



DATE OF ISSUE: 15 AUGUST 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 33 OF 2008

1. Introduction

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

2. Directions to candidates

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

3. Directions to Departments/Provincial Administrations/Components

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

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

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

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **15 SEPTEMBER 2008**

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DEPARTMENT OF AGRICULTURE

It is the Departments intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

NOTE

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

MANAGEMENT ECHELON**POST 33/01**

- : **CHIEF OPERATING OFFICER (REF 363 /2008)**
Please take note that this is a re-advertisement. All candidates who previously applied for this position do not need to re- apply. All short-listed candidates will be subjected to a competency assessment.

SALARY

- : Remuneration Package of R 770 823 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules.

**CENTRE
REQUIREMENTS**

- : Chief Operating Office, Pretoria
: The successful candidate must be in possession of a post graduate level qualification in an agricultural, management or administrative discipline with extensive management experience at a high level. Envisaged for appointment to this top management position is a dynamic, self-motivated individual with an ability to focus on detail, yet think laterally. The appointee will be a strategic manager, an effective negotiator and a leader in a large institution, dealing with national, regional and international agricultural issues. Competencies and skills required: Broad knowledge of agricultural development issues; Broad knowledge of Government development objectives; Proven leadership and management skills; Advanced strategic management skills. Proven project management skills; Advanced policy development and analysis skills; High-level negotiation skills; Well-developed analytical and problem solving skills; Good communication skills (verbal and written); Interpersonal Skills; Extensive computer user knowledge and experience. Ability to work under pressure, Once appointed to the post, the individual will need to demonstrate a high degree of autonomy in problem solving, expert in good governance analysis, design of solutions, decision making, communication, organisational and management skills on a strategic leadership level. The successful candidate must enter into a performance agreement and sign an employee contract.

DUTIES

- : Key responsibilities: The successful candidate will provide leadership and high-level strategic direction. Formulate strategic frameworks, the monitoring of implementation thereof as well as ensuring service delivery in the areas of functional responsibility. Formulate and design strategic frameworks, norms and standards for implementation of departmental and sectoral Corporate and Co-operative Governance systems. Design and implement systems that ensure that the department plays its role in supporting the Ministry in exercising over-sight responsibilities over agricultural public entities. Manage and direct DoA Operations and report on intergovernmental, interdepartmental and provincial interaction. Undertake efficient budgeting and expenditure control on allocated resources. Innovate and initiate legislation and other processes to give effect to

departmental policy. Participate in DEXCO, management meetings and other policy discussions. Be responsible for generic management duties.

ENQUIRIES : Ms. N. Nduli, Tel. Nr. (012) 319- 7219/6690

APPLICATIONS : Director-General, Department of Agriculture, Directorate: Human Resources Management, Private Bag X250, Pretoria, 0001

FOR ATTENTION : Mr S. Mahlangu, Room: F-GF-05, Agriculture Place

CLOSING DATE : 25 August 2008

OTHER POSTS

POST 33/02 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF 349/2008)**
Directorate: Supply Chain Management

SALARY : All inclusive package of R407 745 per annum

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must be in possession of an appropriate three year degree/diploma in Public Administration coupled with relevant experience in Supply Chain Management/LOGIS or Grade 12 certificate on salary level 11 with extensive appropriate experience in supply Chain Management/LOGIS. Sound administration of provisioning and procurement management in accordance with strategies, policies and applicable legislation including the Public Finance Management Act, 1999 (Act No. 1 of 1999). Excellent writing and verbal communication skills. Ability to motivate people. Good computer skills. Valid driver's licence. Successful completion of LOGIS I or II and LOGIS System Controller Course.

DUTIES : The incumbent will be responsible for management of the Logistical Management System that include amongst other the following: Codification of items, setting of management of inventory levels by ensuring the concept of just-in-time delivery, placing of orders, receiving and distribution, stores/warehouse management, vendor performance, monitoring of financial expenditure, SCOA codes, contract management and payment of suppliers etc. Management and control of assets that include amongst other the following: Management of the assets lifecycle, that includes planning, acquisition, operation and maintenance, disposal of assets, determining and controlling the assets lifecycle costs, namely capital costs and recurring costs, determining the following aspects of asset management: Needs analysis, economic appraisal, planning, budgeting, pricing, acquisition and disposal, recording, valuation and reporting, management in use, determining and maintenance of an asset register that complies with Generally Recognised Accounting Practice (GRAP), disclose of each class of asset recognised in the annual financial statements that include amongst other the following: Additions, disposal, acquisitions through joint ventures, depreciation, other movements, Monitoring of Supply Chain Performance that include amongst other the following: Achievement of goals, compliance to norms and standards, savings generated, stores efficiency, cost variance per item, contract breach etc. cost efficiency of procurement process, whether supply chain objectives are consistent with Government's broader policy focus, that the reduction of regional economic disparities is promoted. Risk management. Identify and report analysed risks with regard to Supply Chain Management that includes the monitoring of all procurement non-compliance within the Department e.g. unauthorised, irregular, wasteful and fruitless expenditure. Procurement fraud. Investigate and report all procurement related fraudulent cases within the Department.

ENQUIRIES : Mr R.K. Danster, Tel. 012-319-7349

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

FOR ATTENTION : URS Response Handling except for Ref 363/2008

CLOSING DATE : 29 August 2008

POST 33/03 : **PRINCIPAL ECONOMIST (REF 353/2008)**
Directorate: Production and Resources Economics

SALARY : All inclusive package of R407 745 per annum

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must be in possession of an appropriate Bachelor's degree majoring in Economics with further specialisation in environmental or resource economics (you are required to furnish a credit certificate or statement of results). Appropriate experience in applied agricultural economics analysis. Knowledge and experience in the use of methodologies in agricultural economic

		analysis and related computer programmes. Good written and verbal communication skills. Valid code B driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to head and lead a division responsible for economic research and advice on the availability, distribution, utilisation, quality, productivity and remuneration of agricultural resources (land, water, human resources, capital and intermediate inputs). Give direction and co-ordinate the development of the annual work plan of the sub-directorate. Overall supervision of the execution and quality of the work and final reports of the division. Co-ordination of the establishment and implementation of national standards (e.g. database, methodologies, and analytical tools) in the division's field of responsibility. Overall management of contracting of outside agricultural economic services of the division. Stay abreast of national and international developments in the division's field of responsibility. Establishment and maintenance of a national and international network for liaison and co-operation with similar analysis institutions. External representation of the directorate/department. Responsible for the personnel and financial management of the division. Submission of prescribed progress reports.
<u>ENQUIRIES</u>	:	Mr Daan du Toit, Tel. 012-319-8088
<u>APPLICATIONS</u>	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling except for Ref 363/2008
<u>CLOSING DATE</u>	:	29 August 2008
<u>NOTE</u>	:	If no suitable candidate with the required competencies and skills for the post can be found, the department will consider to appoint a candidate demonstrating to have the potential to attain the required competencies, on a development program on salary level 11 for a period of 12 months.
<u>POST 33/04</u>	:	<u>PRINCIPAL ECONOMIST (REF 352/2008)</u> Directorate: Production and Resources Economics
<u>SALARY</u>	:	All inclusive package of R407 745 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate Bachelor's degree majoring in Economics (you are required to furnish a credit certificate or statement of results). Appropriate experience in applied economics analysis. Knowledge and experience in the use of methodologies in economic analyses and related computer programmes. Good written and verbal communication skills.
<u>DUTIES</u>	:	The incumbent's responsibility will be to head and lead a sub-directorate involved in research and advice on the economic performance of the agricultural sector and its industries as well as the impact of the external environment on its performance. Giving direction and co-ordinate the development of the annual work plan of the sub-directorate. Overall supervision of the execution and quality of the work and final reports of the sub-directorate. Co-ordination of the establishment and implementation of national standards (e.g. information systems, methodologies, and analytical tools) in the sub-directorate's field of responsibility. Overall management of contracting of outside macro economic services for the sub-directorate. External representation of the directorate/department. Establishment and maintenance of a national and international network for liaison and co-operation with similar analysis institutions. Stay abreast of national and international development in the sub-directorate's field of responsibility. Responsible for the personnel and financial management of the sub-directorate. Submission of prescribed progress reports.
<u>ENQUIRIES</u>	:	Mr Daan du Toit, Tel. 012-319-8088
<u>APPLICATIONS</u>	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling except for Ref 363/2008
<u>CLOSING DATE</u>	:	29 August 2008
<u>NOTE</u>	:	If no suitable candidate with the required competencies and skills for the post can be found, the department will consider to appoint a candidate demonstrating to have the potential to attain the required competencies, on a development program on salary level 11 for a period of 12 months.
<u>POST 33/05</u>	:	<u>REGIONAL MANAGER (REF 356/2008)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	All inclusive package of R344 052 per annum

<u>CENTRE REQUIREMENTS</u>	:	OR Tambo International Airport (Johannesburg)
	:	The successful candidate must be in possession of an appropriate three year National diploma or BSc degree in Agriculture with at least one of the following major subjects: Horticulture, Agronomy, Plant Pathology, Entomology, Food Technology or Plant Genetics (you are required to furnish a credit certificate or statement of results). Sufficient technical experience with regard to the global trade environment, SPS,TBT,CBD principles, Plant Improvement Act, GMO Act, Agricultural Products Standard Act, Liquor Products Act, Agricultural Pests Act and other legislative Mandates. Experience of Management and generic administrative processes. A valid code B driver's licence and must be able to drive. Basic computer skills in MS Office software. Good communication, co-ordination, conflict management, problem solving and negotiation skills are essential.
<u>DUTIES</u>	:	The incumbent's responsibility will be to manage, harmonise and co-ordinate all aspects of the functional inspection discipline in the region namely plant health, plant genetics, agricultural products quality assurance and food safety in compliance with all relevant international obligation and responsibilities as well as the relevant national legislation. Manage the component with regard to the generic administrative processes related to personnel, finances, asset control, transport and infrastructure. Ensure that the regions inspections are in compliance with relevant international standards. Represent National Plant and Plant Production Inspection Services (NPPIS) on relevant committees and forums in the region. Compile Standard Operating Procedures (SOP's) for the relevant division and provide inputs towards legislation and policies. Member of the Broad Management of the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Holtzhausen, Tel. 012-319-6100
	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION CLOSING DATE</u>	:	URS Response Handling except for Ref 363/2008
	:	29 August 2008
<u>POST 33/06</u>	:	<u>CAMPUS MANAGER (REF 347/2008)</u> Directorate: Plant Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R217 482 per annum
	:	Stellenbosch
	:	The successful candidate must be in possession of a relevant B-degree or diploma majoring in administration and/or management (you are required to furnish a transcript of all subjects passed). The applicant must have relevant experience in the management of infrastructure and administration. Experience in minor and major capital works would add an advantage to the applicant. Experience of financial management, including compilation of budgets, personnel management, information management and transport is essential. Experience in project management will be an added advantage to the applicant. The ideal candidate should have excellent communication and people skills, proven ability to manage conflict, be computer literate and a creative thinker in a demanding environment. An understanding of applicable legislation relevant to this post will support the application. A code EB driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for the management of the unit Infrastructure Services with regard to administrative processes, personnel and finances. This will involve administrative support to the Directorate: Plant Health in Stellenbosch including records management, cleaning services, messenger services as well as other general administrative procedures. In terms of infrastructure services the candidate will compile needs assessment for infrastructure development at the quarantine station as well as regular maintenance of the infrastructure. Ensure regular liaison with relevant government departments in terms of infrastructure development and maintenance. The incumbent will also be responsible to manage the local transport, telecommunications and information technology that are in line with the departmental policies and prescripts. Sufficient support in terms of infrastructure will have to be provided at the Plant Quarantine Station, Stellenbosch. As an asset controller the candidate will be responsible for certain assets of the Directorate and the Department of agriculture.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N. Africander, Tel. 021-809-1600
	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION CLOSING DATE</u>	:	URS Response Handling except for Ref 363/2008
	:	29 August 2008
<u>NOTE</u>	:	Candidates will be required to deliver a presentation.

<u>POST 33/07</u>	:	<u>CHIEF PLANT HEALTH OFFICER (REF 348/2008)</u> Directorate: Plant Health
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate B.Sc. degree, B. Agric. degree with Zoology or Entomology as a major subject or a B.Sc. degree, B. Agric. degree or B.Sc. Agric. degree (you are required to furnish a credit certificate and/or statement of results) with appropriate relevant experience in conducting pest risk analysis for invertebrate pests. Extensive knowledge and understanding of: Invertebrate taxonomy, biology, pest mitigation/control programmes; Pest risk analysis; Plant quarantine related to international trade; Pest free areas/places/sites of production, and Import regulatory systems; The International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs), especially ISPMs 2 and 11 as well as The World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures; Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; Good interpersonal relations; Ability to work well under pressure.
<u>DUTIES</u>	:	The incumbent will be responsible to conduct pest risk analysis in the scientific field of Entomology: pest listing, pest risk assessment and pest risk management; Interpret, evaluate and implement International Standards for Phytosanitary Measures of the International Plant Protection Convention and phytosanitary legislation/ policies as well as relevant recommendations, including the Agricultural Pests Act, 1983 (Act No. 36 of 1983); Phytosanitary assessment, recommendations and advice on import interceptions; Evaluate and make recommendations on ISPMs, as drafted by the IPPC; Presentations at relevant forums.
<u>ENQUIRIES</u>	:	Mr J.H. Venter, Tel. 012-319-6384
<u>APPLICATIONS</u>	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling except for Ref 363/2008
<u>CLOSING DATE</u>	:	29 August 2008
<u>NOTE</u>	:	Candidates will be required to deliver a presentation.
<u>POST 33/08</u>	:	<u>EDITORIAL ASSISTANT (REF 357/2008)</u> Directorate: Agricultural Information Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a National diploma or degree with English as a major subject (you are required to furnish a credit certificate or statement of results). Experience in editing, translations, proofreading and compilation of publication material. Excellent language, editing and writing skills. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure, adhere to deadlines and work independently. Computer literacy.
<u>DUTIES</u>	:	The incumbent will be responsible for editing and proofreading of all departmental publication material. Compilation of publication material. Translation of documents and/or the outsourcing thereof. Coordinate departmental inputs for publication purposes.
<u>ENQUIRIES</u>	:	Ms M.A. Fourie, Tel. 012-319-7327
<u>APPLICATIONS</u>	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling except for Ref 363/2008
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/09</u>	:	<u>PROJECT CO-ORDINATOR (REF 351/2008)</u> Directorate: Land Settlement
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Potchefstroom
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate Bachelor's degree or equivalent qualification in Agricultural Sciences or related discipline plus appropriate experience. Valid driver's licence and must be prepared to travel. Must have a sound knowledge of project management and current land redistribution programmes and the ability to work under pressure. Excellent writing and verbal communication skills. Must be computer literate and have good human relations.

<u>DUTIES</u>	:	The incumbent's responsibility will be to assist and guide provinces in the planning and implementation of CASP and Agrarian reform programmes in the provinces through participation at relevant forums. Collection of data and updating of a database for CASP benefited projects and land reform projects. Monitor and evaluate CASP supported projects continuously. Coordinate agricultural support aimed at land reform beneficiaries. Investigate and report on Ministerial queries. Liaison with relevant stakeholders for the benefit of land reform beneficiaries.
<u>ENQUIRIES</u>	:	Mr L. Motlhabane, Tel. 018-384-6551
<u>APPLICATIONS</u>	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling except for Ref 363/2008
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/10</u>	:	<u>PRINCIPAL PLANT AND QUALITY CONTROL OFFICER (VARIETY CONTROL REGISTRATION OFFICER (REF 361/2008))</u> Directorate: Genetic Resources
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a B.Sc. degree or national diploma with specialisation in Botany, Horticulture or Agronomy or National diploma in Horticulture (you are required to furnish a credit certificate and/or statement of results). An understanding of Plant Taxonomy principles. Experience in botany, horticulture or plant variety evaluation related field. Practical experience of MS Office Suite. Good written and verbal communication skills. Good interpersonal skills. Must be in possession of a valid code EB driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to register applications submitted for Plant Breeders' Rights. Liaise with testing stations with regard to test and trials prescribed in terms of the Plant Breeders' Rights Act. Provide information to clients in connection with all aspects of registration and status of varieties. Update the Plant Breeders Right register. Maintain the South African PBR database. Compile information related to Plant Breeders'Rights applications for publication in the Plant Variety Journal.
<u>ENQUIRIES</u>	:	Ms N.C. Noluthando Netnou-Nkoana, Tel. 012-319-6366
<u>APPLICATIONS</u>	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling except for Ref 363/2008
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/11</u>	:	<u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (111 X POSTS) (REF 362/2008)</u> Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Port Elizabeth, East London, Uppington, Durban, Nelspruit, Johannesburg, Pretoria, Lanseria, Stellenbosch, Cape Town, City Deep, Beitbridge, Globblersbrug, Skilpadshek, Ramatlabama, Lebombo, Kopfontein, Oshoek, Golela, Vioolsdrif, Mananga, Mahamba, Kosibay, Pontdrif
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three year diploma or degree with one of the following subjects: Plant Pathology, Plant/Crop Protection, Entomology, Horticulture, Botany, Plant Genetics, Biotechnology, Microbiology, Wine Technology, Food Technology, Viticulture, Agronomy or Animal Production/Health (you are requested to furnish a credit certificate and a statement of results). Knowledge of the work fields mentioned under duties below. Skills in problem solving, planning, organising, interpersonal relations, conflict management, communication and basic computer skills in MS Office. Must be in possession of a valid code EB driver's license.
<u>DUTIES</u>	:	The incumbent's responsibility will be to conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise national, import and export control over agricultural products regulated by the following Acts: Agricultural Diseases Act, 1984, (Act 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Plant Improvement Act, 1976 (Act 53 of 1976), Liquor Products Act, 1989 (Act 60 of 1989), Genetically Modified Organisms Act, 1997 (Act 15 of 1997), Agricultural Product Standards Act, 1990 (Act 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947), and various relevant international rules and guidelines to ensure that plant and plants

products, animals and animal products and regulated articles comply with the set quality, sanitary and phytosanitary requirements. This includes the independent planning and conducting of inspection and the auditing of assignees. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. He/she must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). Candidates may also be required to do regulatory services partnering to other legislation and international obligations.

ENQUIRIES : Mr E. Phoku, Tel. 012-319-6524 or Mr E. Matsha, Tel. 012-319-6451
APPLICATIONS : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
FOR ATTENTION : URS Response Handling except for Ref 363/2008
CLOSING DATE : 29 August 2008

POST 33/12 : **AGRICULTURAL PRODUCT TECHNICIAN (REF 350/2008)**
 Directorate: Plant Health

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must be in possession of an appropriate three year diploma or degree in Agriculture or an equivalent natural sciences qualification with major subjects that relate to agriculture, such as Botany, Plant Pathology, and Entomology (you are required to furnish a credit certificate or statement of results). Additional qualifications related to information management or data capturing will be an advantage. Sound computer knowledge and experience with regard to Ms Word, Excel and Access. Knowledge and practical experience in Excel as well as Access database design and maintenance are essential. Good written and verbal communication skills are essential.

DUTIES : The incumbent's responsibility will be to coordinate and where necessary develop and maintain record keeping systems, mainly in Access, as required. Add data to electronic database as well as manage the databases which form an essential part of the job. Ensure import conditions are captured and amended/ updated on the system. Draft reports when requested. Communicate and liaise with importers and the National Plant Protection Organisation's contact point (division International Plant Health Standards) to ensure proper communication to trading partners, and enhance service delivery by answering client queries. Draft quarantine pest lists. Submit motivations to change legislation with regard to pest and import conditions.

ENQUIRIES : Mr J.H. Venter, Tel. 012-319-6384
APPLICATIONS : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
FOR ATTENTION : URS Response Handling except for Ref 363/2008
CLOSING DATE : 29 August 2008

POST 33/13 : **FOOD SAFETY AND QUALITY ASSURANCE OFFICER (REF 360/2008)**
 Directorate: Food Safety and Quality Assurance

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must be in possession of a National diploma, B.Sc. degree in Food Science or Food Technology. Good communication skills (Verbal and written). Knowledge in the field of quality and food safety systems which encompass good manufacturing practices and Hazard Analysis Critical Control Point of processed plant and animal product as well as applicable experience. Computer literacy (MS Word, Excel, Power Point and Access) Work effectively under supervision. Attend meetings and gathering with related industries. Be prepared to travel and be in possession of a code EB driver's licence or obtain it within the period of six months of appointment.

DUTIES : The incumbent's responsibility will be to draft, develop, amend, administer and interpret as well as implement subordinate legislation relating to processed plant and animal product as promulgated under the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990). Communicate and advise all stakeholders with regard to implementation and compliance with quality and food safety standards. Liaise nationally and international in order to develop norms and standards for animal and process plant products. Execute administrative tasks.

ENQUIRIES : Mr A.M. Serumula, Tel. 012-319-6004

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

FOR ATTENTION : URS Response Handling except for Ref 363/2008

CLOSING DATE : 29 August 2008

POST 33/14 : **CHIEF ACCOUNTING CLERK (REF 355/2008)**
Directorate: Financial Administration

SALARY : R117 501 per annum

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must be in possession of a relevant degree/diploma with Accounting or Grade 12 Certificate with Accounting as a passed subject or equivalent qualification with financial experience. Understanding and interpretation of the Public Financial Management Act, Departmental Financial Instruction, Treasury Regulations and procurement/supply chain management prescripts. Ability to work under pressure. Computer literacy (MS Word and Excel). Working experience on BAS and LOGIS. Good communication skills.

DUTIES : The incumbent will be responsible for authorising payments on BAS and LOGIS. Verification of financial documents to ensure adherence to financial policies and other prescripts. Safeguarding and controlling of all financial documents. Maintain a register of all payments processed. Writing of memorandums: non compliance/ irregular payments. Supervise, train and prepare subordinate's performance assessment.

ENQUIRIES : Ms N.M. Motsoene, Tel. 012-319-7881

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

FOR ATTENTION : URS Response Handling except for Ref 363/2008

CLOSING DATE : 29 August 2008

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 33/15 : **DEPUTY DIRECTOR DYSFUNCTION AND CONTRACTS LEGAL SUPPORT**
Defence Legal Services Division: Directorate Legal Advice (DLA)
The post is advertised in the DOD and broader Public Service

SALARY : R407 745 per annum
CENTRE : Pretoria
REQUIREMENTS : LLB Degree (Bachelor of Laws) or equivalent four years legal qualifications (NQF Level 6) Experience in drafting of contracts, Debt recovery and Court processes will be a recommendation. Special requirements (skills needed): Computer literate. Problem solving-, legal research-, communication (verbal & written)-, legal drafting-, organisational-, administrative-, strategic capability-, leadership-, management-, client orientation- and customer focus skills. Must be able to obtain a Secret security clearance within a year.

DUTIES : Provide legal advice/opinion with regard to all contractual aspects. Provide drafting support iro contracts. Provide negotiation support iro contracts. Provide general legal support and advice to clients on dysfunctional aspects of various areas of law that are not provided by the other sub-sections of DLA or other Directorates in the DLSD. Provide supervisory and management functions to sub-ordinates in the sub directorate.

ENQUIRIES : Col G.S. Soldaat, Tel: (012) 355 5383
APPLICATIONS : Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001

CLOSING DATE : 12 September 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 33/16 : **DEPUTY DIRECTOR LITIGATION**
The post is advertised in the DOD and broader Public Service.

SALARY : R407 745 per annum
CENTRE : Defence Legal Services Division: Directorate Legal Advice (DLA), Pretoria
REQUIREMENTS : LLB Degree (Bachelor of Laws) or equivalent four years legal qualifications (NQF Level 6) which includes courses such as Law of evidence, Civil procedure, Criminal procedure, Criminal Law and interpretation of Statutes. Admission as Attorney or Advocate. Special requirements (skills needed): Computer literate. Knowledge of Jutastat, Litigation and processes followed in Litigation, Defence Act, Criminal Law, Criminal Procedure, Law of Evidence, Administrative Law, Interpretation of Statutes and Legal Writing and Drafting. Research-, litigation-,

		negotiation-, presentation-, people management-, excellent communication (written & verbal)-, sound reasoning ability-, initiative- and interpersonal skills. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Facilitate defence of civil claims against the DOD. Ensure sound litigation administration. Provide sound legal advice/opinion. Prepare legal documentation for the DOD. Initiate civil claims on behalf of the DOD. Manage the sub-directorate & supervise sub-ordinates in the sub –directorate Litigation.
<u>ENQUIRIES</u>	:	Col G.S. Soldaat, Tel: (012) 355 5383
<u>APPLICATIONS</u>	:	Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/17</u>	:	<u>DEPUTY DIRECTOR MATÉRIEL GOVERNANCE</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R407 745 per annum
<u>CENTRE</u>	:	Defence Matériel Division, Pretoria.
<u>REQUIREMENTS</u>	:	Diploma/Degree (NQF Level 5/6) (Logistics related B Eng, B Tech, B Sc, B Com, B Mil or equivalent) preferable. Experience in a broad selection of logistics activities and in middle management will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Extensive knowledge of Military/Defence, National and departmental interests, strategies, policies, Military logistics, including intra-departmental activities and international trends and activities in engineering (including systems engineering). Problem solving-, analysis-, financial management-, people management-, empowerment- and quality management skills. Must be able to obtain a Confidential security clearance and valid driver's license within a year.
<u>DUTIES</u>	:	Participate in clusters and committees i.e. provide guidance to stakeholders on decisions and recommendations formulated by the clusters and committees. Formulate DOD objectives for direct matériel contribution. Manage matériel comprehensive instructions with delegations to CSANDF wrt procurement & disposal incl supply chain management. Keep the regulatory framework up to date. Govern matériel elements in proposed military strategies, policies, programmes, plans & budget. Facilitate the approval by Parliament of mat/log elements of SANDF programmes.
<u>APPLICATIONS</u>	:	Department of Defence, Defence Matériel Division, Private Bag X910, Pretoria, 0001.
<u>ENQUIRIES</u>	:	Ms S. Ramoroko/WO2 L. Rautenbach, Tel: (012) 355 6045
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/18</u>	:	<u>DEPUTY DIRECTOR LEGISLATIVE DRAFTING & MOU</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R407 745 per annum
<u>CENTRE</u>	:	Defence Legal Services Division: Directorate Legal Advice (DLA), Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree (Bachelor of Laws) or equivalent four years legal qualifications (NQF Level 6) which includes courses such as Law of evidence, Civil procedure, Criminal procedure, Criminal Law and interpretation of Statutes. Experience in Legislative drafting and Legal Writing and Drafting will be a recommendation. Special requirements (skills needed): Computer literate. Knowledge of Jutastat, Legislative, Parliamentary rules, the Constitution, Interpretation Act, Constitutional Law, Administrative Law. Research-, litigation-, negotiation-, presentation-, people management-, excellent communication (written & verbal)-, sound reasoning ability-, initiative- and interpersonal skills. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Draft and review legislation and sub-ordinate legislation. Provide sound legal advice/opinions on legislation and MOUs. Draft and review MOU. Manage the legislative programme of the DOD. Manage and direct the Sub-directorate: Legislative Drafting & MOU.
<u>ENQUIRIES</u>	:	Col G.S. Soldaat, Tel: (012) 355 5383
<u>APPLICATIONS</u>	:	Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).

