • remain calm under pressure • focused • disciplined • focussed on achieving targets.
<u>DUTIES</u>	:	Perform all the managerial tasks with regard to the component Finance & SCM at the district level • manage policy issues with regard to the functions of the components under his/her command • communicate on managerial level with regard to the functions of the component • perform and manage staff who perform the following functions: procurement of furniture and equipment • payment of leases • administer Sourcelink • stock take • payment of advances • payment of municipal accounts • payment of S & T claims • payment of all district own services.
<u>ENQUIRIES</u>	:	Mr D Robertson at (023) 348 4653

<u>POST 32/165</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE POST NO 66</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Metro East, Kuils River
<u>REQUIREMENTS</u>	:	A recognised 3-year postmatric qualification or a Senior Certificate with 5 years' relevant experience • management experience/exposure • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • interpretation of financial statements • financial systems • development of operational plans • national and provincial policies and procedures pertaining to financial compliance. Skills: • financial • analytical thinking • computer literacy • organising and planning • written and verbal communication skills. Personal attributes: • responsible • systematic • innovative • focussed • good human relations • self-motivated.
<u>DUTIES</u>	:	Monitor financial compliance of education institutions • perform all managerial tasks with regard to the Compliance component at district level • manage policy issues • manage the analysis of financial statements and expenditure patterns against the budget of educational institutions • provide management advice • manage staff.
<u>ENQUIRIES</u>	:	Mr L Smit at (021) 900-7000
<u>POST 32/166</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE POST NO 67</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Metro South, Mitchell's Plain
<u>REQUIREMENTS</u>	:	A recognised 3-year postmatric qualification or a Senior Certificate with 5 years' relevant experience • management experience/exposure • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • interpretation of financial statements • financial systems • development of operational plans • national and provincial policies and procedures pertaining to financial compliance. Skills: • financial • analytical thinking • computer literacy • organising and planning • written and verbal communication skills. Personal attributes: • responsible • systematic • innovative • focussed • good human relations • self-motivated.
<u>DUTIES</u>	:	Monitor financial compliance of education institutions • perform all managerial tasks with regard to the Compliance component at district level • manage policy issues • manage the analysis of financial statements and expenditure patterns against the budget of educational institutions • provide management advice • manage staff.
<u>ENQUIRIES</u>	:	Mr W Robertson at (021) 370-2000
<u>POST 32/167</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE POST NO 68</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Eden & Central Karoo, George
<u>REQUIREMENTS</u>	:	A recognised 3-year postmatric qualification or a Senior Certificate with 5 years' relevant experience • management experience/exposure • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • interpretation of financial statements • financial systems • development of operational plans • national and provincial policies and procedures pertaining to financial compliance. Skills: • financial • analytical thinking • computer literacy • organising and planning • written and verbal communication skills. Personal attributes: • responsible • systematic • innovative • focussed • good human relations • self-motivated.
<u>DUTIES</u>	:	Monitor financial compliance of education institutions • perform all managerial tasks with regard to the Compliance component at district level • manage policy issues • manage the analysis of financial statements and expenditure patterns against the budget of educational institutions • provide management advice • manage staff.
<u>ENQUIRIES</u>	:	Ms JE Maree at (044) 803-8311
<u>POST 32/168</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE POST NO 69</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Cape Winelands, Worcester

<u>REQUIREMENTS</u>	:	A recognised 3-year postmatric qualification or a Senior Certificate with 5 years' relevant experience • management experience/exposure • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • interpretation of financial statements • financial systems • development of operational plans • national and provincial policies and procedures pertaining to financial compliance. Skills: • financial • analytical thinking • computer literacy • organising and planning • written and verbal communication skills. Personal attributes: • responsible • systematic • innovative • focussed • good human relations • self-motivated.
<u>DUTIES</u>	:	Monitor financial compliance of education institutions • perform all managerial tasks with regard to the Compliance component at district level • manage policy issues • manage the analysis of financial statements and expenditure patterns against the budget of educational institutions • provide management advice • manage staff.
<u>ENQUIRIES</u>	:	Mr D Robertson at (023) 348 4653
<u>POST 32/169</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE & OFFICE SUPPORT POST NO 70</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Cape Winelands, Worcester
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification with 3 - 5 years' relevant experience. Competencies: Knowledge of: • WCED systems • departmental policies and procedures • development of operational plans • public service legislation and procedures. Skills: • written and verbal communications • motivational • interpretation of prescriptions • organisational • planning • liaison • report writing • analytical thinking • computer literacy. Personal attributes: • responsible • reliable • orderly • systematic • self-motivated • innovative • good human relations.
<u>DUTIES</u>	:	Perform all the managerial tasks with regard to the component HR and Office Support • manage policy issues with regard to the functions of the components under his/her command • communicate on managerial level with regard to the functions of the component • perform and manage staff who perform the following functions: perform a district skills development facilitation function (including DTC) • coordinate performance management issues in respect of public servants • manage GG and public transport at district • manage Learner Transport Schemes • provide a registry service (including messenger, driver and operator services) • provide a facilities logistical service (including reception, admin support, handyman, general assistant and food services) • render administrative advice to district management structures.
<u>ENQUIRIES</u>	:	Mr D Robertson at (023) 348-4653
<u>POST 32/170</u>	:	<u>DISTRICT COMMUNICATION OFFICER POST NO 61</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Metro East, Kuilsriver
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification with 1 year's relevant experience • proficiency in two of the three official languages of the Province. Competencies: Knowledge and experience of the following: • journalism • media production, publication, layout and design • graphic design • photography • structures within national and provincial departments • client service. Skills: • desk-top publishing • research • interviewing • planning • computer literacy • organising and planning • written and verbal communication. Attributes: • responsible • systematic • innovative • focused • good human relations • selfmotivated • ability to liaise at all levels • ability to work under pressure.
<u>DUTIES</u>	:	Provide communication and interface management services at district level • provide all facets of communication services, i.e. client services, editing, media, marketing and events.
<u>ENQUIRIES</u>	:	Mr L Smit at (021) 900-7000
<u>POST 32/171</u>	:	<u>DISTRICT COMMUNICATION OFFICER POST NO 62</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Cape Winelands Worcester

<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification with 1 year's relevant experience • proficiency in two of the three official languages of the Province. Competencies: Knowledge and experience of the following: • journalism • media production, publication, layout and design • graphic design • photography • structures within national and provincial departments • client service. Skills: • desk-top publishing • research • interviewing • planning • computer literacy • organising and planning • written and verbal communication. Attributes: • responsible • systematic • innovative • focused • good human relations • self motivated • ability to liaise at all levels • ability to work under pressure.
<u>DUTIES</u>	:	Provide communication and interface management services at district level • provide all facets of communication services, i.e. client services, editing, media, marketing and events.
<u>ENQUIRIES</u>	:	Mr D Robertson at (023) 348-4653
<u>POST 32/172</u>	:	<u>STATE ACCOUNTANT: COMPLIANCE POST NO 71</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Metro Central, Mowbray
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification or Senior Certificate with 3 years' relevant experience • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • interpretation of financial statements • financial systems • national and provincial policies and procedures pertaining to financial compliance. Skills: • financial • analytical thinking • computer literacy • organising and planning • written and verbal communication skills. Attributes: • responsible • systematic • innovative • focussed • good human relations • self motivated.
<u>DUTIES</u>	:	Monitor financial compliance of education institutions • analyse financial statements and expenditure patterns against the budget of educational institutions • verify compliance to national and provincial financial policies and procedures.
<u>ENQUIRIES</u>	:	Ms M Erasmus at (021) 659 4300
<u>POST 32/173</u>	:	<u>STATE ACCOUNTANT: COMPLIANCE POST NO 72</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Metro East, Kuilsriver
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification or Senior Certificate with 3 years' relevant experience • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • interpretation of financial statements • financial systems • national and provincial policies and procedures pertaining to financial compliance. Skills: • financial • analytical thinking • computer literacy • organising and planning • written and verbal communication skills. Attributes: • responsible • systematic • innovative • focussed • good human relations • selfmotivated.
<u>DUTIES</u>	:	Monitor financial compliance of education institutions • analyse financial statements and expenditure patterns against the budget of educational institutions • verify compliance to national and provincial financial policies and procedures.
<u>ENQUIRIES</u>	:	Mr L Smit at (021) 900 7000
<u>POST 32/174</u>	:	<u>LABOUR RELATIONS OFFICER POST NO 82</u>
<u>SALARY</u>	:	R145 920 - R169 410 per annum plus benefits
<u>CENTRE</u>	:	Metro Central, Mowbray
<u>REQUIREMENTS</u>	:	An appropriate 3-year postmatric qualification with 3 - 5 years' relevant experience. Competencies: Knowledge of: • advanced knowledge of HR and IR systems • policy development • departmental HR and IR policies and procedures • LR and Public Service Legislation and procedures. Skills: • written and verbal communications • motivational • interpretation of prescriptions • organisational • planning • liaison • report writing • capturing of data • analytical thinking • computer literacy • numerical skills. Attributes: • responsible • reliable • orderly • systematic • self-motivated • innovative • good human relations.
<u>DUTIES</u>	:	Misconduct: • manage the misconduct process • advice on investigations into allegations of misconduct • departmental representative at disciplinary hearings. Disputes: • manage the dispute procedure • advise on unfair labour practice •