<u>POST 33/19</u>	:	<u>ASSISTANT DIRECTOR LITIGATION</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R344 052 per annum Defence Legal Services Division: Directorate Legal Advice (DLA), Pretoria LLB Degree (Bachelor of Laws) <u>or</u> equivalent four years legal qualifications (NQF Level 6) which includes courses such as Law of evidence, Civil procedure, Criminal procedure, Criminal Law and interpretation of Statutes. Admission as Attorney or Advocate. Litigation experience and experience in Legal Writing and Drafting will be a recommendation. Special requirements (skills needed): Knowledge of Litigation and processes followed in Litigation, Defence Act, Criminal Law, Criminal Procedure, Law of Evidence, Administrative Law, Interpretation of Statutes. Computer literate. Research-, litigation-, negotiation-, presentation-, people management-, excellent communication (written & verbal)-, sound reasoning ability-, initiative- and interpersonal skills. Work under pressure and good work ethics. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Facilitate defence of civil claims against the DOD. Ensure sound litigation administration. Provide sound legal advice/opinion. Prepare legal documentation for the DOD. Initiate civil claims on behalf of the DOD.
<u>ENQUIRIES APPLICATIONS</u>	:	Col G.S. Soldaat, Tel: (012) 355 5383 Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/20</u>	:	<u>ASSISTANT DIRECTOR LEGISLATIVE DRAFTING & MOU</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R344 052 per annum Defence Legal Services Division: Directorate Legal Advice (DLA), Pretoria LLB Degree (Bachelor of Laws) <u>or</u> equivalent four years legal qualifications (NQF Level 6) which includes courses such as Law of evidence, Civil procedure, Criminal procedure, Criminal Law and interpretation of Statutes. Experience in Legislative drafting and in Legal Writing and Drafting will be a recommendation. Special requirements (skills needed): Knowledge of Legislative processes and Parliamentary rules, Jutastat, the Constitution, Interpretation Act, Constitutional Law, Administrative Law. Computer literate. Research-, negotiation-, presentation-, people management-, excellent communication (written & verbal)-, sound reasoning ability-, initiative- and interpersonal skills. Work under pressure and good work ethics. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Draft and review legislation and sub-ordinate legislation. Provide sound legal advice/opinions on legislation and MOUs. Draft and review MOU. Assist in the management of the legislative programme of the DOD.
<u>ENQUIRIES APPLICATIONS</u>	:	Col G.S. Soldaat, Tel: (012) 355 5383 Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/21</u>	:	<u>ASSISTANT DIRECTOR POLICY AND GENERAL LEGAL SUPPORT (2X POSTS)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R344 052 per annum Defence Legal Services Division: Directorate Legal Advice (DLA), Pretoria LLB Degree (Bachelor of Laws) <u>or</u> equivalent four years legal qualifications (NQF Level 6). Experience in policy formulation will be a recommendation. Special requirements (skills needed): Knowledge of Labour and Administrative Law, Promotion of Access to Information Act, International Humanitarian Law (Law of Armed Conflict). Computer literate, Problem solving-, legal research-, communication (oral & written)-, legal drafting-, organisational-, administrative-, strategic capability-, leadership-, management-, client orientation- and customer focus skills, Advice on Occupational Health & Safety Issues. Advice on MOUs and SOFAs, Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Provide legal support with regard to formulation of policies. Ensure alignment of DOD policies with national legislation and other prescripts. Facilitate resolution of legal disputes with regard to the interpretation or implementation of policies.

		Provide sound legal advice/opinion on policy issues. Provide general legal support to clients iro specific areas of law that are not provided by the other sub-sections of DLA or other Directorates in the DLSD.
<u>ENQUIRIES</u>	:	Col G.S. Soldaat, Tel: (012) 355 5383
<u>APPLICATIONS</u>	:	Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/22</u>	:	<u>ASSISTANT DIRECTOR HR LEGAL SUPPORT</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R344 052 per annum
<u>CENTRE</u>	:	Defence Legal Services Division: Directorate Legal Advice (DLA), Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree (Bachelor of Laws) or equivalent four years legal qualifications (NQF Level 6). Experience in handling of labour disputes, industrial relations and Public Service and Military will be a recommendation. Special requirements (skills needed): Extensive knowledge of labour law and labour/industrial relations background. Computer literate, Research, Redispute resolution-, negotiation-presentation-, excellent communication (written & verbal)-, sound reasoning ability-, initiative-, strategic thinking and interpersonal skills. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Process of providing specialist HR Legal Advice. Represent and/or facilitate representation of the Department in PSCBC, GPSSBC, CCMA, MBC, MBA matters. Instruct, liaise and assist the Office of the State Attorney in labour litigation where the DOD is involved. Develop and maintain an effective and efficient system of liaising with relevant internal and external role players to ensure effective HR Legal advice.
<u>ENQUIRIES</u>	:	Col G.S. Soldaat, Tel: (012) 355 5383
<u>APPLICATIONS</u>	:	Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/23</u>	:	<u>ASSISTANT DIRECTOR PUBLIC FUNDED INITIATIVES</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Defence Matériel Division, Pretoria.
<u>REQUIREMENTS</u>	:	Diploma/Certificate (NQF Level 4/5) preferable. Experience in a broad selection of logistics activities and in middle management will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Extensive knowledge of Military/Defence, National and departmental interests, strategies, policies, Military logistics, including intra-departmental activities and international trends and activities in engineering (including systems engineering). Problem solving-, analysis-, financial management-, people management-, empowerment- and quality management skills. Must be able to obtain a Confidential security clearance and valid driver's license within a year.
<u>DUTIES</u>	:	Participate in clusters and committees i.e. provide guidance to stakeholders on decisions and recommendations formulated by the clusters and committees. Formulate DOD objectives for direct PFI contribution. Manage PFI comprehensive instructions with delegations to CSANDF wrt procurement & disposal incl supply chain management. Keep the regulatory framework up to date. Govern PFI elements in proposed military strategies, policies, programmes, plans & budget. Facilitate the approval by Parliament of mat/log elements of SANDF programmes.
<u>ENQUIRIES</u>	:	Ms S. Ramoroko/WO2 L. Rautenbach, Tel: (012) 355 6045
<u>APPLICATIONS</u>	:	Department of Defence, Defence Matériel Division, Private Bag X910, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/24</u>	:	<u>ASSISTANT DIRECTOR PROVISIONING ADMINISTRATION</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Defence Matériel Division, Pretoria.

<u>REQUIREMENTS</u>	:	Diploma/Certificate (NQF Level 4/5) preferable. Experience in a broad selection of logistics activities in middle management (Minimum L9) is essential. DOD Policy Writers Course essential. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Extensive knowledge of supply chain management. Problem solving-, analysis-, financial management-, people management-, empowerment- and quality management skills. Must be able to obtain a Confidential security clearance and valid driver's license within a year.
<u>DUTIES</u>	:	Manage procurement and disposal requirements. Manage transport requirements. Manage facilities requirements. Manage the inventory of the division. Act as the SHERQ representative of the division. Manage junior logistic officials
<u>ENQUIRIES</u>	:	Sgt K.N. Nkoko, Tel: (012) 355 5402
<u>APPLICATIONS</u>	:	Department of Defence, Defence Matériel Division, Private Bag X910, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/25</u>	:	<u>ASSISTANT DIRECTOR INTERNAL AUDITOR (REGULATORY AUDIT)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Defence Inspectorate Directorate Regulatory Audit, Pretoria
<u>REQUIREMENTS</u>	:	An applicable degree or diploma (NQF Level 6 – 8) preferable. Experience in Internal Auditing and Accounting will be an advantage. Applicants with prior learning, either by means of experience or alternative course may also apply. Special requirements (skills needed): Knowledge of reporting procedures and research/computer etc. Problem solving-, research-, analytical thinking-, communication- and creativity skills. Must be able to obtain a secret security clearance and valid military driver's license within a year.
<u>DUTIES</u>	:	Provide inputs into the enhancement of audit methodologies and technologies. Conduct preliminary surveys. Identify issues relevant to the specific audit plan. Formulate an audit program based on the outcome of the preliminary survey. Review audit progress on an ongoing basis and provide guidance to subordinates. Coach, lead, evaluate and monitor progress on audit projects. Liaise with the auditees and keep them informed on an ongoing basis. Draft reports on the internal audit work. Monitor implementation and adherence to audit recommendations. Act as Audit Manager when required. Supervisory duties.
<u>ENQUIRIES</u>	:	Lt Col B. Mbatha, Tel: (012) 312 4725
<u>APPLICATIONS</u>	:	Department of Defence, Defence Inspectorate, Private Bag X 671, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/26</u>	:	<u>ASSISTANT DIRECTOR PROVISIONING ADMINISTRATION</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	SA Navy Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	A three year Diploma/Degree in Provisioning and Procurement (NQF Level 6): Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the provisioning/ procurement environment and managerial/leadership will be to an advantage. Special requirements (skills needed): A Procurement Administration Stores Part 2 Course as well as in-depth knowledge of OSIS & the Procurement System will be advantageous. Report writing and numerical skills to assess price to value ratios. The ability to assess data regarding procurement trends. Ability to identify inconsistencies regarding a procurement requirement and to utilise prescribed information systems. Ability to conceptualise & initiate new innovative approaches to optimize the Procurement environment in consultation with functional experts. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Interpersonal-, planning-, and administration skills.
<u>DUTIES</u>	:	Collaborate in the establishment of the Base Supply Organisation's Operational Business Framework. Provide direction to the functional area of Procurement Administration. Monitor the performance of the specialist functional are of Procurement Administration. Authorise procurement activities in accordance with delegate duties and powers. Validate procurement activities. Manage the section personnel and general administrative requirement.

<u>APPLICATIONS</u>	:	Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>ENQUIRIES</u>	:	Cdr F.G. Erskine Tel (021) 787 - 4174
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/27</u>	:	<u>SENIOR INTERNAL AUDITOR (REGULATORY AUDIT)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Defence Inspectorate Division, Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 6: Preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Experience wrt Log, Fin, Pers and IT audit will be a recommendation. Special requirements (skills needed): Knowledge of reporting procedures and research/computer etc. Problem solving-, research-, analytical thinking-, communication- (verbal & written) and creativity skills. Must be able to obtain a secret security clearance and valid military driver's license within a year.
<u>DUTIES</u>	:	Conduct and co-ordinate audits at corporate level. Obtain relevant policies and instructions wrt the various audits. Develop audit questionnaire papers wrt identified risks pertaining the various audits. Conducts audit. Report writing. Compilation of working paper file.
<u>ENQUIRIES</u>	:	Lt Col B. Mbatha, Tel: (012) 312 4725
<u>APPLICATIONS</u>	:	Department of Defence, Defence Inspectorate, Private Bag X 671, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>NOTE</u>	:	National travelling will be required.
<u>POST 33/28</u>	:	<u>INTERNAL AUDITOR (REGULATORY AUDIT)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Defence Inspectorate, Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 4 – 5: Preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Special requirements (skills needed): Knowledge of reporting procedures and research/computer etc. Problem solving-, research-, analytical thinking-, communication- and creativity skills. Must be able to obtain a secret security clearance and valid military driver's license within a year.
<u>DUTIES</u>	:	Conduct research wrt various audits. Obtain relevant policies and instructions wrt the various audits. Develop audit questionnaire papers wrt identified risks pertaining the various audits. Conduct audits. Report writing. Compile working paper file.
<u>APPLICATIONS</u>	:	Department of Defence, Defence Inspectorate, Private Bag X 671, Pretoria, 0001.
<u>ENQUIRIES</u>	:	Lt Col B. Mbatha, Tel: (012) 312 4725
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>NOTE</u>	:	National travelling will be required.
<u>POST 33/29</u>	:	<u>ADMIN OFFICER (INTERNAL AUDIT) (REGULATORY AUDIT)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Defence Inspectorate, Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 4 – 5: Preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Special requirements (skills needed): Excellent communications skills (written & verbal). Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in al communication. Confidential and reliability. Computer literate (Microsoft-Word, PowerPoint, Excel, Internet & E-Mail). Ability to handle documents and correspondence. Must be able to obtain a security clearance within a year.
<u>DUTIES</u>	:	Provide secretarial service to the Director. Answer and record telephone calls/facsimile and E-mail activity on behalf of the Head as well as screen telephone calls. Record and respond to queries from the Department. Receive documents and acknowledge receipt. Maintain strict confidentiality when working with documentation related to staff members and other matters. Perform general office administration. Type letters, agendas, minutes and other correspondences.

		Administer travel arrangements. Provide secretarial support for meetings. Assist in organising workshops, conferences and seminars. Keep circulars and all other relevant HR, Finance, IT and Logistical policies updated. Management of the Directors office, consolidate timesheets for the sections. Prepare and submission of Audit year schedules to the Directors for signature.
<u>ENQUIRIES</u>	:	Lt Col B. Mbatha, Tel: (012) 312 4725
<u>APPLICATIONS</u>	:	Department of Defence, Defence Inspectorate, Private Bag X 671, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/30</u>	:	<u>ARTISAN FOREMAN (BASE SUPPLY ORGANISATION)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	An appropriate Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in term of section 28 or 30 (or the repealed section 27 of the said Act). Experience in a technical and procurement environment will be an advantage. Special requirements (skills needed): Knowledge of technical specification of items together with numerical skills to assess price to value ratios. The ability to assess data regarding technical specifications & quotations. Ability to identify inconsistencies regarding the technical specification of a requirement & quotation. Ability to conceptualise & initiate new ways of working to optimize the adherence to technical specifications of quotation in consultation with function experts. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels.
<u>DUTIES</u>	:	Conduct Technical Administration regarding procurement requirement. Address Technical Queries from clients, Suppliers and NB Smst Transit Section. Ensure adherence to specifications. Supervisory duties. Manage administrative requirements.
<u>APPLICATIONS</u>	:	Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>ENQUIRIES</u>	:	Cdr F.G. Erskine Tel (021) 787 - 4174
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>NOTE</u>	:	*Statutory requirement, *Trade Test
<u>POST 33/31</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III (4X POSTS)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Defence Matériel Division, Pretoria. 1 x post SA Army Acquisition 1 x post SA Air Force Acquisition 1 x post SA Navy Acquisition 1 x post Common Weapons Acquisition
<u>REQUIREMENTS</u>	:	NQF Level 4: preferable. Experience in a broad selection of logistics activities and asset management will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Problem solving-, analysis- and good interpersonal skills. Must be able to obtain a Confidential security clearance and valid driver's license within a year.
<u>DUTIES</u>	:	Administrate procurement requirements, disposal of equipment and vehicle fleet. Arrange for the provision of equipment and services iro IT equipment, furniture, stationary, travel arrangements etc. Control inventory of the directorate. Assist with project documentation control.
<u>ENQUIRIES</u>	:	SA Army Acquisition: Ms A. Tshabalala, Tel: 012 355 5418 SA Air Force Acquisition: F Sgt R. van Rooyen, Tel: 012 355 5445 SA Navy Acquisition: Ms Z.B. Manyisa, Tel: 012 355 5426 Common Weapons Acquisition: S. Sgt E. Slabbert, Tel 012 355 5460
<u>APPLICATIONS</u>	:	Department of Defence, Defence Matériel Division, Private Bag X910, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/32</u>	:	<u>SENIOR SECRETARY GR III</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R94 326 per annum

<u>CENTRE REQUIREMENTS</u>	:	Joint Operational Headquarters, Dequar Road, Pretoria.
	:	NQF Level 2 - 4 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, be competent in effective communication (written and verbal)-, analytical-, problem solving-, good planning-, organisational-, administrative- and good inter personal relations skills. Must be able to obtain secret security clearance within a year.
<u>DUTIES</u>	:	Write/type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payment. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationary. Keep the Senior Manager's directory. Organise social functions. Deal with classified files and documents. Scan the newspaper and collect important clippings for OC. Arrange for visitor's authorization and parking.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj L. Gouws Department of Defence, Joint Operational Headquarters, Private Bag X199, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/33</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR LLL (2 X POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town
<u>REQUIREMENTS</u>	:	NQF Level 2 - 4 (Grade 10-12) preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and Stores Part 2 courses. Numerical skills to assess numerical values pertaining to Government Order procurement. Ability to assess data regarding Government Order. Ability to identify inconsistencies regarding procurement through Government Order data and to utilise prescribed information systems. Ability to conceptualise & initiate new ways of working to optimise the Government Order Administration environment in consultation with functional experts. Proven ability to communicate effectively (written & verbal) in English at all levels. Proficiency in Ms Office package.
<u>DUTIES</u>	:	Ensure prompt receipting of ordered items and services provide. Consolidate Government order. Receipt voucher, Invoice and payment checklist. Administrate non-performance of suppliers.
<u>ENQUIRIES APPLICATIONS</u>	:	Cdr F.G. Erskine Tel (021) 787 - 4174 Mrs A.M. Kau Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/34</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III (2 X POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	NQF Level 2 - 4 (Grade 10 -12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and Stores Part 2 courses. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess numerical values pertaining to Contract procurement. Ability to assess data regarding Procurement on Contracts. Ability to identify inconsistencies regarding procurement through Contracts. Ability to conceptualise & initiate new ways of working to optimise the Contract Administration environment in consultation with functional experts.
<u>DUTIES</u>	:	Maintain Transversal, Corporate and Regional procurement contracts. Administrate procurement through contracts. Administrate non-compliance / poor performance of suppliers/contractors.
<u>ENQUIRIES APPLICATIONS</u>	:	Cdr F.G. Erskine Tel (021) 787 - 4174 Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).

<u>POST 33/35</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III (3 X POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 –12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and Stores Part 2 courses. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess numerical values pertaining to quotation evaluation. Ability to assess data regarding quotation data and to identify inconsistencies regarding quotation procedures. Ability to conceptualise & initiate new ways of working to optimise the quotation in consultation with functional experts.
<u>DUTIES</u>	:	Ensure completeness/correctness of quotations. Received, verify, investigate and evaluate quotations. Conduct adjudication administration.
<u>APPLICATIONS</u>	:	Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>ENQUIRIES</u>	:	CDR F.G. Erskine Tel (021) 787 - 4174
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/36</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III (3 X POSTS)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 –12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS, Stores Part 2 courses and Government Order administration procedures. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess numerical values pertaining to Government Order procurement. Ability to assess data regarding Government Order data and to identify inconsistencies regarding procurement through Government Order and to utilise prescribed information systems. Ability to conceptualise & initiate new ways of working to optimise the Government Order administration environment in consultation with functional experts.
<u>DUTIES</u>	:	Complete Basic Application Forms (BAS). Obtaining financial approval for procurement requirement. Conduct Government order administration. Conduct Post Government order administration.
<u>ENQUIRIES</u>	:	Cdr F.G. Erskine Tel (021) 787 - 4174
<u>APPLICATIONS</u>	:	Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/37</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III (2 X POSTS)</u>
	:	The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Army, School of Armour, Bloemfontein
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good communication skills. Computer literate (Ms Word, Excel and Powerpoint). Must have knowledge of the mainframe. Must be able to obtain a confidential security clearance within a year.
<u>DUTIES</u>	:	Manage the personnel administration of the Wing which includes course administration, leave administration, handling pay enquiries, assist with Inland & Accommodation expenditure, manage & control an effective filing system and assist with all outgoing correspondence.
<u>ENQUIRIES</u>	:	WO2 T. Greeff, Tel (051) 402 1706
<u>APPLICATIONS</u>	:	Department of Defence, School of Armour, Private Bag X40004, Tempe, 9318.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered)

<u>POST 33/38</u>	:	<u>SENIOR SECRETARY GR II (DIRECTOR TECHNOLOGY DEVELOPMENT)</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Defence Matériel Division, Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative course may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (write and verbal). Analytical-, problem solving-, good planning-, organisational- administrative- and good inter personal relations skills. Must be able to obtain confidential security clearance within a year.
<u>DUTIES</u>	:	Write/type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures Arrange meeting with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationary. Keep the Senior Manager's directory. Organise social functions. Deal with classified files and documents. Organise social functions. Arrange for visitor's authorization and parking.
<u>ENQUIRIES</u>	:	WO1 F.A.J. van Heerden, Tel: (012) 428 3743
<u>APPLICATIONS</u>	:	Department of Defence, Defence Matériel Division, Private Bag X 910, Pretoria, 0001.
<u>CLOSING DATE</u>	:	12 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/39</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR II (2 X POSTS)</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 –12) Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and stores part 2 courses. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess price to value ratios. Ability to assess data regarding price quotations and to identify inconsistencies regarding a quotation and to utilise prescribed information systems. Ability to conceptualise & initiate new ways of working to optimise the quotation administration environment in consultation with functional experts.
<u>DUTIES</u>	:	Administer quotation invitation preparations. Administer completed quotations.
<u>ENQUIRIES</u>	:	Cdr F.G. Erskine Tel (021) 787 - 4174
<u>APPLICATIONS</u>	:	Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/40</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR II (2 X POSTS)</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 -12 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess numerical values pertaining to Government Order procurement. Ability to assess data regarding Government Order data and to identify inconsistencies regarding Government Order information. Ability to conceptualise & initiate new ways of working to optimise the Government Orders in consultation with functional experts. A valid motor vehicle driver's license.
<u>DUTIES</u>	:	Administer the distribution of Government Orders. Obtain item specification from Specification Department.
<u>ENQUIRIES</u>	:	CDR F.G. Erskine Tel (021) 787 - 4174
<u>APPLICATIONS</u>	:	Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).

<u>POST 33/41</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR I (BASE SUPPLY ORGANISATION)</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	SA Navy, Base Supply Organisation, Simon's Town.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 –12) Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system regarding quotation procedures. Ability to assess information regarding quotations received. Ability to conceptualise & initiate new ways of working regarding the receiving of quotations in consultation with functional experts. Proven ability to communicate effectively (written & verbal) in English at all levels
<u>DUTIES</u>	:	Administer received quotations i.e. identify closing dates of all advertisements, action the quotations, file & number all quotations received. Administer quotations received after the closing date i.e. monitor and stamp all late quotations received, update & forward Procurement File to Evaluation Committee.
<u>ENQUIRIES</u>	:	Cdr F.G. Erskine Tel (021) 787 - 4174
<u>APPLICATIONS</u>	:	Mrs A.M. Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 33/42</u>	:	<u>HOUSEHOLD AID (9X POSTS)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Navy SAS IMMORTELLE (Naval Mess Pretoria)
<u>REQUIREMENTS</u>	:	ABET (NQF Level 1 – 3). Special requirements (skills needed): Communicate effectively (verbal & basis written skills) in English. Interpersonal relation skills. Basic knowledge of health & safety. Knowledge of operating household machines & equipments. Ability to work in a team.
<u>DUTIES</u>	:	General cleaning. Dust and polish furniture. Vacuum and clean carpets. Sweep and polish floors. Making of beds. Clean windows. Assist Household Manager.
<u>ENQUIRIES</u>	:	Lt Cdr N.C. Ledimo Tel (012) 339 4198/7
<u>APPLICATIONS</u>	:	WO1 S. Motaung, SAS IMMORTELLE, Private Bag X104, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	WO1 S. Motaung, SAS IMMORTELLE
<u>CLOSING DATE</u>	:	05 September 2008 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

OTHER POSTS

POST 33/43 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF (AP103/2008)**

SALARY : R217 482 per annum (Total package of R295 978 p.a., conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate B Degree in the Social Sciences or equivalent qualification with relevant experience. The successful candidate will, ideally, have proven abilities coupled with skills and experience in labour relations and human resource management, knowledge of relevant legislation and prescripts, ability to interpret policies.

DUTIES : Key result areas for the post includes the following: Provide support and advice to the Department on Employee/Labour Relations issues Handle disputes at all institutional levels Facilitate the handling of grievances and implementation of the disciplinary code and procedure Coordinate training on Employee/Labour relations issues Coordinate the running of the Departmental Bargaining Chamber Maintain database and generate reports.

ENQUIRIES : Mr Geoff Esitang Tel no: (012) 310-3273

APPLICATIONS : The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001.

FOR ATTENTION : Mr V Blose

CLOSING DATE : 05 September 2008

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

POST 33/44 : **ENVIRONMENTAL OFFICER: ESTUARIES MANAGEMENT (MCM 30/2008)**

SALARY : R117 501 per annum (Total package of R174 668 per annum)

CENTRE : Cape Town

REQUIREMENTS : An appropriate 3-year qualification in the field of Natural Sciences / Nature Conservation/ Environmental Management. A post graduate qualification will be an added advantage. The position requires a person with good knowledge of the value and functions of estuaries. A good understanding of the challenges facing the management of estuaries in South Africa is important. Recommendations: Good communication skills; evidence of innovative thinking; report writing and working knowledge of the legislation and policies governing the management of estuaries. Possession of driver's licenses is essential, as the job requires frequent travelling.

DUTIES : Assist in the implementation estuarine management plans in identified pilot sites through familiarization with estuarine issues across the board, including biophysical, socio-economic and legislative aspects. Assisting with the management of estuaries by participating in local, regional and national meetings on behalf of the department and the undertaking of site visits on behalf of the department and reporting on activities undertaken. Assisting the processes through which new management plans are developed and/or reviewed. Assist with the administration and finance regarding estuaries by following-up on project payment and contractors, etc. Liaise with other sub-components and other directorates on estuarine matters. Be prepared to travel widely and frequently within SA, and liaise with managers, researchers, user groups, and NGOs.

ENQUIRIES : Mr A Matoti Tel no: 021 402 3634

APPLICATIONS : The Director General, Department of Environmental Affairs and Tourism, Private Bag X 2, Rogge Bay, Cape Town, 8012.

FOR ATTENTION : 6th Floor HR Registry: Integrated Human Resources

<u>CLOSING DATE</u>	:	02 September 2008
<u>NOTE</u>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
<u>POST 33/46</u>	:	<u>OFFICE ADMINISTRATOR II (SECRETARY TO THE CHIEF DIRECTOR: ENVIRONMENTAL IMPACT MANAGEMENT (AP106/2008))</u>
<u>SALARY</u>	:	R117 501 per annum (Total package of R R174 668 per annum)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a senior certificate or equivalent certificate and relevant experience. Working experience in an office administration or secretarial support environment is essential. Experience in a financial environment and knowledge of administration systems is an advantage. Computer literacy as well as MS Office is essential. The successful candidate must have the following skills: good interpersonal, communication, numerical, planning and organisational.
<u>DUTIES</u>	:	The successful applicant will be responsible for the following aspects: Render secretarial service to the Chief Director which entails: Manage the office diary, manage correspondence by receiving and distributing documents, compiling presentations, submissions, reports and typing documents, compiling and submitting claims for approval liaise with stakeholders with regards to queries and dissemination of information, making logistical arrangements for meetings, seminars and workshops, manage the office budget, procurement of goods and services for the office, make traveling arrangements, taking minutes, performing any other office administration related activities, manage the filing system as well as assisting the Chief Director with personal tasks within the agreed framework between the Manager and Official.
<u>ENQUIRIES</u>	:	Ms L McCourt Tel (012) 310 3972
<u>APPLICATIONS</u>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms K Selemela
<u>CLOSING DATE</u>	:	29 August 2008
<u>NOTE</u>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<u>POST 33/47</u>	:	<u>OFFICE ADMINISTRATOR I: UNIT ADMINISTRATION AND LOGISTICAL SUPPORT: INTERNATIONAL COOPERATION (AP539 /2008)</u>
<u>SALARY</u>	:	R94 326 per annum (Total package of 146 549 per annum/ conditions apply
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus relevant experience in office administration, A relevant post matric qualification in office administration will serve as an added advantage, Good interpersonal, communication, decision-making and organising skills ; Computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet. Must have good administration, diary management, mail and telephone screening skills. Typing skills and the ability to draft reports; The incumbent should have an understanding of the Public Service Systems and procedures and have the ability to work with limited supervision, Willingness to work after hours.
<u>DUTIES</u>	:	Render secretarial services to the Manager which entails: Diary and document management, e-mail management; travelling and accommodation arrangements, draft submissions; facilitate travel and subsistence claims for the Manager; developing and maintaining an accessible and user-friendly filing system; compiling presentations and reports; responsible for logistical arrangements for the Manager; organizing workshops, seminars and meetings, dissemination of information, procurement of goods and services for the office, taking minutes during meetings, performing any other office administration related activities and assisting the Manager with personal tasks within an agreed framework between the Manager and the official.
<u>ENQUIRIES</u>	:	Ms J Combrink Tel no: (012) 310 3452
<u>APPLICATIONS</u>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mr T Shilenge
<u>CLOSING DATE</u>	:	01 September 2008
<u>NOTE</u>	:	Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

- POST 33/48** : **HIV PREVENTION STRATEGIES MANAGER (REF.NDOH.153/2008)**
Cluster: HIV and AIDS and STI
- SALARY** : An all inclusive remuneration package of R540 429 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE REQUIREMENTS** : Pretoria
A degree in Health and a postgraduate qualification in Public Health and Epidemiology. Extensive experience with HIV and AIDS programmes. Excellent communication skills (written and verbal). Knowledge of and experience in the application of public health system, policies and programmes. Knowledge of government financial management and procurement systems. Possess good human relations attributes. Computer literacy. A valid code 08 (Code B) driver's licence
- DUTIES** : *Ensure effective and efficient implementation of the relevant HIV Prevention interventions as detailed in the National Strategic Plan (NSP) 2007-2011 *Assess the extent and coverage of the current prevention activities and consolidate implementation * develop operational plans, human resource management and financial management of the unit *Work closely with Health Information, Evaluation and Research cluster to monitor the trends in new HIV infections through incidence monitoring *Create effective links with all relevant Clusters in the Department *Develop cabinet memorandums and participate at high level technical and policy committees in the Department *Keep up to date with new developments in HIV prevention and make policy recommendations *Create effective, cordial and appropriate links with all critical internal and external stakeholders
- ENQUIRIES** : Dr N Xundu at tel. (012) 312 0121.
- CLOSING DATE** : 1 September 2008

OTHER POSTS

- POST 33/49** : **DEPUTY DIRECTOR: HUMAN RESOURCES INFORMATION SYSTEM (REF.NDOH.154/2008)**
Cluster: Human Resource Policy Research and Planning: Directorate: Human Resources Information System
- SALARY** : An all inclusive remuneration package of R407 745 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</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year Bachelor's degree/diploma or equivalent qualification. At least three-five years management experience. The interested persons must have experience in the collection, storage, analysis and dissemination of data and related information. Knowledge and experience in the application of the Public Finance Management Act and Treasury Regulations. Strong communication, liaison and report writing will be required. At least three years project management experience is required in any field. Candidates may be given a competency test as part of the interviewing process. An understanding of management of information is critical as well as demonstrable experience in reporting setting up quality processes, standards and protocols required for a functioning management information system. An understanding of emerging debates in health workforce planning and policy will be critical. Skills required include skills in the computer applications such as database, spreadsheets, statistical packages or geographic information systems management. A valid code 08 (Code B) driver's licence. This is not an Information Technology post.
<u>DUTIES</u>	:	*As a middle manager in the Directorate's team, the candidate appointed in this post will have the responsibility of conceptualising developing and managing projects including providing and negotiating innovative solutions to project management challenges (this will entail leading critical interventions in implementing the Human Resource Information System) *Conceptualising and documenting processes related to implementation of Human Resource Information System *Communicating and being the contact person for key role players, including service providers in order to implement the Human Resource Information System (HRIS) *Managing teams of project implementation agents including officials and service providers *Overseeing, supervising, documenting and reporting on implementation progress and processes *Making substantive diagnoses of interventions required to improve data collection, management, storage, protection, cleaning, editing and analysis for policy and planning purposes *Preparation of reports on the implementation of the HRIS and managing overall coordination of the implementation project *The incumbent will be responsible for the maintenance and updating of the national master data set for the HRIS, setting up key structures to assist users of HRIS data, developing and quality assuring all reports on the HRIS including those related to process content and management of HR information at provincial and national levels *Conceptualising and documenting processes related to implementation of the HRIS *The incumbent will need to manage the logistical, technical and other arrangements for key coordinating committees for meetings and provide support for the same with the aim of implementing the HRIS, therefore good writing and communication skills will be required as well as the ability to arrange and systemise information.
<u>ENQUIRIES</u>	:	Ms M Gainewe at tel. (012) 312 3362.
<u>CLOSING DATE</u>	:	1 September 2008
<u>POST 33/50</u>	:	<u>DEPUTY DIRECTOR: CLINICAL MANAGER (REF.NDOH.157/2008)</u> Cluster: Occupational Health: Directorate: Medical Bureau for Occupational Health
<u>SALARY</u>	:	An all inclusive remuneration package of R407 745 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</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Registration as a Medical Practitioner with the Health Professions Council of South Africa. Knowledge and experience in Occupational Diseases in Mines and Works Act (ODMWA). Compensation for Occupational Injuries and Diseases Act (COIDA) and Mines Health and Safety Act (MHSA). Knowledge of and experience in interpreting lung function tests and chest radiographs. A Diploma in Occupational Health will be an added advantage. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Responsible for medical examination of mine workers with regard to possible compensable occupational diseases *Facilitating and managing certification committee activities and correspondences related to compensation for occupational injuries and diseases Act *Participate in capacity building for former miners' medical examination in the provinces *Training of service providers on Occupational Diseases in Mines and Work Act and activities of the Medical

		<p>Bureau for Occupational Diseases * Deputise the Director: Medical Bureau for Occupational Diseases identifying, developing, prioritising, implementing and managing the strategic technical and administrative support services in the directorate *Deputise the Director on internal policy development, conduct workshops and seminars on the new policies and directives *Monitor policy implementation in collaboration with the line functions and identify policy gaps *Conducting unit meetings and directing discussions and implementation of decisions *Develop customised reports providing detailed statistical information as required from time to time *Collect data concerning benefit medical examination and compile monthly, quarterly and annual report of the directorate *Update the occupational health coordinators on statistical information made by the certification committee *Plan and organise road shows and workshops on benefit medical examinations processes.</p>
<u>ENQUIRIES</u>	:	Dr L Ndelu at tel. (011) 403 6322.
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/51</u>	:	<u>DEPUTY DIRECTOR: YOUTH PROGRAMMES (REF.NDOH.147/2008)</u> Cluster: HIV and AIDS and STI: Directorate: Youth Programmes
<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</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized four-year degree or equivalent qualification in health sciences, natural sciences or social science field. Knowledge of and experience in HIV and AIDS and STIs. Experience in working with youth organizations, working among both in and out of school youth. Experience in HIV and AIDS and STIs or health programme management and monitoring and evaluation. Knowledge of policy development and implementation. Experience in training, organizational and liaison skills. Coordination, human resources and financial management skills. Good communication skills (written and verbal). Leadership skills, conflict resolution and understanding of challenges facing youth. Computer literacy. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Head the unit: Development, implementation, monitoring and evaluation of strategic and operational plans of the unit *Development, implementation, monitoring and evaluation and review of HIV and AIDS youth policy *Develop, implement and monitor and evaluate youth implementation framework, aligned to and in support of the National Strategic Plan (NSP) for HIV and AIDS and STIs:- 2007 to 2011 *Ensure mobilisation and support of youth formations to integrate HIV and AIDS activities into existing programmes *Develop, implement and monitor budget allocated to the programme *Assist and provide support in the coordination of both inter-departmental and intra-departmental youth activities and work closely with the Child and Youth health Directorate *Ensure stakeholders participation and involvement in policy development and programme implementation *Provide support to youth NGOs *Coordinate and provide strategic direction and support to the provinces *Provide various reports on a regular basis to the Director on the progress made with the implementation of the youth programme *Coordinate the research, monitoring and evaluation of HIV and AIDS youth programmes and their impact.
<u>ENQUIRIES</u>	:	Dr N Xundu at tel. (012) 312 0121.
<u>CLOSING DATE</u>	:	1 September 2008
<u>POST 33/52</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION (REF.NDOH.158/2008)</u> Cluster: Occupational Health: Directorate: Medical Bureau for Occupational Health
<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</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year tertiary qualification plus at least five years experience in Administration and Management field. Sound and in-depth knowledge of Occupational Diseases in Mine and Works Act, 78 of 1973, Public Finance Management Act, Grievance procedures and Occupational Health and Safety Act and Regulations Act 85 of 1993. Supervisory and leadership skills and the ability

		to work under pressure. Planning and organizational skills. Communication skills to the highest level (written and verbal). Knowledge of financial management as well as provisioning and procurement functions. Physical security management. Computer literacy. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	<p>*Assist the Director: MBOD to identify, develop, prioritise, implement and manage the strategic, technical and operational support services in the directorate</p> <p>*Monitor, verify and evaluate the impacts and effects of programmes implemented in the directorate</p> <p>*Supervise and perform leadership functions in the directorate</p> <p>*Analyse the allocated budget, determine the priorities and allocate the funds for different terms and the services</p> <p>*Supervise all the financial transactions and maintain internal financial records</p> <p>*Ensure the allocated budget is spent effectively and efficiently</p> <p>*Render the stores administration and logistical services in the directorate</p> <p>*Render security services in the directorate</p> <p>*Manage the Occupational Health and Safety programme in the directorate</p> <p>*Facilitate the formulation and development of the procedures and policies required for the improvement of the existing unit programmes and the implementation of the new projects in the directorate.</p>
<u>ENQUIRIES</u>	:	Dr L Ndelu at tel. (011) 403 6322.
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/53</u>	:	<p><u>ASSISTANT DIRECTOR: ADMINISTRATION (REF NDOH.141/2008)</u></p> <p>Cluster: Human Resource Policy Research and Planning: Office of the Cluster Manager</p> <p>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</p>
<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year degree in Public Administration/Human Resources or equivalent qualification. Three-five years working experience in office administration. Experience in the application of the prescripts pertaining to financial management, human resources and procurement of goods and services. Good organisational, planning and communication skills (written and verbal). Computer literacy (MS Word, Excel and LOGIS). A valid code 08 (Code B) drivers licence will be an added advantage.
<u>DUTIES</u>	:	<p>*Assist in managing the day-to-day activities of the Cluster Manager which include prioritising and submission of documents</p> <p>*The post holder will be responsible for the administration of the Cluster Manager's office (Quality control of submissions, etc.)</p> <p>*Follow-up on deadlines and ensure timely submission</p> <p>*Compile advanced submissions on administrative issues</p> <p>*Give guidance on administrative issues to technical and administrative personnel</p> <p>*Evaluate financial documents and prepare budget inputs for the Cluster</p> <p>*Responsible for Human Resources matters delegated by the Cluster Manager</p> <p>*Coordinate all inputs requested from the Cluster and monitor progress of various programmes and activities in the Cluster Manager's office</p> <p>*Chair administrative meetings and take minutes of the Cluster and other meetings</p> <p>*Obtain and maintain goods and services which includes administrative issues relating to competitive bids and procurement</p> <p>*Supervise subordinates and approve LOGIS transactions in line with financial delegations.</p>
<u>ENQUIRIES</u>	:	Ms G Buthelezi at tel. (012)312 3307
<u>CLOSING DATE</u>	:	25 August 2008
<u>POST 33/54</u>	:	<p><u>SENIOR EMPLOYMENT RELATIONS PRACTITIONER (REF.NDOH.146/2008)</u></p> <p>Cluster: Sector Labour Relations and Planning: Directorate: Employment Relations, Equity and Workplace Support</p> <p>(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).</p>
<u>SALARY</u>	:	R145 920 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three-year degree/national diploma in Labour Relations or equivalent qualifications. Three or more years experience within Labour Relations environment including experience in conflict resolution. Good knowledge of current labour legislation framework. Experience in the handling of grievances and dealing with disciplinary cases. Must be a creative thinker with excellent interpersonal and organisational skills. Must possess the ability to plan, organise and take initiatives. Must be computer literate and be capable for conducting

presentations. Good communications skills (written and verbal). Good problem solving and conflict management skills are vital. A valid code 08 (Code B) driver's licence.

DUTIES : *Facilitate disciplinary cases and coordinate disciplinary hearings, including assisting in preparation of allegation sheets and the provisions of support to the relevant role-players *Handle grievance in line with grievance procedures *Conduct investigations and compile investigation reports *Assist in the development and implementation of sound employment relations policies and procedures *Participate in induction and outreach programmes and provide training on a range of labour relations issues *Provide a professional and efficient advisory and support service to employees and management *Assist with preparation for dispute resolution hearings i.e. conciliations and arbitrations *Conduct conflict resolutions *Compile various employment relations reports as required *Maintain an effective manual and electronic filing system *Handle general office administration within the unit including the drafting of letters, reports, submissions, etc.

ENQUIRIES : Adv. M Ngake at tel. (012) 312 0017.

CLOSING DATE : 1 September 2008

POST 33/55 : **SENIOR ADMINISTRATIVE OFFICER (REF NDOH 160/2008)**
Cluster: Hospital Services: Directorate: Hospital Management
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY : R145 920 per annum (plus competitive benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised three-year Bachelor's degree/Diploma in Public Management/Public Finance or equivalent qualification. Thorough experience in financial management e.g. budgeting, planning and reporting and government administration. Knowledge of and experience in conditional grants and its legislative framework, Excellent communication and people management skills. Good computer skills. A valid code 08 (Code B) driver's licence

DUTIES : *Amongst others the incumbent will be expected to perform the following:
*Provide administrative support to the Director of Hospital Management *Manage the directorate's budget and prepare financial reports *Assist the Deputy Director for financial management with the monitoring of the Conditional Grants *Assist in monitoring of Donor funds and implementation of cost centers in hospitals
*Provide support to the Director to ensure that hospital related activities are monitored, recorded and analysed *Manage human resources, budget and maintain financial controls.

ENQUIRIES : Dr TA Lekalakala at tel. (012) 312 0929.

CLOSING DATE : 8 September 2008

POST 33/56 : **SENIOR FORENSIC ANALYST (REF NO NDOH 164/2008)**
Cluster: Non-Communicable Diseases: Forensic Chemistry Laboratory,
(This is a re-advertisement, candidates who previously applied for this post "Ref.41004/1 & PSC.16/19", must re-apply if they are still interested).

SALARY : R145 920 per annum (plus competitive benefits)

CENTRE : Cape Town

REQUIREMENTS : A BSc. with Chemistry as major subject or equivalent qualification. Experience in Gas Chromatography (GC), Mass spectrometry (MS) and High performance liquid chromatography (HPLC). Experience in solid phase extraction, method development, method validation and quality control. The ability to work independently. Good communication skills (written and verbal). Experience in laboratory accreditation and computer literacy (including LIMS). A valid code 08 (Code B) driver's licence. Experience in giving evidence in court and knowledge of the Criminal Procedure Act, Inquest Act, Road Traffic Act, Foodstuffs, Cosmetics and Disinfectants Act and Health and Safety Act will be a recommendation. (It will be expected of short listed candidates to do a practical test on the same day as the interview. A certified copy of the applicants ID document and a valid code 08 driver's licence must be submitted).

DUTIES : *Preparation of food and biological samples for analysis, including activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction *Analysis of samples by means of certain processes and methods including gas chromatography, high performance liquid chromatography, visual inspection, mass spectrometry, wet chemistry, spectrophotometry, atomic absorption

spectroscopy, thin layer chromatography, Inductively Coupled Plasma (ICP), etc.
 *Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula
 *Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits *Give evidence in courts of law *Attend lectures, seminars and short courses, visit academic libraries *Assist in construction of standard operating procedures *Operation, maintenance and record keeping of all information and data associated with instrumentation *Develop instrument methods *Validation of methods.

ENQUIRIES : Ms AM Schillack at tel. (021) 442 8940.
CLOSING DATE : 15 September 2008

POST 33/57 : **WORK STUDY OFFICER (REF NO NDOH 156/2008)**

Cluster: Human Resources Development and Management: Directorate: Human Resources Administration: Sub-Directorate; Organisational Development
 (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY : R117 501 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS :

An appropriate recognised National Diploma in Organisation and Work Study or equivalent qualification or short course in Management Services. Knowledge and basic experience in conducting job analysis/evaluation. Computer literacy and communication skills (written and verbal) A valid code 08 (Code B) driver's licence and the ability to write reports will be an added advantage.

DUTIES : *Implementation of job evaluation (equate system) *Advise on organisational restructuring and development *Investigate and determine personnel establishment *Investigate and render advice on the following aspects: departmental filing system, procedure and methods and office layout.

ENQUIRIES : Mr T Hlongwane at tel. (012) 312 0712.
CLOSING DATE : 1 September 2008

POST 33/58 : **ASSISTANT FORENSIC ANALYST (REF NO NDOH 163/2008)**

Cluster: Non-Communicable Diseases: Forensic Chemistry Laboratory
 (This is a re-advertisement, candidates who previously applied for this post "Ref.41004/1 & PSC.16/23" must re-apply if they are still interested)

SALARY : R94 326 per annum (plus competitive benefits)
CENTRE : Cape Town
REQUIREMENTS :

A BSc. with Chemistry as major subject or equivalent qualification. Exposure to a laboratory environment. Skills and knowledge in chemistry. Skills in handling of analytical instrumentation under supervision. Basic computer operation e.g. word processing and spread sheet. Human Resources management skills, such as interpersonal relations communication skills (written and verbal). A valid code 08 (Code B) driver's licence. (It will be expected of short listed candidates to do a practical test on the same day as the interview. A certified copy of the applicants ID document and a valid code 08 driver's licence must be submitted.)

DUTIES : *Preparation of food and biological samples for analysis, including activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction, etc. *Draw up calibration curves for instruments to ensure correct readings *Titration of solution through certain reagents under controlled conditions *Analyse samples under supervision by means of certain processes and methods including gas chromatography, high performance liquid chromatography, wet chemistry, spectrophotometry, atomic absorption, spectroscopy, thin layer chromatography, etc. *Interpret analytical data and calculate results by means of mathematical formulae *Record sample information, results of analyses, statistical analysis issuing of reports, certificates and affidavits *Involved in the solving of forensic-scientific problems in consultation with a more experienced analyst *Give evidence in courts of law if subpoenaed *Do routine instrument maintenance *Read scientific journals, attend lectures, seminars and short courses.

ENQUIRIES : Ms AM Schillack at tel. (021) 442 8940.
CLOSING DATE : 15 September 2008

<u>POST 33/59</u>	:	<u>SENIOR LOGISTICS CLERK GRADE III (REF NO NDOH 159/2008)</u> Cluster: Chief Financial Officer. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)
<u>SALARY</u>	:	R94 326 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *Five years experience in Logistic Management *Basic knowledge and experience in LOGIS I and/or LOGIS II as well as PAS I and/or PAS II will be added advantages *Basic knowledge and experience of Batho Pele principles, BAS, Procurement, PPPFA and Treasury Regulation *Knowledge of Supply Chain Management procedures, including payments, orders, database maintenance and sourcing of quotations *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations *Good problem solving skills.
<u>DUTIES</u>	:	*Receive, capture and process payments from payment clerks *Verify suppliers and payment details including banking details, contact details, companies registration details and VAT registration, BAS allocations, invoice numbers and invoice dates are correct *Pre-authorises or final authorise the payment on LOGIS Procurement Integration *Assist with handling of Day to Day payments inquiries *Request and print reports from the BAS system *Reconcile the suppliers accounts *Authorise journals on the BAS system *Print payment stubs on a daily basis *Write the required reports to managers with regard to Year end Financial statements *Utilise the Performance Management and Development System for assessment.
<u>ENQUIRIES</u>	:	Mr E Bologo at tel (012) 312 - 3231
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/60</u>	:	<u>HELPPDESK OPERATOR (REF NO NDOH 161/2008)</u> Cluster: Financial Management. Directorate: Information Communication Technology (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R76 194 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year National Diploma in Information Technology (IT) or a Senior Certificate (Grade 12) or equivalent qualification plus IT certificate (Call Centre/A+/N+) *Knowledge and experience in helpdesk or desktop support *Good interpersonal relations *Good communication skills (written and verbal) *Good interpersonal relations *Computer literacy.
<u>DUTIES</u>	:	Maintain internal call logging system *Diagnose and analyse IT problems and resolve first line calls *Perform first line support to the departmental users *Track user problem trends *Report faults *Provide reports and statistics.
<u>ENQUIRIES</u>	:	Ms Kedibone Legoabe at tel (012) 312-0907
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/61</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE II (REF NO NDOH 155/2008)</u> Office of the Cluster Manager: District Health Services (This post is advertised in the Public Service only Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R76 194 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *At least two years experience in an office environment Good communication skills (written and verbal) *Good planning and organizational skills *Computer literacy.
<u>DUTIES</u>	:	*Render administrative support to the Cluster Manager's office *Render secretarial duties when needed *Arrange meetings and workshops as well as refreshments *Write memos and take minutes at meetings *Obtain quotes *Control inventory of furniture and equipment *Maintain a register of all incoming and outgoing mail *Follow up on deadlines *Make travel and accommodation arrangements *Make copies and send faxes *Create and update the filing system *File documents manually and electronically *Capture request and order non-standard stock as well as orders via petty cash
<u>ENQUIRIES</u>	:	Ms A Mahlaba at tel (012) 312-0523
<u>CLOSING DATE</u>	:	8 September 2008

<u>POST 33/62</u>	:	<u>SENIOR LOGISTICS CLERK GRADE II (PAYMENTS) (REF NO NDOH 151/2008)</u> Cluster: Chief Financial Officer. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R76 194 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *Two years knowledge and experience in LOGIS, BAS, Procurement Processes, PPPFA, PFMA and Treasury Regulations *Appropriate experience in terms of a fully operational office with regard to logistic management *Ability to work under pressure and be prepared to work overtime when required *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations.
<u>DUTIES</u>	:	*Capture payments on LOGIS *Prepare payment documents for signature *Prepare payment documents for authorisation *Verify payment amount *Send payment stubs to suppliers *Request for credit notes from suppliers *File all completed payments *Handle all payment enquiries *Print reports from BAS system *Liaise with LOGIK Centre for failed payments *Prepare monthly reports of payments *Capture Journals.
<u>ENQUIRIES</u>	:	Mr E Bologo at tel (012) 312-3231.
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/63</u>	:	<u>SENIOR LOGISTICS CLERK GRADE II (PAYMENTS) (2 POSTS) (REF NO NDOH 152/2008)</u> Cluster: Chief Financial Officer. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R76 194 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *Two years knowledge and experience in LOGIS, BAS, Procurement Processes, PPPFA, PFMA and Treasury Regulations *Appropriate experience in terms of a fully operational office with regard to logistic management *Ability to work under pressure and be prepared to work overtime when required *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations.
<u>DUTIES</u>	:	*Capture payments on LOGIS *Prepare payment documents for signature *Prepare payment documents for authorisation *Verify payment amount *Send payment stubs to suppliers *Request for credit notes from suppliers *File all completed payments *Handle all payment enquiries *Print reports from BAS system *Liaise with LOGIK Centre for failed payments *Prepare monthly reports of payments *Capture Journals *Responsible for the procurement of goods and services for outside offices in the department.
<u>ENQUIRIES</u>	:	Mr E Bologo at tel (012) 312-3231.
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/64</u>	:	<u>SENIOR LOGISTICS CLERK GRADE I (POSTING) (REF NO NDOH 149/2008)</u> Cluster: Chief Financial Officer. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R64 410 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *One year knowledge and experience in LOGIS, BAS, Procurement Processes, PPPFA, PFMA and Treasury Regulations *Appropriate experience in terms of a fully operational office with regard to logistic management *Ability to work under pressure and be prepared to work overtime when required *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations.
<u>DUTIES</u>	:	*Capture requests on line *Print Procurement Advices *Link ICN numbers to items *Capture issue vouchers *Capture Extra Ordinary Receipt vouchers *Handle enquiries of all requisitions *Do posting on VA4, VA5 and VAS files *Capture Chief User Information *Assist in stock taking of E-class accountable items *Assist in all other duties pertaining to Supply Chain Management

		*Responsible for procurement of goods and services for outside offices in the department.
<u>ENQUIRIES</u>	:	Mr E Bologo at tel (012) 312-3231
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/65</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I (REF.NDOH.148/2008)</u>
		Cluster: Office of Standards Compliance, Cluster Managers Office (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act will not be considered for the post. This is a re-advertisement, candidates who previously applied for this post "Ref. PSC.10/47", may re-apply if they are still interested).
<u>SALARY</u>	:	R64 410 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) and experience in office administration, financial reports and writing of minutes. Good communication skills (written and verbal). Knowledge of LOGIS and the compiling of financial reports. Computer literacy. Good interpersonal relations, and the ability to work under pressure. Good computer skills, including knowledge of Excel and PowerPoint will be an advantage. A valid code 08 (Code B) driver's licence will be an added advantage.
<u>DUTIES</u>	:	*Render administrative support to the Cluster *Maintain a register of all in and outgoing post *Follow-up on deadlines *Making travel and accommodation arrangements *Arrange meetings and workshops and order refreshments *Making photocopies and sending faxes *Creating and updating the filing system regularly and assist with filing of documents *Responsible for capturing requests on LOGIS and ordering of non-standard stock as well as orders via petty cash *Controlling of the inventory of the furniture and equipment, obtaining of quotes for new orders *Writing of memo's and minutes as requested *Assist with the secretary's duties when needed.
<u>ENQUIRIES</u>	:	Dr Carol Marshall at tel. (012) 312 0492.
<u>CLOSING DATE</u>	:	1 September 2008
<u>POST 33/66</u>	:	<u>SENIOR LOGISTICS CLERK GRADE I (ORDERS) (REF NO NDOH 150/2008)</u>
		Cluster: Chief Financial Officer. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R64 410 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent qualification *One year knowledge and experience in LOGIS, BAS, Procurement Processes, PPPFA, PFMA and Treasury Regulations *Appropriate experience in terms of a fully operational office with regard to logistic management *Ability to work under pressure and be prepared to work overtime when required *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations.
<u>DUTIES</u>	:	*Check incoming requests memo's that the correct procurement procedures are followed according to all delegations *Request for new supplier numbers *Request for banking details from suppliers *Complete Procurement Advices according to information submitted *Print orders *Sort out and file receipt and PA documents *Send orders to suppliers *Handle enquiries *Assist with other duties regarding procurement of goods and services *Communicate to internal and external suppliers *Responsible for the procurement of goods and services for outside offices in the department.
<u>ENQUIRIES</u>	:	Mr E Bologo at tel (012) 312-3231
<u>CLOSING DATE</u>	:	8 September 2008
<u>POST 33/67</u>	:	<u>ADMINISTRATION CLERK GRADE II (REF NO NDOH 140/2008)</u>
		Cluster: Human Resource Development and Management: Directorate: Human Resources Administration: Security Services (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, will not be considered for the post). This is a re-advertisement, candidates who previously applied for this post "PSC.37/17", must re-apply if they are still interested.
<u>SALARY</u>	:	R54 879 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent qualification. Undergone security or police training. Computer literacy will be an added advantage.

DUTIES

: *Capture data on computer *File security documents and keep records
*Secretarial functions e.g. making appointments and arranging meetings,
booking of flights and accommodation *Assist with the administration of budget
*Handling human resources and telephonic enquiries from the clients *Process
and keep records of travel claims and leave, etc. *Handle and distribute incoming
and outgoing mails *Retrieve vetting record files *Liaise with criminal record
centre with regards to personnel record checks *Record keeping and
maintenance of security personnel files

ENQUIRIES

: Ms Gcwini Zandisile at tel. (012) 312 0031

CLOSING DATE

: 1 September 2008

THE INDEPENDENT COMPLAINTS DIRECTORATE

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

APPLICATIONS : The Independent Complaints Directorate, Private Bag X 941, Pretoria, 0001 OR
ICD House, 388 Andries Street, Pretoria, 0001
CLOSING DATE : 29 August 2008
FOR ATTENTION : Ms T Marumo
NOTE : 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 license. 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 POST

POST 33/68 : **CLIENT SERVICE CLERK INTERNSHIP**
SALARY : R2000 per month
CENTRE : Pretoria
REQUIREMENTS : An unemployed South African citizen with a completed Degree/ Diploma. The incumbent must be self-driven and computer literate. He/she must be able to work under pressure and should have good personal and communication skill (verbal and Writing). People with disability should apply
DUTIES : Handling switchboard for incoming and outgoing calls, take messages. Forward calls to the appropriate divisions/sections/officials Handle incoming and outgoing faxes, Print and distribute monthly telephone accounts, compile report thereof, Keep the register for all telephone accounts and make Telkom payments, Update telephone register and roster (Cellphone & Landline), Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay. Handle all administration of the switchboard (Reporting of faults), Attend to all duties that may be required from time to time
ENQUIRIES : Ms S. Makwela @ 012 423 1412

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of Section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Preference will be given to the disabled, Indian/coloured/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process

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 completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and 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. 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 this position.