		advise on issues relating to unfair dismissals, victimisation and discrimination. Grievances: Manage the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Training: Provision of training to School Governing Bodies and Principals.
<u>ENQUIRIES</u>	:	Ms M Erasmus at (021) 659 4300
<u>POST 32/175</u>	:	<u>LABOUR RELATIONS OFFICER POST NO 83</u>
<u>SALARY</u>	:	R145 920 - R169 410 per annum plus benefits
<u>CENTRE</u>	:	Metro East, Kuilsriver
<u>REQUIREMENTS</u>	:	An appropriate 3-year postmatric qualification with 3 - 5 years' relevant experience. Competencies: Knowledge of: • advanced knowledge of HR and IR systems • policy development • departmental HR and IR policies and procedures • LR and Public Service Legislation and procedures. Skills: • written and verbal communications • motivational • interpretation of prescriptions • organisational • planning • liaison • report writing • capturing of data • analytical thinking • computer literacy • numerical skills. Attributes: • responsible • reliable • orderly • systematic • self-motivated • innovative • good human relations.
<u>DUTIES</u>	:	Misconduct: • manage the misconduct process • advice on investigations into allegations of misconduct • departmental representative at disciplinary hearings. Disputes: • manage the dispute procedure • advise on unfair labour practice • advise on issues relating to unfair dismissals, victimisation and discrimination. Grievances: Manage the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Training: Provision of training to School Governing Bodies and Principals.
<u>ENQUIRIES</u>	:	Mr L Smit at (021) 900 7000
<u>POST 32/176</u>	:	<u>ADMIN DEVELOPMENT ADVISER POST NO 84</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Eden & Central Karoo, George
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification with 1 year's experience. Competencies: Knowledge of: • WCED systems • departmental policies and procedures in respect of Finance, Procurement, General Administration, Learner Administration and Physical Resource Administration • Whole School Evaluation System. Skills: • written and verbal communication skills • motivational • interpretation of prescriptions • organisational • planning • liaison • report writing • data capturing • analytical thinking • computer literacy • numerical skills. Attributes: • responsible • system thinking • reliable • orderly • systematic • self-motivated • innovative • good human relations.
<u>DUTIES</u>	:	Develop and support learning sites regarding the following administrative systems: Financial Administration; Provisioning Administration; Office Administration; Learner Administration; Physical Resource Administration • develop and support SGBs regarding the above-mentioned administrative functions • provide advice to learning sites regarding policies and the interpretation thereof • report on the development status of learning sites.
<u>ENQUIRIES</u>	:	Ms JE Maree at (044) 803 8311
<u>POST 32/177</u>	:	<u>ADMIN DEVELOPMENT ADVISER POST NO 85</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Overberg, Swellendam
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification with 1 year's experience. Competencies: Knowledge of: • WCED systems • departmental policies and procedures in respect of Finance, Procurement, General Administration, Learner Administration and Physical Resource Administration • Whole School Evaluation System. Skills: • written and verbal communication skills • motivational • interpretation of prescriptions • organisational • planning • liaison • report writing • data capturing • analytical thinking • computer literacy • numerical skills. Attributes: • responsible • system thinking • reliable • orderly • systematic • self-motivated • innovative • good human relations.
<u>DUTIES</u>	:	Develop and support learning sites regarding the following administrative systems: Financial Administration; Provisioning Administration; Office Administration; Learner Administration; Physical Resource Administration • develop and support SGBs regarding the above-mentioned administrative