MANAGEMENT ECHELON

POST 33/69 : **DIRECTOR: HUMAN RESOURCE REF 08/296/MP**
Three Year Renewable Performance Contract

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

CENTRE : Regional Office, Mpumalanga

REQUIREMENTS : A Bachelor's degree or equivalent qualification; Minimum of five years' management experience; A deep understanding and knowledge of HR best practice principles, transformational and transactional strategies, performance consulting and business partnering. Skills and competencies: Dynamic and committed with a professional approach; Managerial skills; Strong communication skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail.

DUTIES : Set strategic direction and ensure consistent application of HR Systems Policies and practice; Attain Branch results through alignment and management of the component; Manage both internal and external relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders; Influence and manage employees' performance in the Region against strategic financial objectives defined at an HR Branch level; Ensure understanding of operations of different units in the regions and give input into their strategic planning from a Human Resource Management perspective; Attain business results through the implementation and management of sound internal business processes, which are cost effective and time efficient and ultimately promote good governance; Effectively and efficiently manage resources in own directorate.

ENQUIRIES : Ms T Modise ☎ (012) 357 8013

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 01 September 2008

OTHER POSTS

POST 33/70 : **ASSISTANT DIRECTOR: BUDGET & DECISION SUPPORT REF: 08/294/CFO**

SALARY : R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

<u>REQUIREMENTS</u>	:	A Bachelor's degree/National diploma in Finance. Three years experience in finance; Knowledge of budgeting and expenditure control in the Public Service; Knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting Systems, PERSAL and Vulindlela will be an added advantage. Skills and Competencies: Good Communication skills (written & verbal) skills; Advanced Excel Skill, Ms Word and Power-Point; Time management.
<u>DUTIES</u>	:	Prepare monthly and quarterly expenditure management reports against the approved budget of designated branches; Manage BAS allocations and ensure the correct allocations to the payment section; Ensure compliance with budget aspects as stipulated in the Public Finance Management Act ,Treasury Regulations and Financial 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; Compile 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 APPLICATIONS</u>	:	Mr Mpho Mugodo ☎ (012) 315 8747
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/71</u>	:	<u>ASSISTANT DIRECTOR: AGENCY SERVICES REF: 08/295/CFO</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An appropriate Bachelor's Degree or equivalent qualification; Three years relevant experience; Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations and BAS (especially in the public sector). Skills and Competencies: Strong leadership and management capabilities; Planning, organizing and problem solving; Financial Management; Good Communication (verbal and written); Computer literacy (with focus on Excel); Ability to work under pressure and be self motivated; Accuracy and attention to detail.
<u>DUTIES</u>	:	Overall control and planning of the activities and performance of the allocated work sphere and resources within Agency Services; Ensure compliance with the applicable financial prescripts and legislation; Prepare and submit confirmation letters to client departments; Control status of the Agency Services reports; Liaise with client departments; Plan, co-ordinate, control, guide and train personnel and their activities; Provide daily reports to Deputy Director; Evaluate work performance of sub-ordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mugodo ☎ (012) 357 8747
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/72</u>	:	<u>REGISTRAR</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Registrar of the High Court, Cape Town
	:	LLB or equivalent four year legal qualification, which includes at least the following subjects: Law of Evidence, Civil Law and Interpretation of Statutes as well as appropriate knowledge/experience.
<u>DUTIES</u>	:	Manage the Registrar's Office and act as Control Officer; Tract and manage progression of case; Conduct interviews with clients to determine needs; Provide legal advice to clients on appropriate course of action; Control records and ensure compliance with the archives code/Act; Provide inputs to the judiciary and the Court Manager regarding court rules and prescripts.
<u>ENQUIRES APPLICATIONS</u>	:	Ms R Davids at Tel: (021) 480 2411
	:	Quoting the relevant reference number, direct your application to: The Registrar: High Court, Department of Justice, Private Bag X 9020, Cape Town, 8000.
<u>CLOSING DATE</u>	:	01 September 2008

<u>POST 33/73</u>	:	<u>PERSONAL ASSISTANT TO THE DEPUTY CHIEF STATE LAW ADVISOR (4 POSTS) (12 MONTHS CONTRACT APPOINTMENT) REF: 08/300/LAS</u>
<u>SALARY</u>	:	R145 920 + R53 990.40(37%) = R199 910-40 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria (2 Posts) And Cape Town Office (2 Posts)
<u>DUTIES</u>	:	Grade 12 plus appropriate related qualification; Three years experience in secretarial and office management; Computer literacy.
<u>ENQUIRIES APPLICATIONS</u>	:	Administer the on-line and physical diary of the Deputy Chief State Law Advisor; Manage information and data on behalf of the Deputy Chief State Law Advisor; Plan and schedule day-to-day tasks of the Deputy Chief State Law Advisor; Manage telephone calls and convey messages; Organize meetings/workshops/conferences and functions; Draft coherent and convincing submissions/reports from notes; Type ;edit; and format correspondence; and draft legislation; Receive and attend to visitors; Serve refreshments to visitors and/or at identified meetings , as indicated by the Deputy Chief State Law Advisor; and Handle travel arrangements e.g. passport and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks as directed by the Deputy Chief State Law Advisor. Mr G Masingi ☎ 012 315 1893
<u>CLOSING DATE</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. 01 September 2008
<u>POST 33/74</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF: 08/298/RM</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
<u>DUTIES</u>	:	A Bachelors Degree or equivalent qualification; Two years relevant experience; Knowledge of Risk management software – BarnOwl as an added advantage; Drivers' License. Skills and competencies: Project management skills; Computer literacy (MS Office); Communication skills (verbal and written); Advocate of team work; Willing to work irregular hours; Accuracy and attention to detail.
<u>ENQUIRIES APPLICATIONS</u>	:	Provide support in maintaining and monitoring the departmental risk profile; Assist with roll out of the risk management software; Provide end – user support and guidance; Serve as the central administrator of the risk management software tool; Plan, schedule and provide end – user training on Risk Management software; Capture data in risk management software and administer risk profiles; Assist Senior/Middle managers in execution of risk management processes; Assist in coordination of risk management workshops and training ; Assist in budget review, monitoring and control including cash flows; Provide administrative support with regards to internal and external audit queries; Assist the Directorate Risk Management in conducting research requested on the aspects of Enterprise – wide Risk Management; Support managers in project risk assessments for the identified strategic projects; Mr M Mugodo ☎ 012 357 8747
<u>CLOSING DATE</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. 01 September 2008
<u>POST 33/75</u>	:	<u>SENIOR LIBRARIAN: (1 POST) REF 08/219/GP</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Constitutional Court, Johannesburg
<u>DUTIES</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);

<u>DUTIES</u>	:	Research and planning skills; Problem solving and planning skills; Interpersonal relations; Creative and analytical thinking skills; Customer orientation.
	:	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. .
<u>ENQUIRIES</u>	:	Mr. V Misser ☎ (011) 359 7458
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/76</u>	:	<u>ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF: 08/299/RM</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 Bachelor's Degree or equivalent qualification; At least one year relevant experience; Knowledge of Risk management software – BarnOwl as an added advantage; Drivers' License; Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Advocate of team work; Management of finance or audit; Willing to work irregular hours.
<u>DUTIES</u>	:	Assist in data administration of the risk management software; Assist in budgeting review, monitoring and control including cash flows; Capture data in risk management software; Assist Senior/Middle managers in execution of risk management processes; Perform miscellaneous job related duties as assigned, e.g. filling, copying etc; Prepare and submit payment advices for miscellaneous payments (JYP); Co – ordinate the distribution of incoming and outgoing mail; Attend to logistical arrangements of the component as and when required; Perform messenger duties.
<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>	:	01 September 2008
<u>POST 33/77</u>	:	<u>ADMINISTRATIVE OFFICER: PROMOTION OF ACCESS TO INFORMATION (2 POSTS) REF: 08/297/AIR</u>
<u>SALARY</u>	:	R117 501 – R137 946 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification; At least one year experience in government administration; Knowledge of Human Resources, Financial Management and general knowledge of Departmental regulations; Knowledge of Public Administration, Financial Management Act, procurement systems and process; A driver's license will be an added advantage; Skills and Competencies: Strong communication (written and verbal) skills; Ability to supervise; Liaison and general office management skills; Good interpersonal relations; Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Internet); Accuracy and attention to detail;
<u>DUTIES</u>	:	Perform general administrative functions in the Directorate; Manage and maintain administrative functions relating to the Directorate; Facilitate the processing of subsistence and travel advances and claims; Oversee provisioning and procurement of the Directorate; Communicate with internal and external service providers and other stakeholders; Co-ordinate Human Resource function of the Directorate such as leave records and telephone records; Handle and respond to general enquiries.
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ 012 315 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	01 September 2008

<u>POST 33/78</u>	:	<u>MAINTENANCE OFFICERS REF: 08/30/KZN</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Howick (1) and Ntuzuma (1)
<u>REQUIREMENTS</u>	:	An appropriate legal qualification (B Juris, B Proc or LLB) plus three years experience in the justice sector; Extensive knowledge of the maintenance system; Proficiency in at least two official languages. Skills and Competencies: Computer literacy(MS Office); Numeracy skills; Excellent Communication skills (verbal and written); Good interpersonal relations; Ability: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance enquiries; Facilitate communication between people with maintenance disputes.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders.
<u>ENQUIRIES</u>	:	Howick post: Ms J.T. Ngema ☎ (039) 8329461 Ntuzuma post: Mr S.A. Ntinga ☎ (031) 5091405
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/79</u>	:	<u>ADMINISTRATIVE OFFICER REF: 08/31/KZN</u> (Re advertisement)
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Pinetown
<u>REQUIREMENTS</u>	:	An Bachelor's degree or equivalent qualification and at least one year relevant experience in office and District Administration; Knowledge of the PFMA, DFI, BAS, JYP and other applicable legislation; Knowledge of Human Resources, Asset and Facilities and Risk Management; Recommendations: A valid driver's licence code EB. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Continual learning and information search; Good interpersonal relations; Public Management; Leadership Organizational and problem solving skills; Able to work accurately under pressure and independently; Attention to detail.
<u>DUTIES</u>	:	Assist with control over duties related to Domestic Violence Act, Maintenance Act, Provisioning Administration, Cash Hall, Criminal and Civil sections and General Services; Render efficient and effective support to the courts; General supervision of clerical staff ; Formal disciplinary matters; Manage performance Management in the office; Handle correspondence; Draft memoranda, submissions and reports; Render advice and assistance on various administrative matters; Check diverse for completion and correctness; Maintain prescripts and records; Facilitate training and of personnel; 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.
<u>ENQUIRIES</u>	:	Mrs A. Pillay ☎ (031) 710 7800
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/80</u>	:	<u>ADMINISTRATIVE OFFICER: (1 POST) REF 08/220/GP</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Randfontein
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification. At least one year experience in Court 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 : Mr. C Madiba ☎ (011) 278 7315

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

CLOSING DATE : 01 September 2008

POST 33/81 : **SENIOR ADMINISTRATION CLERK: (4 POSTS)**

SALARY : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Springs REF: 08/221/GP (2POSTS)
Magistrate, Meyerton REF: 08/222/GP (2 POSTS)
Magistrate, Nigel: REF 08/223/GP (2 POSTS)

REQUIREMENTS : 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.

DUTIES : 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 Springs: Ms. R Ramcharitar ☎ (011) 811 2180

Magistrate Meyerton: Ms E De Beer ☎ (016) 362 0403

Magistrate Nigel: Mr NL Mphahlele ☎ (011) 814 8261

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

CLOSING DATE : 01 September 2008

POST 33/82 : **SENIOR REGISTRARS CLERK: (26 POSTS)**

SALARY : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Labour Court, Johannesburg: REF 08/224/GP (16 POSTS)
Labour Court, Cape Town: REF 08/225/GP (4 POSTS)
Labour Court, Port Elisabeth: REF 08/226/GP (3 POSTS)
Labour Court, Durban: REF 08/227/GP (3 POSTS)

REQUIREMENTS : Grade 12 or equivalent qualification; Two years' administrative experience. Skills and Competencies: Computer literacy; Good communication Good communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.

DUTIES : Compile batches for payment, issue receipts and keep register; Write warrant vouchers manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services; Act as liaison between judges and legal practitioners.

ENQUIRIES : Labour Court, Johannesburg: Ms. NF Ntuli ☎ (011) 359 5760

Labour Court, Cape Town: Ms. NF Ntuli ☎ (011) 359 5760

Labour Court, Port Elisabeth: Ms. NF Ntuli ☎ (011) 359 5760

Labour Court, Durban: Ms. NF Ntuli ☎ (011) 359 5760

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

CLOSING DATE : 01 September 2008

<u>POST 33/83</u>	:	<u>SENIOR TELECOM OPERATOR: (2 POSTS) REF: 08/228/GP</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour Court, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years' relevant experience as a telecom operator; Skills and Competencies: Computer literacy; Able to work under pressure; Good communication (written and verbal (Interpersonal relations).
<u>DUTIES</u>	:	Type reports; General correspondence; Answer telephone and take messages; Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the is manned at all times and that customers (inside and outside) are attended to without delay; Attend to all duties that may required to do from time to time.
<u>ENQUIRIES</u>	:	Ms. FN Ntuli ☎ (011) 359 5760
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/84</u>	:	<u>USHER MESSENGER: (1 POST) REF 08/229/GP</u>
<u>SALARY</u>	:	R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour Court, Port Elisabeth
<u>REQUIREMENTS</u>	:	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 serving as an advantage.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. NF Ntuli ☎ (011) 359 5760
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	01 September 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** : 24 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 33/85** : **SENIOR PERSONNEL OFFICER**
- SALARY** : R76 194 per annum (Level 5) (Reference: S8/3/2008/896)
R94 326 per annum (Level 6) (Reference: S8/3/2008/897)
- CENTRE** : Directorate: Human Resource Management (Pretoria)
- REQUIREMENTS** : The applicants must be in the possession of a Grade 12 certificate and extensive practical experience in Human Resource Management. * Experience in Performance Management shall be considered firstly. * Must have successfully completed a course in Personnel Administration. * The ability to deal with conflict and work with people of a diverse culture and to communicate and interact on high level is recommended, excellent computer literacy, good written and verbal communications skills. * The positions call for self motivated, assertive, innovative and reliable persons.
- DUTIES** : The successful candidates will ensure adherence to effective implementation of Employee Benefits, PERSAL Management and/or management of Performance Management. * Research and implement policies in line with the new regulatory framework. * Ensure proper dissemination of information on these policies to departmental staff through workshops and ensure that they are well informed of current issues related to policies. Provide support to employees on the implementation of Employee Benefits and/or Performance Management policies through advice and guidance. * Provide secretariat support to the Directorate Assessment and Moderating Committees and Performance Appraisal Appeal Committees (PAAC) Keep and update statistics for the Human Resource Plan
- POST 33/86** : **SENIOR AUXILIARY SERVICES OFFICER (REFERENCE: S8/3/2008/891)**
- SALARY** : R64 410 per annum
- CENTRE** : Office Of The Surveyor General: Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 10 (Standard 8) certificate with appropriate experience of the functioning of a Surveyor-General's Office *The following will be recommendations: *Good verbal, written communication and inter-personal skills *Computer literacy *Ability to work under pressure.
- DUTIES** : The successful candidate will be required to: *Compile, maintain and archive office records and documents *Operation and maintenance of photographic equipment *Supply office information *Issuing survey data to Land Surveyors in terms of Regulation 2 of the Land Survey Act as well as assisting the general public with queries related to the cadastre *Capture, maintain and supply digital

<u>NOTE</u>	:	data *Compilation and maintenance of relevant office and personal production records *Supply support services to technical and Professional staff African Males and Females are encouraged to apply
<u>POST 33/87</u>	:	<u>AUXILIARY SERVICES OFFICER (REFERENCE: S8/3/2008/890)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	Office Of The Surveyor General: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 (Standard 8) certificate. The following will be recommendations: *Good verbal, written communication and inter-personal skills *Computer literacy *Ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be required to: *Compile, maintain and archive office records and documents *Operation and maintenance of photographic equipment *Supply office information *Assisting the general public with queries related to the cadastre *Compilation and maintenance of relevant office and personal production records *Supply support services to technical and Professional staff
<u>NOTE</u>	:	White Females and Indian Males and White Males are encouraged to apply

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 : 29 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 33/88 : **ASSISTANT DIRECTOR: MINERAL RECORDING**

SALARY : R174 243 per annum

CENTRE : North West Region: Klerksdorp

REQUIREMENTS : An appropriate degree/equivalent qualification with GIS or electronic mapping as subject coupled with appropriate experience. PLUS the following key competencies: ☐ 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. ☐ 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. ☐ Communication: • Ability to interact with persons on various levels. Sound report writing skills and Presentation skills. ☐ Creativity • A creative, assertive and confident approach. Ability to analyse problems. Innovative and self driven person. Recommendation/Note: Ability to work under pressure and beyond official hours.

DUTIES : • 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

ENQUIRIES : Mr A K Kharivhe ☎018 464 1631-5

POST 33/89 : **ENVIRONMENT OFFICER**

SALARY : R117 501 per annum

CENTRE : Northern Cape – Kimberley

REQUIREMENTS : A Bachelor's Degree OR a Diploma in Environmental Science / Environmental Management. Experience in the mine environmental management will be an advantage PLUS the following key competencies: ☐ Knowledge of • Mineral & Petroleum Resources Development Act 2002 (Act 28 of 2002) & other relevant Legislations • Understanding of the Mine Environmental Management field • Mining procedures and processes, & impacts thereof; mitigation methods including rehabilitation and pollution control measures • Understanding of Policies, Rules & Regulation governing the mining environmental management • Compilation of Environmental Management Reports ☐ Skills: • Interpersonal skills • Computer literacy & Good report writing skills • Negotiation and conflict resolution skills • Ability to work as part of a team or I independently ☐ Communication • Ability to communicate well in writing & verbally in English • Represent DME in interdepartmental Committees • Presentation, Public speaking & communicate at higher level ☐ Creativity: • A creative, assertive and confident approach • Ability to work under pressure • Ability to analyse problems and recommend corrective measures • Innovative thinker • Ability to

		interpret, apply policies and legislation. Recommendation/Note: Applications without Driver's Licence will not be considered
<u>DUTIES</u>	:	<ul style="list-style-type: none"> • Evaluating EMP's, Scoping, Closure reports and advise supervisor accordingly. Liaise with organisation of state, Interested and Affected Parties, Investigate and resolve mine environmental related problems, queries & complaints. Conduct inspections on mines, assess and manage environmental degradation, Ensure each mine has adequate financial provisions • Participate on forum meetings, sundry meetings & conduct
<u>ENQUIRIES</u>	:	Mr. NT Ravhugoni ☎: (053) 8300 800
<u>POST 33/90</u>	:	<u>CHIEF REGISTRY CLERK</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Records Management
<u>REQUIREMENTS</u>	:	Grade 12, Records Management Certificate, with relevant experience. Administrative tertiary qualifications and driver's will be an added advantage. PLUS the following key competencies: ☑ Knowledge of: <ul style="list-style-type: none"> • Knowledge of National Archives Act • Minimum information security standards. Promotion of access to information act • Public service regulation act • Records Management policies and Procedures • Postal, courier and Messenger services. Conflict management ☑ Skills: <ul style="list-style-type: none"> • Ability to meet deadline • Analytic skills, and motivational skill Computer skills: <ul style="list-style-type: none"> • Organisational skills. Problem solving skills. Communication: • Read and write • Listening ☑ Creativity: <ul style="list-style-type: none"> • Ability to make decision • Decision making • Flexibility
<u>DUTIES</u>	:	<ul style="list-style-type: none"> • Ensure the safekeeping of official records Allocate the File numbers as per departmental Filing System • Implement File tracking schedule Maintain and implementation the internal control, policies and procedures • Identify skills development needs of Registry personnel • Maintain effective and efficient postal, courier and reproduction service Compile monthly progress report Promote a conducive working environment Perform other duties as requested by the supervisor
<u>ENQUIRIES</u>	:	Mr G.K Monyamane, ☎ (012)317 - 8042
<u>POST 33/91</u>	:	<u>SENIOR PERSONNEL OFFICER (CONTRACT POST FOR 12 MONTHS)</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Head Office (Pta)
<u>REQUIREMENTS</u>	:	A senior certificate plus practical experience or a Human Resource related qualification PLUS the following key competencies: Knowledge of: Human Resource prescripts (PSR, PSA, Financial Manual, PSCBC Resolutions, HR Legislation), policies and processes. Department's mission and vision and how a Human Resource Utilisation Office can contribute to achieve the departmental objectives. Skills: Ability to interpret and apply HRM decisions, policies and prescripts. Computer Literacy (MS/Suite) Numeracy skills (calculation of pension, leave, housing) .Organizing skills (Ability to work under pressure with several different issues simultaneously). The ability to identify urgent and/ or important matters. Good Interpersonal relations ☐ Communication: Good Communication Skills, both verbally and in writing Good people skills ☐ Creativity: Ability to think and be creative. Recommendation/Note: A HR qualification or experience in condition of service and Persal will serve as a recommendation. Candidates will be subjected to testing (written business language, calculation, and prescript interpretation and computer skills).
<u>DUTIES</u>	:	KRA's: write letters, deal with enquiries, enter information on PERSAL and apply prescripts pertaining to the following: Pension, Medical Aid, Leave, Unemployment Insurance, Transfers, State guarantees, Home owner deductions and allowances, Injury on duty, Resettlement/Accommodation and travel claims, Long Service Awards, Termination of Service and other Allowances.
<u>ENQUIRIES</u>	:	Ms Bangi Mokgoatjane/ Ms Jo-Dene vd Wsthuizen 012 3178146/ 3178383
<u>POST 33/92</u>	:	<u>ADMIN CLERK INVENTORY & DISTRIBUTION: LOGISTICS</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Pretoria
<u>R EQUIREMENTS</u>	:	A Senior certificate plus relevant administration experience. PLUS the following key competencies: ☑ Knowledge of: <ul style="list-style-type: none"> • Public Finance Management Act • Treasury Regulations • PPPFA • SCM Framework • Logis (advantageous) ☑ Skills: <ul style="list-style-type: none"> • Computer literacy • Financial Management • Good verbal and written communication • Ability to communicate at all levels ☑ Creativity:

		<ul style="list-style-type: none"> • Innovative thinker • Organizing & record keeping • Prioritising • Problem Solving
<u>DUTIES</u>	:	KRA's: <ul style="list-style-type: none"> • Receive goods from transit into departmental store. • Retrieve goods, monitor stock levels, report on re-ordering when stock reached pre-Pre-cautionary levels • Maintain safe-custody of inventories • Issue and Dispatch goods from departmental stores • Continuously identify discrepancies and general maintenance of stock. • Conduct weekly, monthly and quarterly stock take
<u>ENQUIRIES</u>	:	Mr. BS Maluleka ☎ 012 3178034
<u>POST 33/93</u>	:	<u>2 X DRIVERS</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A national senior certificate: Grade 12 (Metric) plus relevant experience and a valid unendorsed code B (08) driver licence and a valid Professional Driver Permit (PDP) PLUS the following key competencies: ☐ Knowledge of: <ul style="list-style-type: none"> • of the Pretoria, Centurion, Johannesburg areas • Transport circular 4 of 2000 ☐ Skills: <ul style="list-style-type: none"> • Excellent verbal communication skills • Excellent driving skills • Problem solving skills ☐ Communication: <ul style="list-style-type: none"> • Good verbal and negotiations skills ☐ Creativity: <ul style="list-style-type: none"> • Provide solutions that are not prescribed Recommendation/ Note: Need to travel country wide when required
<u>DUTIES</u>	:	KRA's: Delivery and collecting of documents, mail and parcels • Conveying officials from and to courses and the Centurion offices
<u>ENQUIRIES</u>	:	Mr Boyce Abdool ☎ 012-3178056

NATIONAL TREASURY

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

CLOSING DATE : 1 September 2008

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

POST 33/94 : **PERSONAL ASSISTANT: INTERGOVERNMENTAL RELATIONS**
REFERENCE NUMBER: S167/2008
 Division: Intergovernmental Relations
 Purpose: To provide a comprehensive administrative and secretariat support to the Senior Manager

SALARY : R145 920 per annum (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A three-year post Matric Qualifications • Very good experience in MS Office packages (Word, Excel, Power Point, and Outlook) and administrative support.

DUTIES : Secretariat support: Δ Manage electronic diary system Δ Type documents Δ Assist manager in compiling presentations Δ Manage travel arrangements Δ Acknowledge receipt of documents and handle confidential documents • Administrative support: Δ Organise office of the manager Δ Draft correspondence / memo's for approval as required Δ Perform provisioning administrative functions for the section Δ Administer matters like leave registers and telephone accounts • Financial management: Δ Assist management with documents related to the budget Δ Keep records of expenditure commitments Δ Monitor expenditure and alert Δ Check and collate BAS reports to ensure expenditure is allocated correctly • Remain up to date with regard to the applicable prescripts / policies.

APPLICATIONS : Applications for the above-mentioned position can also be forwarded to recruit.igr@treasury.gov.za

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 29 August 2008
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and *certified* copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to undergo a top secret security clearance and competency assessment.

MANAGEMENT ECHELON

- POST 33/95** : **DIRECTOR: FINANCE AND PROCUREMENT MANAGEMENT (REF: D/FPM/08/08)**
- SALARY** : R540 429 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized, appropriate Bachelor's Degree in Commerce or equivalent qualification • A strong financial background • Sound knowledge of Financial Management, Asset Management and Procurement • Ability to handle matters relating to PFMA, Treasury Regulations, Supply Chain Management and other relevant frameworks • Effective communication, strong interpersonal and writing skills • Strategic decision-making and management reporting skills • Managerial and leadership ability • Independence, initiative and willingness to travel regularly.
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for assisting the Chief Financial Officer on all financial management matters • Overseeing accounting systems and internal controls • Ensure that the Office receives a clean audit report • Timely submission of statutory financial and management reports • Overseeing the budgeting, taxation, payrolls and procurement of the Office • Exercise cash flow management • Ongoing review of financial performance against business plan and budget • Ensure effective implementation of PFMA and Treasury Regulations Development and revision of internal policies and procedures regarding Financial Management, Procurement, Logistics, Facilities Management and Security Services • Monitor and ensure effective implementation of Asset Management Reform Framework • Responsible for facilities, property and logistics management • Ensure effective implementation Supply Chain Management • Render a professional security service to the Office in terms of physical, communication, information and document security Ensure awareness on security, health and safety within the Office.
- ENQUIRIES** : Ms B Lerumo (012) 352 1195

OTHER POST

- POST 33/96** : **SENIOR ADMINISTRATIVE SECRETARY (REF: SAS/DDG/LPM/08)**
To the Deputy Director-General: Leadership and Management Practices
Branch: Leadership and Management Practices
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: • Computer literacy with a Senior or equivalent Certificate coupled with typing competency • Proven record in Office Administration

- Studying/completion of an appropriate three-year Diploma with extensive experience will be an advantage
- Functional PC skills in Microsoft Office suite, including Word, Excel, PowerPoint and Outlook
- Effective administrative, organizational, communication and multitasking skills
- Must be assertive, trustworthy and professional
- A motivated, self-driven, results and project-orientated individual with initiative and commitment to transformation is envisaged
- Ability to work independently and as part of the team
- Willingness to travel and ability to work beyond normal hours
- A Valid Code 08 Driver's license
- Ability to work under sustained pressure and deliver satisfactory results
- Ability to maintain high levels of confidentiality and to interact with people at various levels.

DUTIES

: Key Performance Areas: The successful candidate's duties will include:

- Taking of minutes
- Typing of documents
- Answering telephone
- Making calls and redirecting calls
- Making arrangements for meetings
- Maintaining a filing system
- Administering the DDG's diary
- Coordinating Office programmes
- Making traveling and accommodation arrangements for the DDG
- Receiving visitors
- Providing general administrative support for the effective functioning of the DDG's Office
- Following-up on behalf of the DDG for work assigned
- Obtaining and organizing information and supporting data for meetings, projects, presentations and reports
- Administering office correspondence
- Assisting with preparation and administration of the Office budgeting and expenditure control
- Liaising with selected stakeholders in respect of the Office operations.

ENQUIRIES

: Mr I Naidoo Tel no. (012) 352 1039

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

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

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

NOTE : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department.