		functions • provide advice to learning sites regarding policies and the interpretation thereof • report on the development status of learning sites. Mr M Ndzuza at (028) 514 1159
<u>ENQUIRIES</u>	:	
<u>POST 32/178</u>	:	<u>ADMIN DEVELOPMENT ADVISER POST NO 86</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Overberg, Hermanus/Grabouw
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification with 1 year's experience. Competencies: Knowledge of: • WCED systems • departmental policies and procedures in respect of Finance, Procurement, General Administration, Learner Administration and Physical Resource Administration • Whole School Evaluation System. Skills: • written and verbal communication skills • motivational • interpretation of prescriptions • organisational • planning • liaison • report writing • data capturing • analytical thinking • computer literacy • numerical skills. Attributes: • responsible • system thinking • reliable • orderly • systematic • self-motivated • innovative • good human relations.
<u>DUTIES</u>	:	Develop and support learning sites regarding the following administrative systems: Financial Administration; Provisioning Administration; Office Administration; Learner Administration; Physical Resource Administration • develop and support SGBs regarding the above-mentioned administrative functions • provide advice to learning sites regarding policies and the interpretation thereof • report on the development status of learning sites.
<u>ENQUIRIES</u>	:	Mr M Ndzuza at (028) 514 1159
<u>POST 32/179</u>	:	<u>ADMIN DEVELOPMENT ADVISER POST NO 87</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Overberg, Caledon
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification with 1 year's experience. Competencies: Knowledge of: • WCED systems • departmental policies and procedures in respect of Finance, Procurement, General Administration, Learner Administration and Physical Resource Administration • Whole School Evaluation System. Skills: • written and verbal communication skills • motivational • interpretation of prescriptions • organisational • planning • liaison • report writing • data capturing • analytical thinking • computer literacy • numerical skills. Attributes: • responsible • system thinking • reliable • orderly • systematic • self-motivated • innovative • good human relations.
<u>DUTIES</u>	:	Develop and support learning sites regarding the following administrative systems: Financial Administration; Provisioning Administration; Office Administration; Learner Administration; Physical Resource Administration • develop and support SGBs regarding the above-mentioned administrative functions • provide advice to learning sites regarding policies and the interpretation thereof • report on the development status of learning sites.
<u>ENQUIRIES</u>	:	Mr M Ndzuza at (028) 514 1159
<u>POST 32/180</u>	:	<u>INFRASTRUCTURE CO-ORDINATOR POST NO 63</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum plus benefits
<u>CENTRE</u>	:	Metro South, Mitchell's Plain
<u>REQUIREMENTS</u>	:	A recognised, appropriate 3-year post matric qualification plus 3 years' relevant experience • valid Code EB driver's licence • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • the building industry • financial management • property management • BAS (Basic Accounting System) • report writing • budget management. Skills: • technical skills • interpret and manipulate data • analytical thinking • conflict resolution • problem solving and facilitation • research • computer literacy • organising and planning • written and verbal communication. Attributes: • responsible • systematic • innovative • focused • good human relations • self motivated • liaison at all levels • ability to work under pressure.
<u>DUTIES</u>	:	Co-ordinate all Infrastructure aspects at District level • assist Educational Institutions with infrastructure plans • consolidate future infrastructure needs • investigate alternative solutions and options • assist with the prioritising and cost estimates of infrastructure requirements • formulate consolidated 5-year infrastructure plan for the District and monitor implementation.