OTHER POSTS

POST 33/97 : **MANAGER (DEPUTY DIRECTOR LEVEL)**
Directorate: Urban Renewal Programme (Monitoring and Evaluation)
Purpose: The successful candidate will give support in operationalising and maintaining monitoring and evaluation system for the Urban Renewal Programme and ensure credible information management systems for the programme.

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration package of R311 358 per annum
: Pretoria
: An appropriate recognized three year qualification in Development studies, Urban and Regional Planning, Economics or Social Studies. Experience in Intergovernmental planning and understanding of urban development issues. Experience in evaluative research, policy analysis, good writing skills, experience in establishing and maintaining information systems. Ability to work with and transfer skills to partners at provincial and municipal level.

DUTIES : Collection, capturing, storing and updating of information about the urban nodes from a range of sources and assisting with turning this information into knowledge products such as progress reports, lessons learnt case studies and newsletters. The incumbent is expected to provide support to the urban nodes in developing and maintain high quality information systems.

ENQUIRIES : Ms L Poto, Tel: (012) 334-0943
CLOSING DATE : 29 August 2008

POST 33/98 : **MANAGER (DEPUTY DIRECTOR LEVEL)**
Directorate: Municipal Infrastructure Policy

SALARY REQUIREMENTS : An all-inclusive remuneration package of R311 358 per annum
: An appropriate three year Bachelor's Degree in Social Science or an equivalent qualification from a recognized educational institution. Extensive knowledge of and experience in communication management and processes. Project management skills. Extensive experience in Communication, Problem Solving and analysis, People Management, Client Orientation and Customer focus. Experience in the built environment will be an advantage.

DUTIES : Coordinate and manage the operation of efficient and effective communication on MIG and sustainable municipal infrastructure delivery; Providing high level support to the Management of the Chief Directorate: Municipal Infrastructure on the efficient and timely flow of communication between the Department and internal and external stakeholders on the MIG and issues pertaining to sustainable infrastructure delivery. Coordinates and manages information dissemination on the MIG and sustainable infrastructure delivery, public relations activities as well as media relations. Manages and coordinates communication processes for MIG and the national communication strategy on universal access by 2014.

ENQUIRIES : Mr W Heydenreich

<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/99</u>	:	<u>SENIOR COMMUNICATIONS OFFICER: CAMPAIGNS MANAGEMENT</u> Directorate: Marketing and Corporate Communication
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year degree or equivalent qualification, coupled with work exposure within a communication or marketing environment. Knowledge of Government Communications is essential. Understanding of the operations of all three spheres of Government. Thorough knowledge of stakeholder management. Public Relations and media liaison exposure. Excellent writing skills as well as exposure to marketing promotions and exhibitions. Knowledge of and proficiency in communication campaign management. Good public speaking and presentation skills.
<u>DUTIES</u>	:	Provide support to Communications Chief Directorate with respect to all stakeholder liaison, communication and marketing initiatives. Executive departmental campaigns and events. Manage exhibitions and promotional branding initiatives. Develop key networks and relationships with the Department's stakeholders and suppliers. Provide support in the setting up and maintenance of interaction forums to facilitate implementation of departmental initiatives. Write media releases and statements. Execute and oversee media monitoring function. Develop and maintain effective stakeholder database.
<u>ENQUIRIES</u>	:	Ms J Morulane, Tel: (012) 334-0630
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/100</u>	:	<u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Directorate: Office of the Chief Financial Officer
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year degree or equivalent qualification in Public Administration, Financial Management or related field and extensive experience in the field of Supply Chain Management. Successful attendance of courses in asset and financial management and/or supply chain management practices such as logistical support, asset management and procurement. Extensive knowledge of the Public Finance Management Act, the Treasury Regulations and the Framework for Supply Chain Management (SCM). A good understanding of the various elements of Asset Management, including demand, acquisition and logistics management. Sound knowledge of stock taking and methods of disposal. Working knowledge of the relevant transversal systems (LOGIS and BAS) and extensive experience in the field of logistical support, asset management, and the management of human resources and finances. Computer skills: MS Word, Excel and PowerPoint.
<u>DUTIES</u>	:	Maintain an effective and efficient asset management system and asset register in accordance with the requirements and criteria as contained in the National Treasury Framework for Asset Management. Provide asset management support. Organise and manage the quarterly and annual asset verification processes and reconcile asset register with physical assets. Assume responsibility for all reporting on matters relating to asset management. Compile and submit the monthly LOGIS /BAS reconciliation to the Manager. Attend to audit queries on asset management functions within the timeframes of the Office of the Auditor-General. Provide secretariat services to the Asset Control Committee. Assist with the annual review of asset management policies and procedures. Ensure that performance agreements, quarterly reports and performance assessments are submitted within the relevant timeframes.
<u>ENQUIRIES</u>	:	Ms M Wege Tel: (012) 334-0980
<u>CLOSING DATE</u>	:	5 September 2008
<u>POST 33/101</u>	:	<u>ADMINISTRATIVE ASSISTANT</u> Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 and/or any other formal/related qualification relevant secretarial and administrative experience and knowledge of filing systems and office procedures. Good computer and minute taking skills and good typing proficiency Excellent time management skills and the ability to be self-driven and solution-orientated

		despite pressure. Willingness to work long hours, Good communication and interpersonal skills.
<u>DUTIES</u>	:	Co-ordinate and prepare documentation for meetings/workshops and compile minutes/reports, conduct research on topics related to the Chief Directorate's mandate. Provide efficient administrative/ secretariat support to the Chief Directorate. Manage the diary of the Executive Manager and arrange logistics and related activities for travel, meetings, workshops, conferences etc. Manage telephone and communication systems in the office. Respond to written requests, purchase and order stationary and equipment, manage inventory and equipment within the unit, file and manage the paperwork of the unit, perform other assigned ad hoc duties and support the roll of government programmes.
<u>ENQUIRIES</u>	:	Ms N Malepe,Tel: (012) 334 0734
<u>CLOSING DATE</u>	:	5 September 2008
<u>POST 33/102</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK (ASSET MANAGEMENT)</u> Directorate: Office of the CFO
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a Grade 12 certificate or equivalent qualification with relevant experience. Successful completion LOGIS 1 and LOGIS Miscellaneous courses will be a recommendation. Good verbal and written communication skills. Computer literacy.
<u>DUTIES</u>	:	It is expected from the successful candidate to perform functions on LOGIS such as capture receipt and issues in respect of assets, capture the movement and condition of assets and capture disposals and service records of assets. Barcode all new assets and ensure that all old assets are barcoded. Investigate old assets without barcodes and replace barcode number on LOGIS if a new barcode is issued. Maintain register for losses. Assist with quarterly and annual asset audits, verify correctness of control sheets and ensure that all control sheets are signed off. Recommend assets for disposals to the Manager, and assist with physical movement of assets and stocktaking.
<u>ENQUIRIES</u>	:	Ms Marie Wege Tel: (012) 334 0980
<u>CLOSING DATE</u>	:	5 September 2008

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>	:	29 August 2008
<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 33/104</u>	:	<u>DIRECTOR: YOUTH DEVELOPMENT</u> Chief Directorate: Community Development
<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 Bachelor's Degree (or equivalent qualification) in Social Science PLUS extensive experience in the field of youth development. Registration with the South African Council for Social Services Professions will be an added advantage. A valid code 08 driver's licence and willingness to travel. Competencies needed: <input type="checkbox"/> Practical experience in the field of community/youth development. <input type="checkbox"/> Knowledge of youth development. <input type="checkbox"/> Strategic capability and leadership skills. <input type="checkbox"/> Programme and multiple project management skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Change management skills. <input type="checkbox"/> Knowledge management skills. <input type="checkbox"/> Service delivery innovation skills. <input type="checkbox"/> Problem solving and analysis skills. <input type="checkbox"/> People management and empowerment skills. <input type="checkbox"/> Client orientation and customer focus. <input type="checkbox"/> Communication (written, verbal and presentation) skills <input type="checkbox"/> Policy analysis and development skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Internal/external networking skills and the ability to liaise at both national and international levels.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Manage the Directorate: Youth Development, <input type="checkbox"/> Facilitate and monitor the development and implementation of programmes, policies, legislation and strategies. <input type="checkbox"/> Promote and facilitate the development of norms and standards for services to youth. <input type="checkbox"/> Facilitate and manage the implementation of the social development specific youth development strategy within the national youth service programme. <input type="checkbox"/> Promote the establishment of mechanisms to ensure partnership and co-ordination arrangements with the welfare non-governmental organisations to enhance effective service delivery. <input type="checkbox"/> Support and promote the development of capacity building programmes for all categories of social service professionals working in the field of youth development. <input type="checkbox"/> Liaise with other government departments to ensure partnership and co-ordinated service delivery. <input type="checkbox"/> Represent the Department at all relevant public forums related to youth development. <input type="checkbox"/> Oversee the refinement and development of new policies and legislation related to youth.
<u>ENQUIRIES</u>	:	Ms S Luka Tel no: (012) 312-7792 / 7530

OTHER POSTS

<u>POST 33/105</u>	:	<u>DEPUTY DIRECTOR: SOCIAL RELIEF</u> Directorate: Social Relief
<u>SALARY</u>	:	R344 052 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriated three-year Degree/Diploma (or equivalent qualification) PLUS credible management experience. <input type="checkbox"/> Knowledge of the PFMA and the Legal Framework and policies supporting the provision of Social Relief of Distress. <input type="checkbox"/> Understanding of Social Relief of Distress policy gaps. <input type="checkbox"/> Ability to provide and coordinate administrative and secretariat services. <input type="checkbox"/> Understanding of the policy direction of the Branch: Comprehensive Social Security in relation to the Social Relief of Distress Programme. Competencies needed: <input type="checkbox"/> Communication skills (written and verbal). <input type="checkbox"/> People Management skills. <input type="checkbox"/> Quality management skills. <input type="checkbox"/> Planning and organising skills <input type="checkbox"/> Budgeting skills <input type="checkbox"/> Problem-solving and analytical skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Honesty. <input type="checkbox"/> Confidentiality. <input type="checkbox"/> Analytical. <input type="checkbox"/> Team Player. <input type="checkbox"/> Hard Worker and Assertive. <input type="checkbox"/> Accuracy and compliant. <input type="checkbox"/> Ability to cope with a high work load.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Provide secretariat and administrative support to the Directorate: Social Relief. <input type="checkbox"/> Manage and supervise Assistant Directors. <input type="checkbox"/> Participate in policy development of social relief issues. <input type="checkbox"/> Coordinate inputs on the Social Relief of Distress Bill and policy. <input type="checkbox"/> Track the policy gaps and update the trends in relation to the gaps identified. <input type="checkbox"/> Monitor disbursement trends on Social Relief of Distress in the provinces and report on the challenges to streamline the disbursement process.
<u>ENQUIRIES</u>	:	Mr J Molifi Tel no: (012) 312-7624
<u>POST 33/106</u>	:	<u>RESEARCH PROJECT MANAGER: POPULATION AND DEVELOPMENT</u> Directorate: Population and Development Research
<u>SALARY</u>	:	R344 052 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate post graduate qualification in social sciences (such as population studies, economics, sociology, statistics etc) PLUS credible experience in the development, strengthening and co-ordination of stakeholders and partnerships. Competencies needed: <input type="checkbox"/> Project management skills. <input type="checkbox"/> Planning, organising and problem analysis skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Ability to work in a team. <input type="checkbox"/> Interpersonal relations. <input type="checkbox"/> Good people management skills. <input type="checkbox"/> Population and development or development studies research skills, including quantitative and/or qualitative research skills. <input type="checkbox"/> Ability to monitor, analyse and interpret population trends. <input type="checkbox"/> Policy analysis and development skills, especially in the social and economic development fields. <input type="checkbox"/> Communication (verbal and written) skills, especially in research report writing. <input type="checkbox"/> Multi-stakeholder liaison and networking skills. <input type="checkbox"/> Knowledge of and experience in the population and development fields. <input type="checkbox"/> Computer literacy in both word processing and statistical software (SPSS recommended). <input type="checkbox"/> Skills in project monitoring and evaluation and as well as operations research will be an added advantage.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Initiate and manage interdisciplinary and multi-sectoral social sciences research projects, which will include-writing project proposals and specifications; commissioning research contracts; designing, managing and monitoring research activities; evaluating research reports; and advising on policy and programme implications of research findings. <input type="checkbox"/> High level liaison with departmental managers and different government departments and research institutions on population and development and social development research activities. <input type="checkbox"/> Support capacity development on population and development and social development research, through-providing information to stakeholders; offering training and technical support to stakeholders; and developing and maintaining statistical and other databases that support service delivery.
<u>ENQUIRIES</u>	:	Mr L Swartz Tel no: (012) 312-7405

<u>POST 33/107</u>	:	<u>DATA WAREHOUSE MANAGER</u> Directorate: Information Management
<u>SALARY</u>	:	R344 052 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> □ An appropriate Bachelors Degree in Information Science (or equivalent qualification) PLUS credible experience in the field of Information Management. □ Experience in working in a Data Warehouse environment will be an added advantage. □ Applicants must have the ability to speak, write and understand at least one African (South African) language. Competencies needed: □ Data analysis and processing skills. □ Policy development and implementation skills. □ Project management skills. □ Communication (written, verbal and liaison) skills. □ Financial management skills. □ Planning and organising skills. □ Computer literacy.
<u>DUTIES</u>	:	Key Responsibilities: <ul style="list-style-type: none"> □ Integrate various databases within the national and provincial departments of social development. □ Develop policies for data security, privacy and confidentiality. □ Monitor and evaluate data usage to ensure accuracy and reliability. □ Coordinate and manage the work of external service providers. □ Develop policies and standards for data usage and ensure the effective and efficient implementation. □ Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Mr KD Madumo Tel no: (012) 312-7839
<u>POST 33/108</u>	:	<u>PERSONAL ASSISTANT</u> Office of the Director-General
<u>SALARY</u>	:	R344 052 per annum. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> □ Applicants must be in possession of a Bachelor's Degree and / or a Senior (or equivalent) Certificate with extensive relevant experience in executive support supplemented by good administrative skills. □ General knowledge of government policies and social development policies will be an added advantage. □ The successful candidate must be willing to travel, work irregular hours and to perform sessional duties in Cape Town. □ The successful candidate must be in possession of a valid code 08 drivers' licence. Competencies needed: □ Ability to work quickly, independently and under pressure. □ Ability to solve problems and make informed decisions. □ Reliability, as well as good organising and planning skills. □ A team player capable of handling a variety of tasks. □ Good report writing skills. □ Ability to interact persuasively at all levels and build good working relationships with all key stakeholders. □ Advanced computer skills. Personal attributes needed: <ul style="list-style-type: none"> □ Integrity and discretion in dealing with secret and confidential matters. □ Problem solving. □ Ability to meet strict deadlines.
<u>DUTIES</u>	:	Key Responsibilities: <ul style="list-style-type: none"> □ Daily management of the Director-General's diary. □ Implement systems to manage the flow of correspondence between the Office of the Director-General and internal/external clients. □ Assist with the preparations for the DG's meetings, ensure that the DG receives meeting documents on time and is properly briefed before he attends meetings. □ Manage the DG's travel arrangements. □ Manage the DG's personal matters on request. □ Liaise with internal and external clients. □ Perform any other official duties as directed by the Director-General or the Chief Director in the DG's office. Render an administrative function to the Director-General.
<u>ENQUIRIES</u>	:	Ms. L Mxenge Tel no: (012) 312-7646
<u>POST 33/109</u>	:	<u>SENIOR SECRETARY GRADE III</u> Directorate: Population and Development Strategy
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> □ Grade 12 or equivalent Certificate PLUS credible experience in the administrative/secretarial field. □ Candidates on the short list will be required to undergo a computer literacy/typing test and a test to assess written communication skills. Competencies needed: □ Planning and organising skills. □ Ability to interpret directives. □ Interpersonal skills. □ Problem solving skills. □ Typing skills. □ Communication (written and verbal) skills. □ Cost consciousness. □ Knowledge of document tracking, storage and retrieval. □ MS Office Suite. □ Knowledge of filing systems. □ Telephone etiquette.

	<input type="checkbox"/> Knowledge of provisioning administration prescripts. Attributes: <input type="checkbox"/> Friendly. <input type="checkbox"/> Confident. <input type="checkbox"/> Accurate. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Independent. <input type="checkbox"/> Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	: Key Responsibilities: <input type="checkbox"/> <input type="checkbox"/> Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. <input type="checkbox"/> Receive clients or visitors. <input type="checkbox"/> Arrange meetings, workshops and appointments and provide administrative support. <input type="checkbox"/> Manage the diary of the senior manager. <input type="checkbox"/> Arrange journeys and accommodation and compile and submit subsistence and travel claims. <input type="checkbox"/> Scan, manage and draft correspondence, documentation, supporting registers and filing. <input type="checkbox"/> Facilitate inputs for parliamentary questions. <input type="checkbox"/> Take notes, keep minutes and do typing. <input type="checkbox"/> Co-ordinate financial inputs as well as human resource management and human resource development matters. <input type="checkbox"/> Act as Chief User Clerk.
<u>ENQUIRIES</u>	: Mrs O Mabitsela Tel no: (12) 312-7660

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

NOTE

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

MANAGEMENT ECHELON**POST 33/110**

- : **DIRECTOR: WATER RESOURCE PLANNING SYSTEMS**
5-Year Contract
Chief Directorate: Integrated Water Resource Planning

**SALARY
CENTRE
REQUIREMENTS**

- : R540 429 per annum (all inclusive package)
: Pretoria
: A recognised four-year tertiary degree in Hydrology, Geohydrology or Civil Engineering or applicable field within the Natural Sciences, plus extensive and appropriate experience in groundwater and/or surface water hydrology, hydrological assessment, development and management. Proven project management, human resource management and financial management experience. Ability to lead a highly skilled and dynamic team of aquatic scientists, engineers and resource economists. The following will serve as recommendation: registration as a professional scientist with the South African Council for Natural and Scientific Professions in terms of Section 11 of the Natural Scientific Professions Act 1993 or registration with the Engineering Council of South Africa as a professional engineer; an appropriate post-graduate qualification at master or higher will serve as strong recommendation; computer literacy with adequate experience in water related and numerical modelling programs and proven management and negotiation skills.

DUTIES

- : Key Performance Areas: The Directorate Water Resource Planning Systems provides high level support to the water resources planning process in the department. The successful incumbent will be responsible for evaluating water resource management issues, developing resource oriented strategies, programmes and tools to support the planning process in the Department. The successful candidate will lead and direct a team of scientists, engineers and resource economists to ensure. Provision of specialist and technical support in hydrology, geohydrology, resource economics and resource water quality to planners. Development of strategies, guidelines and tools for assessment, planning and management of catchment hydrology (including groundwater, climate change and weather modification) to support planning decision needs, coordination and development of decision support systems for analysis of water resource systems to support the planning process, particularly in terms of strategies and options for reconciliation of water requirements and availability, development of strategies, guidelines and rules for the operation and analysis of reservoirs and systems, support to planners around the macro socio-economic and environmental implications of the planning process.

**ENQUIRIES
APPLICATIONS**

- : Mr. PH van Niekerk Tel (012) 336 8762
: The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.

**FOR ATTENTION
CLOSING DATE**

- : Ms C Mazibuko, ZwaMadaka Building Room 610
: 29 August 2008

POST 33/111

- : **DIRECTOR: WATER RESOURCE MANAGEMENT POLICY AND STRATEGY**
5-Year Contract

**SALARY
CENTRE**

- : R540 429 per annum (all inclusive salary package)
: Pretoria

<u>REQUIREMENTS</u>	:	An applicable Bachelor's degree with appropriate experience in Water Resource Management (WRM) and human resource management. A post graduate qualification will be a recommendation. Computer proficiency in the basic Microsoft Office packages and a valid driver's licence is required.
<u>DUTIES</u>	:	Key Performance Areas: Reporting to the Deputy Director General: Policy and Regulation and Chief Director: International Relations, the incumbent will be responsible for: ensuring that the development and implementation of policies and strategies for managing water resources are timely and consistent with the requirement of the overarching framework of relevant Government policies and legislation, with a special focus on the national water legislation, and that water resources management activities are adequately resourced. Coordinate, guide and support the development of Water Resource Management policies, implementation strategies and associated guidelines within and outside the department. Ensure the harmonisation of WRM policies, legislation, strategies and guidelines with those of other sectors (spatial and line function) in the broader South African Economy. Coordinate and guide the establishment of the 2 nd Edition of the National Water Resource Strategy, and further editions. Coordinate and guide the development and approval of Catchment Management Strategies by Catchment Management Agencies. Coordinate the Department's involvement in national sector foresight activities, including cooperation with the Water Research Commission and interactions with other research organisations. In conjunction with the International Relations Division, coordinate the Department's functional involvement and participation with regard to WRM in relevant international initiatives, including those emanating from the United Nations. In conjunction with the National Disaster Management Structure, coordinate, guide and support the development and implementation of policies, strategies and guidelines conducive to pro-active disaster management practices as far as water related disasters are concerned, nationally and internationally. Contribute to programmes of capacity-building, technical training and education in the Water Sector, including the coordination of the Department's activities in the FETWater Programme. Guide and coordinate activities to enhance the implementation of the National Water Act, and the monitoring of such implementations, in conjunction with other units in DWAF. Provide WRM functional and financial inputs to the Department's Strategic Plan, Annual Report and Estimates of National Expenditure. Support the budget management of the WRM component of Branch: Policy and Regulation.
<u>ENQUIRIES</u>	:	Mr C Swiegers Tel (012) 336 8437
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/112</u>	:	<u>DIRECTOR: WATER USE AND REGULATION (192000/ 80093 /3) (JE 2901)</u> 5 year contract
<u>SALARY</u>	:	R540 429 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 Ntli (051 405 9000)
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
FOR ATTENTION : Ms. Z Ramatsebe
CLOSING DATE : 22 August 2008

OTHER POSTS

POST 33/113 : **DEPUTY DIRECTOR: WATER REGULATION (192100/80140/1) (JE 2898)**

SALARY : R407 745 per annum (all inclusive)
CENTRE : Bloemfontein
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 Ntli (051 405 9000)
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
FOR ATTENTION : Ms. Z Ramatsebe
CLOSING DATE : 22 August 2008

POST 33/114 : **LEGAL ADMINISTRATION OFFICER (2 POSTS)**
 5-Year Contract

SALARY : R344 052 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : At least a B.Proc or LLB degree. Appropriate post qualification experience in the Legal profession or in the application of Law (5yrs). Management skills. Good communication skills (verbal and written). Computer literacy (MS Word, MS PowerPoint, Outlook). Knowledge of Constitution of South Africa, Public Service Act and Regulations and Public Finance Management Act. Interpersonal Skills. Good Presentation Skills, analytical thinking, research, report writing, policy formulation and project management. Must be willing to travel. Preference will be given to applicants with the following: A post graduate LLB Degree or higher legal qualification with international law as a course; experience and skills in the drafting of Legislation Law Enforcement and Litigation; Extensive knowledge of environmental and water law. Broad knowledge of the Constitution and public service transformation policies. Experience, knowledge or skills in international law and negotiations.

<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be required, amongst others, to do the following: Co-ordination and processing of legislation; drafting, amending or editing of legislation. The Drafting of legal documents such as affidavits, directives, delegations, assignments and cabinet memoranda. Negotiating and drafting contracts and international agreements. Provide legal training and Presentations on Acts administered by or having a bearing on the Department. Assist in the application and interpretation of labour law and legislation administered by the Department. Appear before Water Tribunal on behalf of Department. Debt recovery and litigation matters. Provide ongoing legal advice/ opinions to the Department and Ministry. Liaise with customer, counsel, State Attorney, other organs of state and public, provide general legal support to the Department and Ministry to ensure that goals of the Department are met. Comment on or make recommendations on policies/ strategies for the Department and public Services/State to the Directorate Legal Services. Represent the Department at committees and meetings.
<u>ENQUIRIES</u>	:	Ms M Setwaba, Tel: (012) 336 8331
<u>APPLICATIONS</u>	:	The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/115</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT</u>
<u>SALARY</u>	:	R344 052 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Hartbeespoort Area Office
<u>REQUIREMENTS</u>	:	A B Com Degree in Accounting III, B Com Hons in Accounting or equivalent management qualifications. Extensive experience in a Financial Management and Revenue collection environment. Extensive knowledge in SAP. Computer literate in Microsoft Office, including Excel. A valid driver's licence. Management skills
<u>DUTIES</u>	:	Key Performance Areas: Manage EWAM, Risk (financial) and systems and projects. Develop and evaluate Northern Operations budget and expenditure. Customer Relations and Tariff calculations. Develop an audit functioning system. Revenue collection from customers. Manage Human Resources. Support Groblersdal Area Office, Tzaneen Area Office and Hartbeespoort Area Office. Budget control, accounting practices and related functions. Ensure that the budgets of Area Offices are effectively managed, regularly monitored and reported to management for timeous intervention. Supervise and manage the Finance units and functions, which include Expenditure Control, Accounting, Revenue, Stores, Procurement, Asset and Disposal Management, Collect, analyse, interpret and report relevant data as requested. Manage SAP systems and ensure optional utilisation.
<u>ENQUIRIES</u>	:	Mr. M. R Williams, Tel: (012) 253 1093
<u>APPLICATIONS</u>	:	Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<u>FOR ATTENTION</u>	:	Mr M. R Williams, Tel: (012) 253 1093
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/116</u>	:	<u>ASSISTANT DIRECTOR: WATER RESOURCE CLASSIFICATION (RESOURCE DIRECTED MEASURES)</u>
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four year degree in Ecological science/GIS/Aquatic Ecology, plus appropriate relevant experience in water resource management, and knowledge of the National Water Act, other relevant legislation and policies. Knowledge and experience in the use of methodologies in preliminary classification of water resources as well as other related Resource Directed Measures concepts. In addition to the requirement for a valid Code 08 driver's licence, excellent written and verbal communication skills, the successful candidate must demonstrate an ability to manage in a multidisciplinary development environment. The individual must be innovative, highly skilled and motivated with strong interpretive and comprehension skills and able to work with a wide range of stakeholders. Preference would be give to candidates with experience in the water sector and experience in the execution of water resource management related projects.
<u>DUTIES</u>	:	Key Performance Areas: Main responsibility is to provide guidance and execute social/ecological analysis and advice on the water resource classification process. The position offers you the opportunity to work in a challenging and stimulating environment and to make a significant contribution to the water

resources classification process in the country. Specific duties include: Assist in the development of the Water Resource Classification System (WRCS), assist in co-ordination and implementation of the WRCS, assist to develop and execute water resource ecological/social analytical tools, methodologies and information systems, assist to develop and execute the annual business plan of the Sub-Directorate: Water Resource Classification. Supervision, execution and overall quality control of work and final reports of junior colleagues, Assist in the performance assessment of junior colleagues. Assist to establish and maintain a national network for liaison with other institutions in the field of water resources classification on social and ecological water resources analysis.

ENQUIRIES : Ms M Kadiaka, Tel: (012) 336 8956
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 : 29 August 2008

POST 33/117 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**

SALARY : R174 243 per annum
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A B Com degree in Accounting III or B Com degree in Auditing or equivalent qualifications. A strong background in finance and budgetary process that would enable the person to perform the duties attached to the post satisfactorily. Preferences will be given to candidates with relevant financial management supervisory experience. Knowledge of SAP, PFMA and Treasury Regulations. Financial administration and budgeting skills, excellent communication skills (written and verbal), strong organizational, analytical and problem solving skills, computer literacy in word processing, spreadsheet, presentation software and others. A valid driver's license

DUTIES : Key Performance Areas: Budget and expenditure monitoring. Supply Chain management. Determine trends and patterns in Financial Risk. Management and Human Resources Management. Develop and implement proper control measures for the effective and efficient utilization of resources. Coordinate and reconcile the Directorate's budget, prepare cash flow projections, compile expenditure reports linked to the business plan. Provide support to compile and submit monthly, quarterly and annual financial reports. Process payments and respond to audit queries. Ensure the efficient running of the office as well as overall administrative duties related to finance/provisioning matters.

ENQUIRIES : Mr M. R Williams, Tel: (012) 253 1093
APPLICATIONS : Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
FOR ATTENTION : Mr M. R Williams, Tel: (012) 253 1093
CLOSING DATE : 29 August 2008

POST 33/118 : **ASSISTANT DIRECTOR: REVENUE COLLECTION**

SALARY : R174 243 per annum
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A B Com degree in Accounting III or B Com degree in Auditing or equivalent qualifications. A strong background in finance and budgetary process that would enable the person to perform the duties attached to the post satisfactorily. Preferences will be given to candidates with relevant financial management supervisory experience. Knowledge of SAP, PFMA and Treasury Regulations. Financial administration and budgeting skills, excellent communication skills (written and verbal), strong organizational, analytical and problem solving skills, computer literacy in word processing, spreadsheet, presentation software and others. A valid driver's license

DUTIES : Key Performance Areas: Establish creative systems to recover and collect revenue. Develop necessary revenue policy. Establish sound relationship with customers. Manage the Revenue Division, including Receipt Management, Billing Management and Debt Management. Monitoring of Revenue collection, including reporting to management and Treasury, Supervision and monitoring the SAP team. Daily authorizing of financial matters in line with delegated powers. Assist in compilation of Appropriation Account and Annual Financial Statements and attending audit queries. To ensure the processing of Revenue, (from e.g. water account, housing rental and cash payments). Provide Income (Revenue) statistics Monthly and Quarterly revenue cash flow reports. To implement SAP (System Application Product) in terms of PFMA. The provision of financial guidance in respect of the requirement of the Public Finance Management Act,

		1999 and Treasury Regulations to managers and subordinates. Ensuring that the billing/invoicing of the water users is appropriate. Maintain the customer accounts and relationships.
<u>ENQUIRIES</u>	:	Mr. M. R Williams, Tel: (012) 253 1093
<u>APPLICATIONS</u>	:	Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<u>FOR ATTENTION</u>	:	Mr. M. R Williams, Tel: (012) 253 1093
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/119</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Hartbeespoort Area Office
<u>REQUIREMENTS</u>	:	A B Com degree in Accounting III or B Com degree in Auditing or equivalent qualifications. A strong background in finance and budgetary process that would enable the person to perform the duties attached to the post satisfactorily. Preferences will be given to candidates with relevant financial management supervisory experience. Knowledge of SAP, PFMA and Treasury Regulations. Financial administration and budgeting skills, excellent communication skills (written and verbal), strong organizational, analytical and problem solving skills, computer literacy in word processing, spreadsheet, presentation software and others. A valid driver's license
<u>DUTIES</u>	:	Key Performance Areas: Tariff calculations, Asset management (fixed assets and immovable assets. Manage the supply chain management process by developing effective supply chain management policies and procedures. Application of Board Based Black Economic policy in line with government's objectives in purchasing, tendering, contract management and reporting. Guide the department on the implementation of supply chain framework and systems. Prepare, on a regular basis, reports that are in line with CIPRO' requirements. Develop and implement Procurement Reform Program and provide training to officials on new developments. Manage section's budget. Develop and implement contract management system. Develop and implement supplier's database.
<u>ENQUIRIES</u>	:	Mr. M. R Williams, Tel: (012) 253 1093
<u>APPLICATIONS</u>	:	Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<u>FOR ATTENTION</u>	:	Mr M. R Williams, Tel: (012) 253 1093
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/120</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (GRAPHIC DESIGNER)</u> Chief Directorate Communication Services
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A post Matric qualification, preferably in Graphic Design and/or appropriate and relevant experience as a design practitioner. Solid understanding of design and design theory, a creative thinker and able to express ideas to achieve an attractive and appropriate end product. Excellent verbal and written communication skills; excellent computer skills on Apple Mac. Proficient in Adobe CS3 application software-Photoshop, Illustrator; Indesign, as well as MS Word and Excel. Sound knowledge of printing industry, scanning and preparing artwork for printing in various formats. Attention to detail. Ability to work amicably with colleagues. Ability to articulate information and ideas clearly. Passion for customers and customer satisfaction. Time management skills delivery and results focus. Understanding of the Department's business and objectives. Basic understanding of government procurement procedures.
<u>DUTIES</u>	:	Key Performance Areas: The successful applicant will be responsible for: Design and layout of the Department's publications, posters, brochures etc. Identifying suitable illustrations and photographs for use in publications. Quality control. Participation in design meetings to improve inputs. Scanning the market to provide latest design information. Record keeping for all projects within their care. Scanning photographs and update digital photo library.
<u>ENQUIRIES</u>	:	Ms L. Fatana, Tel: (012) 336 8045
<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>	:	29 August 2008

<u>POST 33/121</u>	:	<u>PRINCIPAL HYDROLOGIST: WATER RESOURCE CLASSIFICATION (2 POSTS) (RESOURCE DIRECTED MEASURES)</u>
<u>SALARY</u>	:	R 174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four year degree in Aquatic Ecology/Ecological science/GIS, plus appropriate relevant experience in water resource management, and knowledge of the National Water Act, other relevant legislation and policies. Knowledge and experience in the use of methodologies in preliminary classification of water resources as well as other related Resource Directed Measures concepts. In addition to the requirement for a valid Code 08 driver's licence, excellent written and verbal communication skills, the successful candidate must demonstrate an ability to manage in a multidisciplinary development environment. The individual must be innovative, highly skilled and motivated with strong interpretive and comprehension skills and able to work with a wide range of stakeholders. Preference would be give to candidates with experience in the water sector and experience in the execution of water resource management related projects.
<u>DUTIES</u>	:	Key Performance Areas: Main responsibility is to execute social/ecological analysis on the water resource classification process. This would include use of GIS for identifying freshwater conservation options and evaluation of these options in the broader Water Resource Classification process. Specific duties include: Assist in the development of the Freshwater Conservation Plans, assist in co-ordination and classification of water resources and application of water resource ecological/social analytical tools, methodologies and information systems.
<u>ENQUIRIES</u>	:	Ms M Kadiaka, Tel: (012) 336 8956
<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>	:	29 August 2008
<u>POST 33/122</u>	:	<u>SNR STATE ACCOUNTANT</u>
		Main Account – Management Accounting
<u>SALARY</u>	:	R145 920 P.A.
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A three-year Bachelor's degree in Accounting / Management accounting or equivalent qualification in the relevant field or Senior Certificate with a minimum of 5 years experience in Financial / Management Accounting. Experience in Supervision, People Management and Strong Leadership Qualities are desirables. Wide exposure to Government's position on Financial Management, Current Practices in reporting and applicable policies and legislative framework is a MUST. Computer literacy, communication, presentation skills and Knowledge of BAS & Logis is a MUST.
<u>DUTIES</u>	:	Facilitate planning and budgeting in the MTEF time frames for Voted and Donor Funding, Processing and preparation of fund transfers (Budget Virements), Itemisation of the regional budget, Compilation monthly cash flow statements; Monthly expenditure control and monitoring of expenditure patterns; Forecasting, Reporting and analysing BAS reports;
<u>ENQUIRIES</u>	:	Mr G A Leak at (012) 950 7177
<u>APPLICATIONS</u>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, Bellville 7532
<u>FOR ATTENTION</u>	:	Mr B Saki
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/123</u>	:	<u>CHIEF ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pietermaritzburg Regional Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent with appropriate experience. Computer Literacy and a valid code 8 Drivers License. Excellent written and verbal communication skills, Knowledge of Registry procedures, knowledge of procedures relating to office administration, knowledge of the National Archives Act , Supervisory skills and Conflict resolution skills
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible to: Render an administrative support service to all line functionaries within the Directorate , deal with the acquisition of official accommodation, parking and building maintenance ,Supervise the registry staff and ensure efficient and effective service delivery, supervise the reception and secretarial staff, control the telephone management

		system throughout the Region ,Handle all catering and accommodation requests ,Supervise the messenger and cleaning services ,deal with issues related to state housing.
<u>ENQUIRIES</u>	:	Mrs. D Botes Tel (033) 392 7700
<u>APPLICATIONS</u>	:	The Regional Director, Department of Water Affairs and Forestry, Private Bag X9029, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mr. MZ Sihya, Tel: (033) 392 7700
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/124</u>	:	<u>PRINCIPAL PERSONNEL OFFICER DIRECTORATE TALENT MANAGEMENT</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of Grade 12 certificate and relevant experience in the co-ordination and quality checking of assessment documents. A National Diploma in Human Resource Management plus knowledge in Performance Management systems will be an added advantage. Good writing and communication skills, computer literacy (Ms Word, Excel and PowerPoint) and understanding of Persal. Incentive Policy Frameworks. Knowledge of Chapter four of the SMS handbook.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be required to work as a team member in rendering professional administrative functions in the section Performance Management and Development. He/She will provide professional administrative function (draft agendas; scheduling meetings; minute taking, preparation of relevant documentation, etc.) within the Performance Management and Development sub-directorate. Do quality check of performance assessment documentation. Compiling and updating of databases. Administering probation of SMS members. Provide advice on PMDS matters.
<u>ENQUIRIES</u>	:	Mr MB Oosthuizen Tel (012) 336 7613
<u>APPLICATIONS</u>	:	Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/125</u>	:	<u>SNR ACCOUNTING CLERK GR III (2 POSTS) (MAIN ACCOUNT)</u>
<u>SALARY</u>	:	R 94 326 P.A.
<u>CENTRE</u>	:	Bellville
<u>REQUIREMENTS</u>	:	A tertiary qualification in Accounting or Grade 12 Certificate plus at least 3 years appropriate knowledge and experience within the Public Service. Knowledge of PERSAL, BAS. Sound Knowledge and understanding of applicable policies and legislative frameworks are essential (PFMA Treasury Regulations), Computer literacy in MS Excel, Work and Outlook
<u>DUTIES</u>	:	The successful candidate will be required to perform Check and Capture transactions on Persal; Check and capture Sundry Payments, receipts and Journals on BAS. Request reports on Persal and BAS. Monitor outstanding S&T advances. Be responsible for Cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of Salary and supplementary Payslips to Officials. Update Registers for BAS & PERSAL. Internal audit inspections and safe keeping Financial documentation. Maintaining Entity Forms. Maintain Payment stubs. Have a good knowledge of Minute taking together with a good knowledge of making logistical arrangements for Finance Meetings.
<u>ENQUIRIES</u>	:	Mr G A Leak at (012) 950 7177
<u>APPLICATIONS</u>	:	The Chief Director: Western Cape, Department of Water Affairs and Forestry, Private Bag X16, BELLVILLE 7532
<u>FOR ATTENTION</u>	:	Mr B Saki
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/126</u>	:	<u>SENIOR ACCOUNTING CLERK</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pietermaritzburg Regional Office
<u>REQUIREMENTS</u>	:	Applicant must be in possession of grade 12 certificates with accounting as a passed subject, supplemented by appropriate experience in the finance field. Computer literacy. Experience in BAS and Persal. Knowledge of the PFMA, Treasury Regulation and financial policies. Valid code 08 drivers licence will serve as a recommendation.

DUTIES

: Key Performance Areas: The successful candidate will be responsible for checking and capture of PERSAL transactions e.g. Overtime, Standby, night shift allowance and camping allowance. Capturing of allowances and deductions and payrolls. Deal with queries relating to PERSAL transactions and functions. Compile and capture payments, S & T advances, receipts and journals. Compile and capture fleet journals. Request all BAS related reports. Clearing of all suspense accounts. Attend to queries relating to BAS transactions and functions. Order and distribute all face value books and documents. Perform cashier duties dealing with Petty cash. Receiving and banking of state money and issuing of receipts.

ENQUIRIES

: Ms Botes, Tel (033) 342 8101

APPLICATIONS

: The Regional Director, Department of Water Affairs and Forestry, Private Bag X 9029, Pietermaritzburg, 3200

FOR ATTENTION

: Ms GN Lesaoana, Tel: (033) 392 7725

CLOSING DATE

: 29 August 2008

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	22 August 2008
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

<u>POST 33/127</u>	:	<u>PERSONAL ASSISTANT TO THE SENIOR MANAGER (CHIEF ADMIN CLERK LEVEL)</u> Directorate: District offices & Head Office
<u>SALARY CENTRES</u>	:	R 117 501 – R 136 419 per annum (plus Benefits) Various posts based at different centre's as indicated in the following Gauteng East 70052964 (021600/80151/1) Gauteng North 70052965 (020100/80151/1) Johannesburg Central 70052966 (021400/80151/1) Johannesburg East 70052967 (020900/80151/1) Johannesburg North 70052968 (0210080151/1) Johannesburg West 70052969 (021200/80151/1) Sedibeng West 70052970 (020800/80151/1) Tshwane North 70052971(020300/80151/1) Tshwane South 70052972 (020400/80151/1) Tshwane West 70052973 (021500/80151/1) Johannesburg South 70052974 (021100/80151/1) Sedibeng East 70052975 (021700/80151/1) HEAD OFFICE Strategic policy Development Monitoring & Evaluation 70053001 (019310/80151/1) Security management Service 70053002 (010420/80151/1) ABET-Institutional Development & Support 70053003 (013830/80151/1) Chief Directorate: Education Planning Policy Development & Evaluation 70053004 (01930080151/1) Education Planning, Evaluation and Reporting 70053005 (019310/80151/1) Inclusion and Special School 70053007 (016200/80151/1) Financial Reporting Funding & Subsidies 70053008 (01923/80151/1) Procurement & Administration management 70053009 (019120/80151/1) Financial Planning and Budgeting 70053010 (019220/80151/1) Oversight, Monitoring & Evaluation 70053011 (01044/80151/1) Office of the HOD 70053012 (010201/80151/1) Knowledge Management and Research 7005313 (014200/80151/1) GET: IDS 70053014 (013810/80151/1) Human Resource Development 70053015 (011940/80151/1) Ekurhuleni North 70053029 (021700/80151/1) Gauteng North 70053030 (020100/80151/1) Poverty Alleviation, School Nutrition & Scholar transport 70053031 (013910/80151/1) Labour Relations 70053033 (011920/80151/1) Chief Directorate: Information Technology Service 70053034 (013100/80151/1) Office of the CFO 70053035 (019000/80151/1) Chief Directorate: Management Accounting 70053036 (019200/80151/1) IT Service Management 70053038 (013130/80151/1) Ekurhuleni South 70053043(021800/80151/1) Intervention & Governance Monitoring 70053079 (013710/80151/1) Curriculum Development: GET 70053080 (01900/80151/1)
<u>REQUIREMENTS</u>	:	An appropriate, recognized Secretarial Diploma OR equivalent qualification. 3 to 5 years experience in rendering a support service to senior management. Previous office management experience. Computer literacy, document management, organizing, planning, customer relationship management. The incumbent needs to be results oriented, quality oriented, innovative, persuasive, customer focused, assertive, professional, self - starter/ self - confident and reliable, pay attention to detail. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration.
<u>DUTIES</u>	:	To provide administrative, secretarial, clerical, typing and personal support to the district director or Head Office director. The Personal Assistant will be responsible for preparing routine correspondence on behalf of the director. Manage queries/ problems and out pattern office related queries speedily. Maintain office systems and efficient general office administration. Maintain and

ENQUIRIES

enhance the image of the office director by providing professional, cordial and efficient verbal and written communication with all points of contact. Develop and maintain accurate office documentation.

Gauteng East Mr. G. Skosana (011) 742-8243
Gauteng North Ms. A. Venter (012) 326-6821
Johannesburg Central Mr. A. Ismail (011) 983-2210
Johannesburg East Mr. R. Nemukula (011) 666-040
Johannesburg North Ms. R. Vaughan (011) 694-378
Johannesburg West Ms. E. Motsamai (011) 831-333
Sedibeng West Ms. E. Rust (016) 933-3300
Tshwane North Ms. G. Chauke (012) 304-5473
Tshwane South Ms. M. van der Walt (012) 324-5503
Tshwane West Mr. T. Tshetlo (012) 725-1388
Johannesburg South Mr. P. Sesane (011) 854-6421
Sedibeng East Mr. P. Zeeman (016) 440-1748
Head Office-Johannesburg
Strategic Policy Development Monitoring & Evaluation Mr. D. Legoete (011) 355-0000
Security Management Services Mr. T. P. Mokgopa (011) 355 0959/5
ABET-Institutional Development & Support
Ms. T. C. Masondo (011) 355-0753
Chief Directorate: Education Planning Policy Development & Evaluation Mr. M. Sujee (011) 355-1783
Education Planning, Evaluation and Reporting Mr. M. Sujee (011) 355-1783
Inclusion and Special School Dr. Hermanean Laauwen (011) 355-0700
Financial Reporting, Funding & Subsidies Mr. V. Dixon (011) 355-0096
Procurement and Administration Management
Mr. T. Niemack (011) 355-0137
Financial Planning and Budgeting Ms. S. Dhlamini (011) 355-0242
Oversight, monitoring and evaluation Mr. S. P. Sehlabelo (011) 355-0841
Office of the HOD Ms. P. Y. Nkumane (011) 355-0356
Knowledge Management & Research
Ms. E. Ferlito (011) 355-0693
GET: IDS Ms. J. Xaba (011) 355-0340
Human Resource Development
Mr. T. Nwedamutswu (011) 355-0378
Ekurhuleni North Ms. F. Agulhas (011) 746-8180
Gauteng North Ms. A. Venter (012) 326-6821
Poverty Alleviation, School Nutrition & Scholar Transport Mr. J. L. Jordaan (011) 355-0556
Labour Relations Ms. S. Beg (011) 355-1505
Chief Directorate: Information Technology Services Ms. M. Moodie (011) 355-0123
Office of the CFOMs N. Naik (011) 355 0235
Chief Directorate: Management Accounting
Mr. C. Tshisudi (011) 366-0267/0101
IT Service Management Mr. S. Hlogwane (011) 355-0510
Ekurhuleni South Mr. N. Shandu 011 389-6083

GAUTENG SHARED SERVICES CENTRE**APPLICATIONS**

Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222

CLOSING DATE

29 August 2008

NOTE

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

OTHER POST**POST 33/128**

INFORMATION ARCHITECT REF NO: 70052830
Directorate: Technology Support Services

SALARY CENTRE

R407 745 – R472 758 per annum (All inclusive package)
Johannesburg

- REQUIREMENTS** : Bachelor's degree in Computer Science, Engineering, or related discipline. Ten years in IT. A minimum of two years of technical leadership and architecture experience, with demonstrated experience architecting and integrating systems in multi-user, multiplatform, multitasking operating systems environments (e.g. Unix, Windows NT). Four or more years in the software development process in an RDBMS environment; DBA experience with Unix, MS Windows 2000/3, MS SQL, Oracle, Wan (Cisco) is helpful. Business acumen, analytical, decision making, customer initiative, negotiation, results/quality oriented.
- DUTIES** : The Information Architect is responsible for overall information design, balancing optimization of data access with resource utilization factors. The individual in this position is knowledgeable in all aspects of designing and constructing information architectures that enable informational and analytical management inquiry of well-integrated, subject-oriented historical data. The position involves constructing information models to meet business requirements. The incumbent focuses primarily on information requirements, workflow, logical processes, hardware and operating system environment, interfaces between varying systems, internal and external checks and controls, and outputs. Architecture plan and audits reports of information processing systems and applications to ensure accuracy of information and promote operational efficiency. Construct, refine, and maintain information models to meet business requirements. Establish audit objectives and devise audit plan to ensure continued data integrity. Devise, write and test computer programs required to obtain information. Engage in business analysis, information acquisition analysis and design, data access analysis and design, archive and recovery strategy, security and change management.
- ENQUIRIES** : Madoda Cakata ,Tel No:(011) 689 - 8358

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 33/129** : **PRINCIPAL SPECIALIST (PAEDIATRICS) REF NO: 70053045**
Directorate: Medical
- SALARY** : R540 429 000 – R581 880 (All inclusive package)
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : MbChB / Specialist qualification in Paediatrics. Registration with HPCSA as Specialist / Paediatrician. Good interpersonal and communication skills. Appropriate experience.
- DUTIES** : Manage the paediatric department and NICU. Deliver clinical services. Teaching and supervision of staff. Be part of the clinical management team of the hospital. Manage all resources in the department and participate in strategic planning.
- ENQUIRIES** : Dr. A. Christoferou, Tel No: (011) 898 - 8320
- CLOSING DATE** : 28 August 2008

OTHER POSTS

- POST 33/130** : **SENIOR SURGEON / SENIOR LECTURER REF NO: 70052990**
Directorate: Surgery
- SALARY** : R424 149 per annum (all inclusive package)
- CENTRE** : Pretoria Academic Hospital
- REQUIREMENTS** : Masters Degree Surgery / FCS (SA). Registration specialist surgeon HPCSA. Surgical Endocrinology and Laparoscopic Surgery. Controversies in surgery specialist. Specialist in surgical technique.
- DUTIES** : Perform tertiary service: Operations, consultations, wardrounds plus patient care. Do surgical endocrinology clinics plus operations. Teach under and post graduates surgery. Available for transplantation services. Medico legal expert.
- ENQUIRIES** : Prof. J.H.R. Becker, Tel No: (012) 354- 2100

<u>FOR ATTENTION</u>	:	Ms Victoria Skosana
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/131</u>	:	<u>DEPUTY DIRECTOR REF NO: 70053087</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive package)
<u>CENTRE</u>	:	Northern Sub-District
<u>REQUIREMENTS</u>	:	A three year diploma/degree in nursing or health services or equivalent. Registration with SANC or HPCSA. Experience in community health management, practical knowledge of relevant acts, regulations. Good communication, conflict management, Interpersonal and report writing skills are essential. Computer literacy and valid driver's licence.
<u>DUTIES</u>	:	Manage projects, budgets and strategic health objectives. Liaise with local Government and Community structures regarding service delivery. Ensure that the department's main objectives are reached in the Northern Sub-District. Establish an efficient relationship between the Regional office, Local Government and the clinical services in the Northern Sub-District. Coordinate implementation of the PHC programme. Facilitate change in the Northern Sub District. Establish process of quality assurance in the sub district. Review the performance of the Sub District Management team. Responsible for Performance Management system in the whole Sub District
<u>ENQUIRIES</u>	:	Ms L. Volkwyn, Tel. No: (012) 303-9012
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/132</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 70053102</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R407 745 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	A recognised Bachelor's degree in Law (B Proc, LLB or LLM) or a 3-year National Diploma in Labour Law or Labour Relations or Industrial Relations. A valid driver's licence. At least 3 years experience at both practical & management level. Disciplinary management, misconduct investigations & hearings, management of conciliations & arbitrations, collective bargaining & conflict resolutions, industrial & strike management.
<u>DUTIES</u>	:	Investigate misconduct cases, conduct disciplinary hearings, manage LR & related matters of the Chief Directorate. Monitor workplace LR structures & related matters, develop & monitor policies & guidelines on all LR core mandates & ensure strategic support to the EMS Chief Directorate. Conduct training sessions & workshops to support EMS management on issues related to Labour Relations. Put in place pro-active measures including monitoring tools necessary to contain & prevent Labour Relations cases in the workplace. Work closely with HR to identify trends & put measures in place to support employees.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 - 2013
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/133</u>	:	<u>PRINCIPAL MEDICAL OFFICER-OPHTHALMOLOGY REF NO: 70053006</u> Directorate: Clinical Services
<u>SALARY</u>	:	R344 052 per annum (all inclusive packages)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as a Medical Officer. At least 3 years post community services experience of which 2 years must have been in Ophthalmology. Skills to perform basic ophthalmic procedures and deal with ophthalmic emergencies. Post graduate diploma will be an advantage.
<u>DUTIES</u>	:	Supervise and provide quality health care services in the unit. Assist in teaching, mentoring and assessment of staff through PMDS process. Promote and ensure cost effective care and optimal use of resources. Participate in overtime as required.
<u>ENQUIRIES</u>	:	Dr.S. Hussain, Tel No: (016) 930-3376
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/134</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 70053104</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R217 482 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Midrand
	:	An appropriate Bachelor's degree or equivalent qualification in Property Management / Project Management / Administration plus experience in property and institutional management & negotiations. Knowledge of PFMA. Valid driver's licence.
<u>DUTIES</u>	:	Develop guidelines for the management of facilities, including transfer of facilities from other sectors in line with current legislation. Verification of immovable assets and liabilities to be transferred during provincialisation. Effect the transfer of facilities in accordance with applicable prescripts. Report to Project Managers in terms of predetermined reporting formats and compile reports. Provide support to Departmental Management to improve management of facilities. Ensure that maintenance plans are in place post transfer of facilities. Provide technical support to Project Managers on all aspects of facilities transfer and management. Assist in identification of bases and renovations when necessary.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 - 2013
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/135</u>	:	<u>MIDDLE MANAGER: HR ADMINISTRATION SERVICES REF NO: 70053109</u> Directorate: Human Resource Administration and Management
<u>SALARY</u>	:	R217 482 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus 10 years relevant Human Resources experience. PERSAL knowledge is a prerequisite. Planning, organizational & problem solving skills. Good communication skills with diplomacy and tact (written, verbal and liaison). Solving problems by applying standing HR procedures. PILIR knowledge is essential. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks around HR issues, procedures and policies. Ability to work under pressure and to meet departmental deadlines. Maintaining discipline.
<u>DUTIES</u>	:	Manage & administer personnel administration (appointments, transfers, leave, service terminations, audit queries, all types of salary administration). Present available information on request on related basic conditions of service. Guide and advise junior staff members on personnel and salary administration policies, procedures and related matters. Monitor PERSAL system transactions & updates. Monitoring & implementing control measures between HR, PERSAL and GSSC processes. Submitting monthly statistics on all personnel administrative related issues. Submitting a work plan on an annual basis for purposes of performance assessments. Draft complex letters submissions and circulars. Accept greater responsibility when requested. Render advise on internal and external HR enquiries, policies and procedures.
<u>ENQUIRIES</u>	:	Mrs. E F Fernandes, Tel No: (011) 355 - 3137
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/136</u>	:	<u>PRINCIPAL PHARMACIST (2 POSTS) REF NO: 70053183</u> Directorate: Regional Pharmacy Services
<u>SALARY</u>	:	R190 557 per annum (plus 15% Scarce Skills Allowance)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	The incumbent must be appropriately registered with the South African Pharmacy Council (SAPC) as a Pharmacist. Must have experience working as a pharmacist, preferably at management level. Must have knowledge of all laws and regulations relating to pharmacy. Computer literacy. Knowledge of Drug Supply Management. A valid code 08 driver's license for manual vehicles.
<u>DUTIES</u>	:	The incumbent on a rotational basis be expected to Supervise Drug Supply Management (DSM) teams. Supervise DSM from the East Rand Regional Pharmacy by inter alia: Supervising the procurement of medicines from the Provincial Medicines Supply Depot and other sources. Supervising the pre-packing and safe storage of medicines in line with Good Pharmacy Practice. Supervising the issuing of medicine orders to clinics in the Ekurhuleni Health District. Dispensing the Psychiatric, Down Referral and Old Age Homes Prescriptions in line with Provincial Standard Operating Procedures. Exercise budgetary control within his/her allocated section. Collect Data, analyse and report on Performance Indicators within his/her allocated section. Act as tutor Pharmacist Interns and Assistants. Ensure compliance with all applicable legislation. Assist with Dispensing of ARV in CCMT clinics linked to the District Pharmacy. Assist hospitals in the district in times of need and maintain good working relationship with them. Supervise drug supply management in the