<u>ENQUIRIES</u>	:	Mr W Robertson at (021) 370-2000
<u>POST 32/181</u>	:	<u>INFRASTRUCTURE CO-ORDINATOR POST NO 64</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum plus benefits
<u>CENTRE</u>	:	Overberg, Caledon
<u>REQUIREMENTS</u>	:	A recognised, appropriate 3-year postmatric qualification plus 3 years' relevant experience • valid Code EB driver's licence • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • the building industry • financial management • property management • BAS (Basic Accounting System) • report writing • budget management. Skills: • technical skills • interpret and manipulate data • analytical thinking • conflict resolution • problem solving and facilitation • research • computer literacy • organising and planning • written and verbal communication. Attributes: • responsible • systematic • innovative • focused • good human relations • self motivated • liaison at all levels • ability to work under pressure.
<u>DUTIES</u>	:	Co-ordinate all Infrastructure aspects at District level • assist Educational Institutions with infrastructure plans • consolidate future infrastructure needs • investigate alternative solutions and options • assist with the prioritising and cost estimates of infrastructure requirements • formulate consolidated 5-year infrastructure plan for the District and monitor implementation.
<u>ENQUIRIES</u>	:	Mr M Ndzuzo at (028) 514-1159
<u>POST 32/182</u>	:	<u>TRANSPORT CONTROL OFFICER POST NO 73</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum plus benefits
<u>CENTRE</u>	:	Overberg, Caledon
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year postmatric qualification plus 1 year's relevant experience or Senior Certificate plus 6 years' relevant experience • proficiency in two of the three official languages of the Province. Competencies: Knowledge of: • WCED circulars and policies • Department of Transport policies and procedures. Skills: • financial • computer literacy • organising and planning • written and verbal communication • interpretation of prescriptions. Attributes: • responsible • systematic • innovative • good human relations • self-motivated.]
<u>DUTIES</u>	:	Manage Government Garage (GG) and public transport issues within the district • administer, maintain and control the GG fleet • ensure that vehicles are roadworthy and parked securely • liaise with Government Motor Transport (GMT) for replacement vehicles • manage public transport on request • obtain quotations for accidental damages and obtain the relevant accident reports • verify transport logsheets, summarise and submit to GMT • check claims submitted by GMT • prepare estimated monthly expenditure and submit to management.
<u>ENQUIRIES</u>	:	Mr M Ndzuzo at (028) 514 1159
<u>POST 32/183</u>	:	<u>WORK SKILLS PROGRAMME DISTRICT CO-ORDINATOR POST NO 74</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum plus benefits
<u>CENTRE</u>	:	Metro East, Kuilsriver
<u>REQUIREMENTS</u>	:	An appropriate recognised 3-year postmatric qualification plus 1 year's relevant experience or a Senior Certificate plus 6 years' relevant experience • proficiency in two of the three official languages of the province. Competencies: Knowledge of: • Skills Development Act • National Skills Development Strategy • management of a budget and procurement procedures. Skills: • financial • computer literacy • organising and planning • written and verbal communication • negotiation. Attributes: • responsible • systematic • innovative • good human relations • self-motivated.
<u>DUTIES</u>	:	Co-ordinate and manage all skills development and training within the district • coordinate and manage sustainable and structured human resource development • draft and report on a medium-term skills development plan • manage and utilise budget • administer the management of training and procurement of training services • monitor and evaluate the skills development.
<u>ENQUIRIES</u>	:	Mr L Smit at (021) 900 7000.

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 32/184 : **REGIONAL ASSISTANT DIRECTOR: QUALITY OF CARE AND RISK MANAGEMENT**

SALARY : R217 482 per annum.
CENTRE : West Coast District Office, Malmesbury
REQUIREMENTS : An appropriate Tertiary Qualification in Health Sciences. Appropriate experience in Health Services. Registration with the appropriate Health Professional Council. Recommendations: A qualification in Health Management. Knowledge and experience of the principles quality assurance risk management, health and safety. Sound interpersonal, managerial and communication skills. Ability to function independently. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to capture and interpret relevant data.