		District Health Service. Assist the Pharmacy Manager with other Regional Pharmacy Functions.
<u>ENQUIRIES</u>	:	Mr Marcus Mashiane Tel No: (011) 734 5618/5936
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/137</u>	:	<u>MIDDLE MANAGER (FINANCE) REF NO: 70052985</u> Directorate: Administration
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Candidate must be in possession of relevant 3 years degree/diploma in financial related field backed by 5 years of relevant working experience at management level sound understanding and knowledge of PFMA, DORA, Treasury Regulations, PFMA and other relevant financial and administration legislations. Knowledge of SAP and BAS as well as PERSAL, ability to conduct financial analysis and strong analytical skills. Good interpersonal relationship and ability to work effectively with officials across all levels within and outside the department. Strong computer skills especially Excel, Word and Powerpoint. Organise multiple complex tasks. Strong management skills and ability to manage a team of people, strong attention to details. Good written and verbal communication skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide sound strategic financial administration and supply chain management of the institution. Maintain all accounting records of the institution. Perform monthly reconciliation between BAS and PERSAL bank reconciliation etc. administer accounts prepare budget, ensure effective and efficient monitoring and control of expenditure and revenue. Prepare monthly, other reports such as annual financial statements, assist in providing auditors with required information and also clearing of all audit raised by the auditor general. Assist the CEO to report in writing unauthorized, irregular or fruitless and wasteful expenditure. Ensure compliance with PFMA, DORA, Treasury Regulations, accounting principles, financial delegations and through applicable compliance certificates. Ensure development of internal implementation of internal controls. Manage SLA with GSSC and all other implementing agencies will also responsible for all clerical and adhoc –functions delegated by the sectional head now and then. Ensure cost centres are set-up. Maintain effective and efficient asset management.
<u>ENQUIRIES</u>	:	Mr. G.J. Mbatha, Tel No: (016) 428-7112
<u>FOR ATTENTION</u>	:	Ms Victoria Skosana
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/138</u>	:	<u>MEDICAL OFFICER REF NO: 70052993</u> Directorate: Ear, Nose & Throat
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB. Registration HPCSA as medical practitioner. Experience in outpatient clinic, ward and theatre as a qualified registered medical doctor.
<u>DUTIES</u>	:	Clinical work-clinic, ward and theatre. Teaching of undergraduate students. Administration. Research. Academic meeting presentation.
<u>ENQUIRIES</u>	:	Prof. M. Tshifularo, Tel No: (012) 354- 2702
<u>FOR ATTENTION</u>	:	Ms Victoria Skosana
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/139</u>	:	<u>ASSISTANT DIRECTOR (ENVIRONMENTAL HEALTH REF NO: 70053162</u> Directorate: Environmental Health
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand – Reg A
<u>REQUIREMENTS</u>	:	Degree or National Higher Diploma in Environmental Health. Registration with the Health Professions Council of South Africa as an Environmental Health Practitioner. At least 3 years work experience in a similar field of work. Computer literacy. Valid Code 8 driver's license, Leadership. Problem solving skills, Ability to work under pressure.
<u>DUTIES</u>	:	To co –ordinate and manage the Malaria, Water and Sanitation programme. Assist with the implementation of health and hygiene strategy including health care waste management. Responsible for food safety in the formal and informal sector. Participate in inter –provincial and inter – sectoral collaboration. Participate in National Food Sampling runs. Assist the Directorate to design intervention strategies around environmental health issues. Develop norms and

		standards of environmental health. Ensure training of staff on environmental health issues.
<u>ENQUIRIES</u>	:	Ms S. Ngcombela, Tel No: (011) 953 4515/ 6
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/140</u>	:	<u>ASSISTANT DIRECTOR (MENTAL HEALTH) REF NO: 70053163</u>
		Directorate: Mental Health
		NB: Candidates that applied previously must re –apply.
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand – Reg A
<u>REQUIREMENTS</u>	:	Relevant Degree or Tertiary Qualification and Council Registration. Experience in community based mental service. Experience in Legislation pertaining to Mental Health, Valid code 8 driver's license.
<u>DUTIES</u>	:	Oversee integration of Mental Health in Primary Health Care Services. Ensure effective referral and social integration of all mental health patients. Monitor the implementation of the Mental Health Act and ensure training of PHC nurses thereon. Develop and implement the defaulter tracing system for mental health patients. Plan and support relevant awareness campaigns. Ensure good intervention strategies during crisis. Mentoring and supervision of staff. Plan and monitor the allocated budget.
<u>ENQUIRIES</u>	:	Ms S. Ngcombela, Tel No: (011) 953 4515 / 6
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/141</u>	:	<u>INFECTION CONTROL NURSE REF NO: 70053164</u>
		Directorate: Environmental Health
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand – Reg A
<u>REQUIREMENTS</u>	:	Registration with SANC as a registered Nurse. More than 3 years experience in infection control or communicable disease control. Computer literacy. Valid drivers license. Good interpersonal and communication skills. Ability to work in a team.
<u>DUTIES</u>	:	Identify potential infection hazards in staff, patients and equipment. Observe for, investigate and manage outbreaks. Participate in the outbreak response team. Assist with the implementation of health and hygiene strategy including health care waste management. Ensure notification of notifiable diseases. Participate in inter –sectoral collaboration. Ensure training of staff on infection control issues.
<u>ENQUIRIES</u>	:	Ms S. Ngcombela, Tel No: (011) 953 4515 / 6
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/142</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 70053111</u>
		Directorate: Human Resource Administration and Management
<u>SALARY</u>	:	R145 920 – 169 410 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus 10 years relevant Human Resources experience. PERSAL and PILIR knowledge are prerequisites. Planning, organizational and problem solving skills. Good communication skills (written, verbal and liaison). Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks around HR issues, procedures and policies. Ability to work under pressure and to meet departmental deadlines. Maintaining discipline.
<u>DUTIES</u>	:	Manage & administer personnel administration (appointments, transfers, leave, service terminations, audit queries, all types of salary administration). Present available information on request on related basic conditions of service. Guide and advise junior staff members on personnel and salary administration policies, procedures and related matters. Check and ensure PERSAL transactions are captured correctly. Monitoring & implementing control measures between HR, PERSAL and GSSC processes. Submitting monthly statistics on all personnel administrative related issues. Submitting a work plan on an annual basis for purposes of performance assessments. The appointee will champion and co-ordinate all incapacity leave matters and ill-health retirements. Draft complex letters, submissions and circulars. Accept greater responsibility when requested. Attend to HR enquiries internal & external on HR policies and procedures.
<u>ENQUIRIES</u>	:	Mrs. E F Fernandes, Tel No: (011) 355 – 3137
<u>CLOSING DATE</u>	:	29 August 2008

<u>POST 33/143</u>	:	<u>LOGISTICAL SUPPORT OFFICER REF NO: 70053068</u> Directorate: Procurement
<u>SALARY</u>	:	R 145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Relevant three years Degree/Diploma or grade 12 certificate with extensive experience in Supply Chain Management. Knowledge of PFMA, PPPFA, BBBEE, Supply Chain prescripts, PAS, Treasury regulation, SAP and Department Delegations. In-depth knowledge of GSSC procurement processes. Computer literacy (Power Point, Excel and Word). Good interpersonal, organizing, planning, communication and presentation skills. Ability to work under pressure to meet deadlines and valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Manage all aspects of procure-to pay processes in line with policies and prescripts. Manage warehouses by ensuring that optimum stock levels are maintained, requests from End User are promptly attended. Ensure availability of store items at all time and manage the stocktaking process. Apply analytical techniques to maintain minimum and maximum stock level. Compile monthly stock reconciliation and commitment register. Ensure that redundant, obsolete and expired stock is regularly disposed. Act as the secretary to the institutional procurement committee. Advise all End Users on procurement related matters and supervise subordinates.
<u>ENQUIRIES</u>	:	Mr. M.W. Ramoroka, Tel. No: (012) 354-5601
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/144</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ARCHIVES AND RECORDS</u> <u>MANAGEMENT REF NO: 70053106</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree / National diploma, or Grade 12 (or equivalent) and relevant experience in management of records will be a strong recommendation. Understanding of National Archives legislation & systems derived from National Archives Act. Knowledge of archives or library environment. Information management skills. Computer skills. Able to work independently & under pressure. Able to carry out all physical tasks required in archives. Knowledge of best practice model of records management practices by PSA. Communication & report writing skills.
<u>DUTIES</u>	:	Assist in maintenance of an effective archival service through efficient information storage & retrieval. Follow a schedule & redesign systems to move files to & from EMS district / regions to a determined archive centre. Control files; maintain physical arrangement of files e.g. record of transferred files. Perform administrative duties. Manage & supervise subordinates & perform other related duties as might be required from time to time by Senior Management.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 - 2013
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/145</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: REGISTRY REF NO: 70053107</u> Directorate: Health Information Management
<u>SALARY</u>	:	R145 920 – 169 410 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Central Office: 78 Fox street
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience. National Archive Certificate will be a recommendation. Minimum 3 years work experience in administration. Experience in records management as per the Archive Act. Computer skills.
<u>DUTIES</u>	:	Coordinate and supervise activities in registry. Supervise the recording, filing and retrieval of documents. Control and keep registers in registry. Classification of records and the allocation of reference numbers to files and circulars. Supervise the handling of incoming and outgoing mail.
<u>ENQUIRIES</u>	:	Ms. B. Pepper, Tel No: (011) 298 - 2313
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/146</u>	:	<u>CHIEF MEDICAL ORTHOTIST / PROSTHETIST REF NO: 70053054</u> Directorate: Allied
<u>SALARY</u>	:	R145 920 – R169 410 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital

<u>REQUIREMENTS</u>	:	Current registration with the HPCSA as Medical Orthothist / Prosthetist. Appropriate post qualifications; Financial & HR. Management; Computer literate; stock control; valid driver's licence; good interpersonal relations.
<u>DUTIES</u>	:	Management of section; manage stock; manage staff; train students and staff; engage in outreach programmes for the community; manufacture of MOP devices; handling of telephonic enquiries and booking items from store.
<u>ENQUIRIES</u>	:	Dr. A. Christoforou, Tel No: (011) 898 - 8320
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/147</u>	:	<u>SOCIAL WORKER REF NO: 70053055</u> Directorate: Allied
<u>SALARY</u>	:	R145 920 – R169 410 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Degree in Social Work with at least 3 years experience working as a Social Worker. Registered with HPCSA. Health service experience will be an advantage.
<u>DUTIES</u>	:	To render advanced therapeutic Social Work services to Health care users and their support systems. To provide supervision services and / or consultation services when necessary as well as professional development activities and management functions as allocated by the HOD. On going delivery of advanced and specialized Social Work services to Health care users and their families. Be prepared to work at ART clinic whenever required. Be prepared to work in multi-disciplinary environment. Engage in group and community services to promote positive life style to Health care customers. Perform all administration and management functions as allocated by the HOD. Able to plan, interpret and implement legislations. To have good communication and interpersonal skills.
<u>ENQUIRIES</u>	:	Dr. A. Christoforou, Tel No: (011) 898 - 8320
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/148</u>	:	<u>ADMINISTRATIVE OFFICER: REGISTRY REF NO: 70053108</u> Directorate: Health Information Management
<u>SALARY</u>	:	R117 501 – 136 419 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg, Central Office: 78 Fox street
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience. National Archive Certificate will be a recommendation. Minimum 2 years work experience in administration. Experience in records management as per the Archive Act. Computer skills.
<u>DUTIES</u>	:	Manage the franking of all outgoing mail. Record all remittances and registered mail in the respective registers. Manage the dissemination of internal correspondence to all institutions and directorates. Keep files and records according to classification system. Supervise the messenger service.
<u>ENQUIRIES</u>	:	Ms. B. Pepper, Tel No: (011) 298 - 2313
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/149</u>	:	<u>SENIOR NETWORK CONTROLLER REF NO: 70053052</u> Directorate: I.T & H.I.S
<u>SALARY</u>	:	R117 501 – 137 976 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 certificate, A+, N+ and NQF 6 or MCSE. 2-5 years experience in Local Area Network and Desktop support. Valid driver's licence. Recommendations: Ability to install, repair and troubleshoot network points links around buildings. IT policy implementation. Good interpersonal skill with the ability to work well within a team and independent. Repairs and backup. Provide desktop support for health information system, PERSAL, BAS, SAP. Configuring mails. Plan, monitor IT system and manage IT audit equipment. Clean viruses.
<u>DUTIES</u>	:	The successful candidate will be expected to provide user support for computers hardware, software and upgrading, network trouble shooting, repairs and backup. Provide desktop support for health information system, PERSAL, BAS, SAP. Configuring mail. Plan monitor IT system and manage IT Audit equipment. Clean viruses.
<u>ENQUIRIES</u>	:	Ms N. Memela Tel No: (011) 876 1800
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/150</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 70053084</u> Directorate: Human Resource
<u>SALARY</u>	:	R 117 501 per annum (plus benefits)

<u>CENTRE</u>	:	Tshwane Rehabilitation Centre
<u>REQUIREMENTS</u>	:	A tertiary qualification in HR with at least 3 years experience or grade 12 certificate plus five years experience in HR. Good communication and interpersonal skills. Computer literacy, knowledge, experience in PERSAL and other systems. Ability to compile management report, strong leadership abilities and problem solving skills.
<u>DUTIES</u>	:	Implement the HRD policy in the centre, the development of strategies and the operational plans for the training of staff. Conduct skills audit and the development of work place skills plan and the budget. Ensure healthy Labour relations climate, facilitate and handle disciplinary and grievance cases. Provide training on Labour Relations and equity issues to all employees. Advice management on Labour Relations matters, manage disputes and resolution processes. Monitor compliance of HR legislative prescripts.
<u>ENQUIRIES</u>	:	Mr.M.L. Maja, Tel. No: (012) 354-6219
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	22 August 2008
<u>POST 33/151</u>	:	<u>SENIOR DIETITIAN REF NO: 70053056</u> Directorate: Allied
<u>SALARY</u>	:	R117 501 - R136 419 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA. Minimum 3 years working experience. Management and good communication skills an advantage.
<u>DUTIES</u>	:	Ensure optimal nutrition to our clients. Supervision and management of clinical duties. Assessment and screening of nutritional needs of patients and evaluation. Nutrition education to staff and patients.
<u>ENQUIRIES</u>	:	Dr Christoforou, Tel No: 011 838 8320
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/152</u>	:	<u>SOCIAL WORKER REF NO: 70053057</u> Directorate: Allied
<u>SALARY</u>	:	R117 501 R136 419 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Degree in Social Work. Registered with HPCSA. Ability to work in a multidisciplinary setting with diverse race and culture.
<u>DUTIES</u>	:	Deliver advance and specialized Social Work services to health Care users and their families. Participate in a multi – disciplinary team. The successful candidate should be able to plan intervention involving patients and their families and put theory of relevant method into practice, compile reports and also implement relevant Acts and legislations. The candidate should be familiar with management of HIV and AIDS and be prepared to work in the ART clinic when required. Involvement in group and community activities will be part of duties. Communication and good interpersonal relation skills will be an advantage.
<u>ENQUIRIES</u>	:	Dr Christoforou, Tel No: (011) 898 8320
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/153</u>	:	<u>STATISTICIAN CLERK REF NO: 70052987</u> Directorate: Information Clerk
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Relevant experience in Data capturing and Office management. Computer literate with extensive knowledge of Ms –Word, Excel and PowerPoint. Analytical and numeric skills. Good communication, presentation, Interpersonal and co-ordination skills. A valid driver's license is compulsory. Extensive knowledge of Medicom HIS is advantageous.
<u>DUTIES</u>	:	Printing and compiling of relevant monthly reports. Managing ward statistics, comparing with system reports and give feedback to unit manager on a daily basis. Handling all telephone enquiries and give system support to all users. Filing of all printed and incoming reports. Data capturing on DHIS and NTSG. Taking and preparing of minutes for all information meetings.
<u>ENQUIRIES</u>	:	Ms. M. Myburg, Tel No: (012) 354- 3928
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	01 September 2008

<u>POST 33/154</u>	:	<u>ADMINISTRATION CLERK REF NO: 70052986</u> Directorate: Administration
<u>SALARY</u>	:	R76 194 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	GRADE 10 / 12. Good communication and numerical skills. Proficiency in written and spoken English is further pre-requisites. Be prepared to work shifts. Computer literate. Knowledge of PAAB system will be an added advantage. Be prepared to rotate to other sections within patient activities Department. 3 years experience in patient affairs activities.
<u>DUTIES</u>	:	Admitting in and out patients (completion of various forms TPH1, THP25, VHP87 etc). Registering patients and completing statistics. Updating and controlling file information with every visits. Friendly reception of patients and handling of telephones enquiries. Act as information officer. Drawing and filling of medical records. Revenue collections (Cashier). Process all the discharge files from the wards. To prepare charge sheet for billing purpose. Ordering of stationery for the section.
<u>ENQUIRIES</u>	:	Mr. M.B. Mokonyane, Tel No: (016) 428-7191
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/155</u>	:	<u>FINANCIAL CLERK REF NO: 70052988</u> Directorate: Finance (Cashier) Re-Advertisement: Candidates who applied before are encouraged to re-apply.
<u>SALARY</u>	:	R76 194 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade 8, 10 and 12 certificate or equivalent with relevant experience. Computer literacy, good communication, interpersonal and record keeping skills.
<u>DUTIES</u>	:	Monitor physical access and security of assets bar coding of assets. Development and maintenance of assets register. Maintenance of assets. Perform assets counts and spot checks. Update of assets register for write-offs due to damage, losses and theft. Update of transfer / movement of assets on BAUD. Liaise with SCM for disposal of assets. Monitor and review of support registry. Monthly reconciliation between BAUD / BAS. Safeguarding of assets documentation and record keeping. Monthly update of loss register, maintenance and disposal register.
<u>ENQUIRIES</u>	:	Ms. Fransie Horne, Tel No: (016) 428-7113
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/156</u>	:	<u>ADMINISTRATION CLERK (TRANSPORT) REF NO: 70052989</u> Directorate: Administration Re-Advertisement: Candidates who applied before are encouraged to re-apply.
<u>SALARY</u>	:	R76 194 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or relevant qualification. Good interpersonal relations, computer literacy, communication (Verbal and Written) skills. Knowledge of electronic log sheet and how government garage operates. Understanding of fleet management functions.
<u>DUTIES</u>	:	Responsible for control, inspection and allocation of vehicle daily. Give advice to staff regarding transport policy on handling of accidents. Damages, hijacking and theft or loss of petrol cards. Responsible to check transaction / log sheet are correctly completed by users. Ensure that monthly, quarterly and maintenance on time. Workshop staff and new employee on the GG vehicles. Monitoring and capturing of log sheets on the electronic log sheet system. Negotiate with the government garage for the replacement of condemned vehicles. Monitor kilometers travelled and petrol used. Evaluation of staff members on performance management system. Reconcile slips to log-sheets and report to the service provider. Arrange renewal of petrol cards.
<u>ENQUIRIES</u>	:	Mr. M.B. Mokonyane, Tel No: (016) 428-7191
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	01 September 2008
<u>POST 33/157</u>	:	<u>CLEANING SUPERVISOR REF NO: 70053058</u> Directorate: General & Support
<u>SALARY</u>	:	R64 410 – R74 772 per annum (plus benefits)

<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 10 / ABET level 4. Be able to read and write. Good communication skills and interpersonal relations. Able to manage conflict in work place and work under pressure. Be prepared to work shifts. Knowledge and application of Batho Pele Principle.
<u>DUTIES</u>	:	Supervision of Cleaning Services. Control and manage cleaning material, equipment and do condemning. Knowledge of PMDS and leave management. Give guidance and advice to subordinates.
<u>ENQUIRIES</u>	:	Mr. W. Mtetwa, Tel No: (011) 898 8208
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/158</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 70053059</u> Directorate: Human Resource
<u>SALARY</u>	:	R54 879 – R63 717 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 10 / 12 or equivalent. Relevant experience according to CORE. Knowledge of PERSAL, HR procedures and Training & Development. Good communication skills and computer literacy. Be able to work under pressure.
<u>DUTIES</u>	:	Perform various duties related to Human Resource Administration. Attend to Human Resource related enquiries. Filing of relevant documents. Serve as a personal practitioner during short listing and interviews and compiling submissions and minutes. Compiling documents to be sent to GSSC. Ensure proper record keeping of leave, appointments, terminations, housing and overtime. Record keeping of short listing and interviews also essential. Assist with Training & Development, nominations to attend courses and record keeping.
<u>ENQUIRIES</u>	:	Ms. R. Havenga, Tel: (011) 8198
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/159</u>	:	<u>FOOD SERVICE SUPERVISOR REF.NO: 70053085</u> Directorate: Food Service
<u>SALARY</u>	:	R 54 879 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Centre
<u>REQUIREMENTS</u>	:	ABET or Grade 12 certificates. Ability to read and write. Extensive experience in a food service unit. Leadership, communication skills and ability to work effectively in a team. Prepared to work shifts and knowledge of stock control.
<u>DUTIES</u>	:	Control and supervision of food production staff. Preparing of menus and recipes for normal diets. Ordering of supplies, control of storage and issuing therefore. In-service training of Food Service Aid and supervise the operation of the department. Supervise general cleaning in the section and of food service unit equipment. Do all general work allocated by the supervisor. Record keeping and apply hygiene procedure in the food service unit
<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 33/160</u>	:	<u>CLEANER: J.D. ALLEN REF NO: 70053069</u> Directorate: Nursing Services
<u>SALARY</u>	:	R54 879 – 63 717 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or equivalent qualification. 2 years experience as cleaner. Ability to read and write. Prepared to work under pressure. Sound interpersonal relations. Delivery of high standard of cleanliness. Good listening skills. Maintain confidentiality.
<u>DUTIES</u>	:	Maintain clean and safe environment look after cleaning material that is available. Maintain minimum stock levels of biohazard receptacle and containers be ensuring that disposal boxes, biohazard tape and boxes are available. Adhere to the policy on disposal of household and medical waste. Engage in activities at the end of operation sort instruments and send for washing, ensure theatre is cleaned and soiled line is placed in bags. Counting of clean linen from laundry
<u>ENQUIRIES</u>	:	Ms. Moeng, Tel: (011) 933 – 8338
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/161</u>	:	<u>PORTERS (3 POSTS) REF NO: 70053060</u> Directorate: General & Support
<u>SALARY</u>	:	R47 787 – R53 316 per annum (plus benefits)

<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Must be able to read and write. Be prepared to work shifts.
<u>DUTIES</u>	:	Accompany patients both mobile and immobile per wheelchair or stretcher to / from reception, wards or treatment centre. Assist with loading patients in / out of ambulance or private vehicles. Assist with the transportation of corpses from wards to the mortuary. Responsible for the maintenance and cleanliness of all equipments, wheelchairs and stretchers.
<u>ENQUIRIES</u>	:	Mr. W. Mtetwa, Tel No: (011) 898 8208
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/162</u>	:	<u>LAUNDRY AID REF.NO: 70053078</u> Directorate: Laundry
<u>SALARY</u>	:	R47 787 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Centre
<u>REQUIREMENTS</u>	:	ABET certificate and good interpersonal skills. Good interpersonal and communication skills. Be able to work under pressure and independently. Be able to read and write. Ability to operate machinery is recommended.
<u>DUTIES</u>	:	Use laundry machinery and maintenance of equipment. Operating machines, equipment, and handling, sorting and sending out linen. Keeping linen area tidy. Liaising with ward personnel, housekeeper and OPD staff. Report to linen manager
<u>ENQUIRIES</u>	:	Ms Eva Mokonyane, Tel. No: (012) 354-6219
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/163</u>	:	<u>CLEANERS (3 POSTS) REF NO: 70053061</u> Directorate: General & Support
<u>SALARY</u>	:	R47 797 – R53 316 per annum (plus benefits)
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Must be able to read and write. Communicate with the public and supervisors. ABET / Grade 8 (Standard 6). Willing to work week ends / night duty and shifts.
<u>DUTIES</u>	:	Clean different sections in the wards, offices and premises. Carry out lawful instructions from supervisors (authorities).
<u>ENQUIRIES</u>	:	Mr W. Mtetwa, Tel No: (011) 898 8208
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/164</u>	:	<u>SECURITY GUARD REF NO: 70053088</u> Directorate: Support
<u>SALARY</u>	:	R47 787 00- R53 316 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or 12 or equivalent experience. Grade D PSIRA Certificate with 2 years experience in Security field. Report writing, communication and problem solving skills. Knowledge of Customer Service, Criminal Procedure etc.
<u>DUTIES</u>	:	Access Control, escorting patients, staff and visitors, perimeter patrols, work at Psychiatric ward. Prevent patients from absconding, searching procedure, monitoring movements of patients, assist nursing staff to handle patients. Assisting by registering the movements of goods (in and out)
<u>ENQUIRIES</u>	:	Mr. J Williams, Tel No: (011) 923-2312
<u>CLOSING DATE</u>	:	28 August 2008
<u>POST 33/165</u>	:	<u>PROPERTY CARE TAKER REF NO: 70053070</u> Directorate: Logistics
<u>SALARY</u>	:	R47 787 – 53 316 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Hospital
<u>REQUIREMENTS</u>	:	ABET level 2 or equivalent qualifications. Knowledge in building, plumbing, mechanical and electrical field. Knowledge of Batho Pele Principles. Writing skills in order to write reports regarding incidents at work place. Ability to work under pressure and after hours.
<u>DUTIES</u>	:	Maintain buildings inside and outside and provision of day to day maintenance service to allocated areas and to ensure that the building are maintained regularly. Adhere to building norms and standards and occupations Health and Safety Act. Inspect work done by contractors and Department of public works. Performing physical work such as painting, unblocking of toilets and basins, fixing of burst pipes, taps etc.
<u>ENQUIRIES</u>	:	Mr. A.M. Rammubuda, Tel: (011) 933 – 8941

CLOSING DATE : 29 August 2008

POST 33/166 : **CLEANER (4 POSTS) REF NO: 70053071**
Directorate: Psychiatry

SALARY : R42 663 – 47 583 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Hospital

REQUIREMENTS : ABET level 3 or equivalent qualification. Ability to read and write. Must be prepared to work under pressure. Must have good interpersonal relations. Must be prepared to work shifts which includes, fixed, after hours, night duty and public holidays.

DUTIES : Cleaning daily in accordance with hygiene standards. Sweep and mop the floors daily and when there is a need. Scrub floor and polish once in two weeks. Skating boards to be attended when floors are mopped. Clean toilets twice a day and when ever they are in mess, after cleaning the toilets and refilling toilet papers sign a check list which is to be counter signed by the sister in charge. Clean bathroom daily and when there is a need. Clean walls every six months and splashed walls to be cleaned immediately. Clean body fluids and vomits and wiping of spillages. Reception areas to be kept clean at all times.

ENQUIRIES : Ms W Blott, Tel No: (011) 933 - 8945

CLOSING DATE : 29 August 2008

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

- APPLICATIONS** : All applications should be forwarded to: The Hospital Manager St Margaret's Hospital Private Bag X517 Umzimkulu 3297
- CLOSING DATE** : 22 August 2008
- NOTE** : Vacancies In The Department Of Health The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Direction To Candidates: The following documents must be submitted: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za Certified copies of ID document, highest educational qualifications, registration certificates plus proof of current registration. (Not copies of certified copy) Curriculum vitae No faxed applications will be allowed. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will result in disqualification of the applicant. Please note that due to the large number of applications envisaged to receive, applications will not be acknowledged. If you are not contacted by us after three months after the closing date please regard your application as being unsuccessful. Every short listed applicant will be advised of the outcome of their application in due course. Persons with disabilities should feel free to apply for these posts.