DUTIES : Computer literacy in MS Office. Critical analytical and problem solving of skills. Co-ordinate and monitor quality assurance and risk management in the District. Monitor and improve consumer satisfaction in the District. Monitor and assist with technical quality of patient care. Co-ordinate and monitor occupational health and safety programmes in the District. Provide accurate information to hospital management. Develop risk management principles at the institution and monitor all aspects with regards to risk. Promote education and development of staff with respect to quality assurance and risk management. Co-ordinate and monitor standard of care. Develop procedures to enhance the quality of service delivery. Provide support to facility Quality Assurance managers and staff. Co-ordinate and monitor infection control and Occupational Health and Safety programmes in the District.

ENQUIRIES : Ms C Bester/Ms W Kamfer, tel. no. (022) 487-9211/9208.
APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr CJ Matshoza
CLOSING DATE : 22 August 2008

POST 32/185 : **CHIEF ADMINISTRATION CLERK**
(Central Karoo District)

SALARY : R 117 501 per annum.
CENTRE : Beaufort West Hospital, Beaufort West
REQUIREMENTS : Senior (or equivalent) Certificate plus appropriate human resource experience. Computer literacy. Proven supervisory skills and leadership abilities. The following will serve as recommendations: Ability to work accurately under pressure and meet deadlines. Ability to function as part of a team as well as independently. Ability to communicate verbally and in writing in two of the three languages of the Western Cape. Ability to handle conflict situations and to maintain confidentiality.

DUTIES : Responsible for computerised Personnel Administration, inter alia: Approval on Persal and other personnel transactions. Handling of establishment matters. Handling of motivations and advertising of posts. Arranging interviews and induction programmes. Assist with personnel budget. Handling of job descriptions. Handling of Staff Performance Management Systems. Handling of Pension Administration. Administering of Conditions of Service. Administration of IOD and occupation diseases. Administer all subsidy matters. Responsible for exit interviews. Act in advisory capacity to hospital management and staff. Management of staff in the section regarding policies, legislation, training, Staff Performance Management System (SPMS) and solving problem queries. Supervision and control of the following support services: Kitchen, Laundry, Linen, Nurses Home, and Driver. Assist with facilitation and co-ordination of all

skills development initiatives within the District and attendance of all relevant meetings. Implementation of disciplinary and grievance procedures as well as assisting with the relevant Labour Relations matters. Support to Hospital Secretary.

ENQUIRIES : Ms M Bothma, tel.no. (023) 414-8200
APPLICATIONS : The District Manager: Eden District, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 5 September 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.

APPLICATIONS : 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, 2nd Floor, Room 2-11.
FOR ATTENTION : Mr B Damons
CLOSING DATE : 22 August 2008
NOTE : 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.

OTHER POSTS

POST 32/186 : **LOCAL GOVERNMENT ECONOMIC ANALYST REF NO.: WCPT 21/01/08**
 Chief Directorate Public Policy Services
 Directorate Economic Analysis

SALARY : R174 243 per annum In addition to the salary mentioned, this post offers competitive benefits, which include an annual service bonus, conditional homeowners allowance, pension and medical subsidies.

CENTRE : Cape Town
REQUIREMENTS : Minimum Qualification requirements and experience: • Bachelors Degree in Economics • Experience in the economic research will be an added advantage. Required skills and competencies: • Knowledge of micro and macro economic theory • Knowledge of socio-economic economic trends at provincial and local government level • Ability to carry-out economic research • Sound econometrics skills • Ability to work with Eviews and Stata • A strong ability to write reports and present findings • Good liaison skills.

DUTIES : Key duties: Conduct research and compile reports on socio-economic conditions at local government level • Compile assessment reports for local government MTEC processes • Assist with research at provincial government level • Respond to queries from local government stakeholders • Maintain records and reports related to the work • Present research findings at various forums.

ENQUIRIES : Ms W Mapira ☎ Tel. 021 483-6007