OTHER POSTS

- POST 33/167** : **FINANCE AND SYSTEMS MANAGER - REFERENCE: SMH 20/2008**
- SALARY** : R174 243 p.a. PLUS (Medical Aid- optional; 13th cheque; Housing allowance - employee must meet prescribed requirements)
- CENTRE** : St. Margaret Hospital
- REQUIREMENTS** : Minimum Requirements: An appropriate 3 year Degree/ National Diploma in Human Science or 3 year National Diploma in State finance / Accountancy / Financial Management / Economics: PLUS At least 3 year's supervisory experience in a Finance component Additional experience in a System component will be a recommendation or A Senior Certificate(Grade 12/ T1, T2, N3) with 6 years experience in a Finance component three(3) years experience in a Finance component may also apply. Or Persons who have acted in the capacity of a Hospital Secretary/ Hospital Administrator and who have at least 3 years experience in a Finance Component may also apply. Additional experience in a Systems component will be a recommendation. Knowledge, Skills, Training, and Competencies: In depth knowledge of Procurement /Supply Chain Management directives , PFMA , Treasury instructions Good verbal and written communication, problem solving, labour relations , conflict resolution skills Good interpersonal skills Knowledge of finance as well as relevant Acts and Regulations Computer literacy, with knowledge of a computerized financial management system.(BAS) Sound understanding of information Technology and IT System Knowledge of system management will be an added advantage.
- DUTIES** : Key Performance Areas: The main function of this post will be to perform the duties and responsibility as the Financial Manager of the hospital as required by the PFMA. This will include:- Manages the day to day functioning of finance and system department in the Hospital to ensure that the high quality of services is being provided Manage and control support services, i.e. Stores Department, Linen Room, Catering, Security and Patient Administration, Revenue, Mortuary, IT Network, Transport, switchboard, Facilities Information, Registry, Typing, Cleaning squad, Equipment and Maintenance division Participate in the development of policies that are in line with the department's strategies and ensure that they are being implemented. Provide the management with the financial information that is accurate and reliable to facilitate effective planning and decision making. Ensures that sub budgets are compiled, allocated, managed and controlled according to PFMA and the implementation of sound financial management controls. Coordinates preparations and motivations for the Medium Team Expenditure Frame budgets and submissions thereof. Ensure that the institution remains with it's cash flow Ensure that appropriate risk management and controls are in place and implemented. Ensure effective and timeous financial reporting The successful incumbent will also be required to:

		Ensure control of the institution's supply chain management Give management strategic directions on all aspects of finance and systems management. Develop relevant and appropriate management and information systems to enable effective and efficient service delivery Undertake management and control of systems in the institution. Develop and facilitate the implementation of financial reporting mechanisms, to promote financial accountability. Evaluate the effectiveness of business processes (cost centers) to achieve cost –saving and other efficiencies.
<u>ENQUIRIES</u>	:	Ms. NP Nompozolo (Hospital Manager), Telephone: 039 – 2599 222 or 039 – 259 0645/6/8
<u>POST 33/168</u>	:	<u>HUMAN RESOURCES MANAGER - REFERENCE: SMH 21/2008</u>
<u>SALARY</u>	:	R174 243 p.a. PLUS (Medical Aid- optional; 13 th cheque Housing allowance - employee must meet prescribed requirements)
<u>CENTRE</u>	:	St. Margaret Hospital
<u>REQUIREMENTS</u>	:	Minimum Requirements: An appropriate 3 year Degree/ National Diploma in Human Science: PLUS At least 3 year's supervisory experience in a Human Resource component or A Senior Certificate(Grade 12/ T1, T2, N3) or equivalent qualification: PLUS At least 6 year's supervisory experience in a Human Resource component or Persons who have acted in the capacity of a Hospital Secretary/ Hospital Administrator and who have at least 3 years experience in a Finance Component may also apply. Knowledge, Skills, Training, and Competencies: Broad knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. In – depth knowledge of all relevant legislation and White papers in Human Resource Management. Good verbal and written communication skills. Good knowledge and understanding of Labour Relations and disciplinary procedures and processes. Computer literacy , including knowledge of a computerized Personnel and Salary System, i.e. PERSAL. Sound Project Management and inter-personal skills as well as resource management and leadership skills
<u>DUTIES</u>	:	Key Performance Areas: Ensure effective management of the Human Resource component. Manage training needs analysis and development of training plan in respect of human resources. Develop Human Resource Plan and policies that are in line with HR strategies of the Department and ensure that they are being implemented. Develop and implement effective staff relations strategies. Participate in the recruitment and selection of staff in different fields within the Hospital. Monitor budget and control the use of equipment allocated in HR component Ensure the effective risk management and control. Ensure timeous and effective HR reporting Facilitate the implementation of effective staff wellness services
<u>ENQUIRIES</u>	:	Ms. NP Nompozolo (Hospital Manager), Telephone: 039 2599 222 or 039 259 0645/6/8

DEPARTMENT OF SOCIAL DEVELOPMENT

<u>NOTE</u>	:	Applications must be forwarded on form Z83(which must be originally signed), obtainable from any Public Service Department, and must be accompanied by originally certified copies of qualifications(not copies of copies) as well as certified copy identity document and a comprehensive curriculum vitae. Under no circumstances will faxed or e-mailed applications be acceptable. Failure to comply with the above instructions will lead to applications being disqualified. Kindly note that applications will not be acknowledged and if you have not heard from this Department within three months of the closing date, you may assume that your application was unsuccessful. NB: This appointment is subject to the signing of an employment contract, not exceeding five years with the Premier and an annual performance agreement with the MEC. The successful candidate will be required to disclose hi/her financial interest in accordance with the prescribed regulations. He/she may also be required to undergo security clearance. Correspondence will be limited to shortlisted candidates
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MANAGEMENT ECHELON

<u>POST 33/169</u>	:	<u>HEAD OF DEPARTMENT REFERENCE: HO28/08</u>
<u>SALARY</u>	:	(All inclusive package): R991 677.00 pa plus 10% non- pensionable allowance for the Heads of Departments
<u>CENTRE</u>	:	Pietermaritzburg Head Office

<u>REQUIREMENTS</u>	:	An appropriate post graduate qualification in Social Sciences/ Economics/ Public Management or equivalent qualification, backed by extensive managerial experience, are the minimum requirements for this top executive position; A valid Code 08 driver's license. In addition to the above, it will be a recommendation for applicants to have knowledge, skills, training and competencies of the following: Professional competencies required: A dynamic leader who understands the operational environment of the Public Service, its service delivery imperatives and the divergent needs of Social Development in the Province; A leader with knowledge and ability to foster sustainable development and beat poverty; Ability to operationalise and ensure compliance with legislation and policy developments; Ability and experience in developing poverty relief programmes in line with the provincial poverty map and provincial priorities (PGDS); Ability and experience in monitoring population development; Ability to co-ordinate effective delivery of social welfare services to the Department's client and stakeholders. General Managerial, Financial and Human Resources competencies required: Exceptional strategic leadership, change management and service delivery innovation skills in the business and public sector; Financial and people Management skills; Good knowledge of the PFMA and the financial regulations for effectively managing his/ her role as an Accounting Officer; He/she must have good co-ordination, communication, negotiation and corporate management abilities, and should be dynamic and professional in his/her leadership style; Customer care and service orientation; In-depth knowledge of the policies of Government at National, Provincial and Local Government level..
<u>DUTIES</u>	:	The successful candidate will be directly responsible to the MEC for Social Development, for the Department's performance, operations and the realisation of strategic outputs in the performance agreement. These include the following: supporting and advising the MEC; providing strategic leadership to the Department; driving the strategic planning and implementation process of the Department; as an Accounting Officer of the Department, ensure compliance with Public Finance Management Act of 1999 and Treasury Regulations; ensuring effective and efficient management of Human Resources of the Department in accordance with the Public Service Act of 1994 and its Regulations; Managing the performance and service delivery of the Department; leading, building and motivating the leadership team; acting as the co-ordinator in the Department for overall legal compliance; overseeing the creation of an open, performance-driven and client-orientated work culture in the Department; ensuring appropriate processes, structures and policies in relation to the growth of Social Development mandates for the Department; monitoring the Population Development and demographic trends; performing any other function as may be allocated
<u>ENQUIRIES</u>	:	Dr K Mbanjwa Telephone: 033 – 341 3407
<u>APPLICATIONS</u>	:	The Office of the Premier, Private Bag X 9037, Pietermaritzburg 3200
<u>FOR ATTENTION</u>	:	Mr GB Sithole
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/170</u>	:	<u>CHIEF FINANCIAL OFFICER (DDG LEVEL) REFERENCE: HO26/08</u>
<u>SALARY</u>	:	(All inclusive package): R770 823 per annum
<u>CENTRE</u>	:	Pietermaritzburg Head Office
<u>REQUIREMENTS</u>	:	Training: An appropriate post graduate qualification in Finance/ Chartered Accounting and extensive experience in and knowledge senior management of a commercial finance function. Proven management skills. Track record in the preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management; Knowledge and Skills: Advanced financial analytical skills. Extensive knowledge of financial prescripts of the Public Service, costing methodologies and performance measurement. Project management. Quick thinking. Functional ability. Diagnostic action research. Strategic and conceptual orientation. Innovative thinking. Problem solving. Communication. Team Player. Coaching and developing people. Change management and networking; Personal attributes: Self driven. Assertiveness. Influencing.
<u>DUTIES</u>	:	Perform generic management functions. Establish and maintain effective, efficient and transparent systems of financial and risk management and internal control. Establish and maintain a system of internal audit and direction of an audit committee in accordance with the PFMA and Treasury Regulations. Ensure the effective, efficient, economical and transparent use of the resources of the Department. Take effective and appropriate steps to collect money due to the Department and prevent unauthorized, irregular, fruitless and wasteful

expenditure and losses resulting from criminal conduct. Ensure that the Department is not committed to any liability for which money has not been appropriate.

ENQUIRIES : Dr LP Mqadi Telephone: 033 – 3419808/25
APPLICATIONS : Department of Social Development, Private Bag X 9144, Pietermaritzburg 3200
FOR ATTENTION : Mr VW Gumede
CLOSING DATE : 29 August 2008
NOTE : As this is a re-advertisement, previous applicants are requested to re-apply.

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
CLOSING DATE : 29 August 2008
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 33/171 : **DEPUTY MANAGER (REF NO P209/2008)**
SALARY : R407 745 per annum (All inclusive remuneration Package)
CENTRE : Cost Centre, Estcourt
REQUIREMENTS : *A Degree / National Diploma in Civil Engineering or equivalent qualification plus;
 *A minimum of three years management experience in budget and cost control plus * A valid Code B Driver's Licence.. Knowledge, Skills, Training And Competencies Required: * Understanding of Public Service and Departmental policies, research, analysis, objective and implementation processes, project management and financial management. * In-depth knowledge of financial policies, procedures and practices including budgeting and managerial functions. * Knowledge of Public Service reporting procedures, Acts , Regulations and work environment. * Planning and organizing. * Computer literacy. * Clear conceptual understanding of transformation within the Implementation Chief Directorate. * Knowledge and experience within a technical and engineering environment.. * Skills in the interpretation and application of policy, i.e. technical, financial, administrative etc. * Research, policy formulation and managerial skills. * Problem solving and analytical thinking skills. * Strategic planning and co-ordination skills. * Team building skills. * Excellent communication (verbal and written) and networking skills. * Project management skills. * Financial Management skills. * Motivation skills. * The ideal candidate should be a creative and innovative thinker with a demonstrated interest in technical, financial, administrative and related fields. * He / she must also be a team leader and should be a total quality controller. *He / she must also have the ability to work with accuracy, be reliable, have honesty and integrity, believe in openness and transparency and be receptive to ideas and suggestions.
DUTIES : *Develop and implement business plans for all the Cost Centre activities in consultation with stakeholder representatives and in terms of departmental

		<p>policies and programmes. * Liaise with stakeholder representatives on policies, procedures, programmes and strategies. * Manage and co-ordinate the activities of the Cost Centre and the areas within the district. * Develop personnel under his/her supervision and emerging service providers. * Manage and control financial expenditure in the district, ensuring effective and efficient service delivery.</p>
<u>ENQUIRIES</u>	:	Mr S Mothilal Tel. No.: 036 – 638 4410
<u>FOR ATTENTION</u>	:	Mr R Marillier
<u>NOTE</u>	:	It is the intension of this Department to fill this post with person from the Disabled Community or an African Female.
<u>POST 33/172</u>	:	<u>SENIOR ARTISAN SUPERINTENDENT (REF NO P208/2008)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Cost Centre, Newcastle
<u>REQUIREMENTS</u>	:	<p>A N4 Mechanical Certificate plus a Trade Diploma in either Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic, Diesel Fitter Mechanic, Automotive Fitter Mechanic or Tractor Mechanic with a minimum of 6 years relevant experience in Earthmoving Equipment Plant (Heavy Plant) such as Dozers, Graders, Loaders, Excavators, TLB and Trucks; plus a valid driver's licence (minimum Code C1) or a National Diploma (T/S/N-stream) in the mechanical engineering field with a minimum of 3 years experience in the field of preventative maintenance and repairs of Earthmoving Equipment Plant such as Bulldozers, Graders, Excavators, TLB's and Trucks; plus a valid driver's licence (minimum Code C1). *A N4 Mechanical Certificate plus a Trade Diploma in either Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic, Diesel Fitter Mechanic, Automotive Fitter Mechanic or Tractor Mechanic with a minimum of 6 years relevant experience in Earthmoving Equipment Plant (Heavy Plant) such as Dozers, Graders, Loaders, Excavators, TLB and Trucks; plus a valid driver's licence (minimum Code C1) or a National Diploma (T/S/N-stream) in the mechanical engineering field with a minimum of 3 years experience in the field of preventative maintenance and repairs of Earthmoving Equipment Plant such as Bulldozers, Graders, Excavators, TLB's and Trucks; plus a valid driver's licence (minimum Code C1). Knowledge, Skills, Training and Competencies required: *in-depth knowledge of maintenance and repairs of plant and equipment. *A wide knowledge of Oil Analysis programme. *Knowledge of Road Traffic and Road Transportation Legislation. *Knowledge of Dangerous Goods Regulations. *Knowledge of Transport regulations (NaTIS). *Sound knowledge of Occupational Health and Safety Act (OHS). *Knowledge of Environmental Conservation Act. *Sound knowledge of administrative processes. *Sound knowledge of procurement procedures. *Sound knowledge of delegations of authority. *Sound knowledge of disciplinary procedures / Labour relations. *Sound knowledge of PMDS procedures. *Knowledge of PFMA. Knowledge of Microsoft Windows based computer programmes. *Knowledge of PJC computer programme. *Literacy and Numeracy skills. *Driving skills (Certificate of competency). *Operating equipment skills. *Basic language skills. *Computer literacy. *Project and Financial management skills. *Training and Mentorship skills. *First aid skills to attend to minor injuries. *Ability to interpret and apply policies. *Negotiating skills. *Analytical and innovative skills. *Problem solving skills. *Accurate diagnosis of defects. *Accurate interpretation of oil analysis returns. *Supervisory / Management skills. *Planning and organising skills. *Interpersonal relations.</p>
<u>DUTIES</u>	:	<p>*Manage the preventative maintenance and repair programme of plant, equipment and vehicles. *Conduct mechanical administrative functions of plant relating to the mechanical division. *Provide specialist advice, guidance and ensure policy development to comply with the OHS Act and Environmental Act. *Manage the mechanical budget allocations and expenditure at the Cost Centre level. *Manage human resources in terms of prescribed policies and procedures. *Manage mechanical projects within the Cost Centre.</p>
<u>ENQUIRIES</u>	:	Mr M P Ntuli Tel. No: 036-6384400/56
<u>FOR ATTENTION</u>	:	Mrs S M Nell
<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 or an Indian Female.
<u>POST 33/173</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: GROUND SURVEY (REF NO P 198/2008)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Cost Centre, Vryheid

<u>REQUIREMENTS</u>	:	*A degree / National Diploma in Survey plus a minimum of 3 years appropriate experience in a survey field. A valid code B driver's licence (min code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of the Land Survey Act 8 of 1997 and Survey Regulations as well as all amendments. Knowledge of Technical Manual for Highways (TMH11) and specifications supplied by technical experts. *Knowledge of Professional and Technical Surveyors Act regarding registration, training requirements of all students. *Knowledge of Geometric design specifications. *Knowledge of Environmental Legislation. *Writing skills. *Communication skills. *Leadership skills. *Research skills. *Computer skills. *The ideal candidate should believe in teamwork, be thorough, innovative and have enthusiasm.
<u>DUTIES</u>	:	Manage resources within the component. *Supervise volume calculations for construction of roads and quarries. *Plan Mapping services for the construction and rehabilitation projects, local roads projects, road structures and quarries for the Cost Centre and its consultants. *Manage road logging requirements and quarries, provincial road declarations and de-declarations, district road network and information maintenance, access and encroachment applications and control. *Manage survey and design survey service for construction and rehabilitation projects. *Manage Global Positioning Systems services. *Compile cadastral information.
<u>ENQUIRIES</u>	:	Ms N Gcabashe Tel. No: 035-7872917
<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.
<u>POST 33/174</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: TECHNICAL SUPPORT (REF NO P 199/2008)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	*A degree / National Diploma in Civil Engineering or equivalent qualification plus, A minimum of 3 years appropriate experience .A valid code B driver's licence. Knowledge, Skills, Training and Competencies Required: Understanding of Departmental policies and Implementation processes and project management. *In – depth expert technical and engineering policies, procedures and practices. *Knowledge of Public service reporting procedures, Acts and Regulations and work environment. * Knowledge in planning and organizing. *Computer Literacy. *A clear conceptual understanding of transformation within the Implementation Directorate . *Knowledge and experience within a technical and engineering environment. *Skills in interpreting and application of policy i.e. technical, engineering, etc. *Problem solving and analytical thinking skills. *Well developed computer skills. Well developed verbal and written communication skills, including the ability to network. Project management skills. * Motivational skills. *The ideal candidate should have a demonstrated interest in technical, engineering and related fields, must be an innovative thinker, and be receptive to ideas and suggestions. * He/she should also be accurate, creative/innovative, a total quality controller, have honesty and integrity, openness, transparency and reliability.
<u>DUTIES</u>	:	*Provide specialist advice/ guidance/ assistance with regard to technical and engineering related matters i.e. RRD projects, Cabinet Projects, Special projects to field support staff/ stake holders in order to achieve departmental goals and objectives. *Supervise contracts. *Liaise with officials from the regions provincially, local communities and the general public with regard to road related matters thereby ensuring service delivery with the Department. *Ensure that assigned tasks to various contracts in terms of prescribed policies and programmes as laid down by the department are successfully implemented on time. *Ensure quality control and perform quality checks amongst the stake holders involved in the projects while monitoring their progress on site and liaise with project liaison committees with regard to projects. *Compile monthly and quarterly reports for the Deputy Manager by providing monitoring, review and progress reports of projects in relation to budget and expenditure outputs.
<u>ENQUIRIES</u>	:	Mr S Mbhele Tel No: 033 342 4082
<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.
<u>POST 33/175</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN (ROAD CONTROL AND PROJECT DOCUMENTATION) (2 POSTS)</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, Eshowe (REF. NO. P201/2008) Cost Centre, Vryheid (REF. NO. P200/2008)
<u>REQUIREMENTS</u>	:	*Degree / National Diploma in Survey; plus 3 years technical / scientific experience in a survey field; plus a valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of budget, expenditure and business plan. *Knowledge of legislation, policy, regulations, procedures and methods pertaining to the public sector. *Knowledge of project management. *Working knowledge of administrative procedures. *Knowledge of procurement procedures. *Knowledge of technical matters in civil engineering environment. *Knowledge of construction and management. *Project management skills. *Conflict Management skills. *Computer literacy. *Good negotiation and facilitation skills. *Presentation and facilitation skills. *Planning and organization skills. *Verbal and written communication skills. *Ability to chair meetings. *Good organizational and management leadership skills. *Public speaking skills. *Interpersonal relations. *Ability to exercise tactfulness. *The ideal candidate should be responsible, conscientious, patient, committed to organisational values and believe in fairness. He / she should also be a team builder, lead by example and be receptive to ideas and suggestions.
<u>DUTIES</u>	:	*Provision of advice and assistance with regard to technical related matters to staff in order to develop and execute business plans in line with the Departmental strategy. *Assist the Area manager in so far as to manage the financial resources and utilization of various resources to stay within the budget. *Supervise/ Manage materials and services effectively (Quality Control). Provide mentorship to the Vukuzakhe contractors as well as the in house team. * Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
<u>ENQUIRIES</u>	:	Ms B H Dlamini Tel. no: 035 – 474 2031 Ms N Gcabashe Tel. no: 034 – 980 0401
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intension of this Department to fill these posts with a person from the Disabled Community or an African Female
<u>POST 33/176</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN</u> Kindly note that p211/2008 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>	:	Area Office, Umzimkhulu (REF. NO P 210/2008) Area Office, Ixopo (REF. NO P 211/2008)
<u>REQUIREMENTS</u>	:	*An appropriate Bachelor's Degree / National Diploma in Civil Engineering; plus 3 years experience in the Civil Engineering environment; plus a valid Driver's Licence (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of financial matters. Knowledge of Human Resources, planning and organising. Knowledge of Construction Management. *Project Management skills. *Conflict Management skills. *Good negotiation and facilitation skills. *Computer literacy. *Verbal and written communication skills. *Good public speaking skills. *Presentation and facilitation skills. *Interpersonal relations. *Ability to chair meetings. *Good planning, organisation, management and leadership skills. *The ideal candidate should be responsible, conscientious, patient, believe in fairness and lead by example. He / she should also be a team builder, be receptive to ideas and suggestions and have the ability to exercise tactfulness.
<u>DUTIES</u>	:	*Provision of advice and assistance with regard to technical related matters to staff in order to develop and execute business plans in line with the departmental strategy. *Assist the Cost Centre Manager in so far as to manage the financial resources and utilisation of various resources to stay within the budget. *Supervise / manage materials and services effectively (quality control). *Provide mentorship to the Vukuzakhe contractors as well as the in house teams. *Assist in the control and maintenance of computer based information systems thereby providing accurate and timeous information.
<u>ENQUIRIES</u>	:	Mr C Dewar Tel No: 039-834 0500
<u>FOR ATTENTION</u>	:	Mrs S McCarthy
<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.

<u>POST 33/177</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN: GROUND SURVEY</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>	:	Cost Centre, Pietermaritzburg (P202/2008) Cost Centre, Vryheid (P203/2008)
<u>REQUIREMENTS</u>	:	*A degree / National Diploma in Survey or equivalent qualification plus; *A minimum of 1 years experience in appropriate Survey Engineering environment; *plus A valid code B driver's licence. *Knowledge, Skills, Training and Competencies required: *Knowledge of 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. *The ideal candidate should be team work orientated, thorough, innovative and must have enthusiasm.
<u>DUTIES</u>	:	*Provide survey service for construction and rehabilitation projects. *Set out basic calculations for constructions 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>	:	Mr B Mckenzie: Pietermaritzburg 033 – 387 2320 Ms N N Gcabashe: Vryheid 034 – 980 0401
<u>FOR ATTENTION</u>	:	Mr R Marillier
<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 33/178</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN (REF. NO P212/2008)</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>	:	R117 501 per annum
<u>CENTRE</u>	:	Area Office: Umzimkhulu
<u>REQUIREMENTS</u>	:	*Degree / National Diploma in Civil Engineering or equivalent qualification, * 3 years experience in Civil Engineering environment * *A valid Code B driver's licence. Knowledge, Skills, Training and Competencies Required: *Knowledge of Maintenance manuals. *Knowledge of Safety regulations, *Knowledge of Costing system, *Knowledge of General Admin procedures, *Knowledge of weekly work and plant returns, *Knowledge of Service delivery programmes, *Knowledge OF Departmental reporting structures and RRTF's, *Knowledge of legislation/ policies and procedures pertaining to Public Sector, *Knowledge of Disciplinary procedures, *Knowledge of PMDS. *Planning and organizational skills, *Ability to learn, understand and apply, *Problem solving skills, *Supervisory skills, *Communication skills, *Numeracy skills and *Computer skills. * The idea candidate should be Responsible, *Punctual * Conscientious, Receptive to suggestions and ideas, *Team work orientated, *Able to comply to code of conduct, * Efficient, * have Empathy and Cultural awareness.
<u>DUTIES</u>	:	*Effective and efficient supervision, management and assessment of maintenance and Zibambele Teams. * Conduct regular inspection of roads, * Effective and efficient allocation and management of daily work plant to respective areas. * Provide guidance with regard to selection of Zibambele teams and ensure adherence standards, * Timely report losses / thefts/ IOD'S and accidents and compile necessary forms/ statements.
<u>ENQUIRIES</u>	:	Ms C Dewar Telephone number: 039- 834 0500
<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.
<u>POST 33/179</u>	:	<u>SENIOR ARTISAN</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>	:	R94 326 per annum
<u>CENTRE</u>	:	Area Office, Kokstad (REF. NO P 205/2008) Area Office, Underberg (2 Posts) (REF. NO P 204/2008)

REQUIREMENTS : *A Trade Diploma in Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic; plus a minimum of 3 years pre-trade test experience on the maintenance and repairs of Earthmoving plants and equipment; plus a valid drivers licence (minimum Code C). Knowledge, Skills, Training and Competencies Required: *Ability to apply mechanical knowledge and skills. *Good knowledge of oil analysis methods. *Knowledge of administrative procedures and safety regulations. *Knowledge on how to drive / operate plants. *Basic knowledge of welding, hydraulic and electrical. *Basic literacy to read and understand manuals. *Ability to impart skills to others. *Computer Literacy. *The ideal candidate should be able to communicate, execute preventative maintenance service on plants, carry out major repairs on plants, have the ability to make correct diagnosis, apply safety knowledge and possess high eye co-ordination. He / she should also be thorough, systematic, self-disciplined, dedicated, responsible, a team player, attentive to detail and improvement / development orientated.

DUTIES : *Ensure quality mechanical repairs are executed timeously for high performance of plants, equipment and vehicles. *Execute preventative maintenance at specified intervals to eliminate breakdowns and optimise plant availability. *Perform administrative / clerical functions for the smooth operation of the Depot. *Provide on-the-job training and supervision to subordinates. *Sustain compliance with Occupational, Health and Safety Act as well as safekeeping of tools and equipment.

ENQUIRIES FOR ATTENTION NOTE : Mr C Dewar Tel. No: 039-834 0500
: Mrs S McCarthy
: It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.

POST 33/180 : **FIELD SUPPORT OFFICERS (3 POSTS)**

SALARY CENTRE : R94 326 per annum
: Area Office: Umzimkhulu (2 posts) (REF. NO. P206/2008)
: Area Office: Underburg (1 posts) (REF. NO. P207/2008)

REQUIREMENTS : *S4 Diploma in Civil Engineering or Survey Engineering or Junior Certificate and / or successful completion of the Road Works Foreman course plus 3 years experience in road maintenance / construction environment plus a valid code B Driver's Licence * Knowledge, Skills, Training and Competencies Required: Knowledge of Maintenance manuals, safety regulations and costing system. *Knowledge of General Admin procedures. *Knowledge of weekly work and plant returns. *Knowledge of Service delivery programme. *Knowledge of Departmental reporting structure and RRTF's. *Knowledge of legislation/policies and procedures pertaining to Public Sector. *Knowledge of Disciplinary procedures. *Knowledge of PMDS. *Planning and organizational skills. *Ability to learn, understand and apply. *Problem solving skills. *Supervisory skills. *Communication skills. *Numeracy skills. *Computer skills. *The ideal candidate should be responsible, punctual, conscientious and efficient and believe in team work. *He / she should also be receptive to suggestions and ideas comply with the code of conduct, show empathy and be culturally aware.

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

ENQUIRIES FOR ATTENTION NOTE : Mr C Dewar Tel. No: 033 8340500
: It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.

DEPARTMENT OF WORKS

APPLICATIONS FOR ATTENTION CLOSING DATE : Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200
: Ms CG Sikhakhane
: 22 August 2008

OTHER POSTS

POST 33/181 : **ASSISTANT MANAGER: COMPLIANCE AND PERFORMANCE REF NO: SCM08/08**

SALARY CENTRE : R217 482 per annum
: Head Office: Pietermaritzburg

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or equivalent qualification with relevant Procurement and supervisory experience, Applicants must be highly computer literate particularly in the following software packages. Microsoft Word and Excel.* A valid drivers license is also essential. Skills: The ideal candidate should have excellent written and verbal communication skills, sound decision-making, planning and organizational skills.* They must have the ability to manage projects successfully and must be analytical and innovative thinker. * Good problem solving skills are necessary and strong managerial capabilities serve as a recommendation. Recommendation: Sound knowledge of the following Procurement Prescripts Regulations: The Constitution of the Republic of South Africa, the PFMA, Treasury Instruction Regulation in terms of the PFMA (A Framework for Supply Chain Management) The Preferential Procurement Policy Framework Act and Regulations, policy to guide uniformity of the Procurement Reform Processes in Government Broad Based Black Economic Empowerment Act.
<u>DUTIES</u>	:	* Manage the resource of the component.* Provide training to all Supply Chain Management personnel.* Oversee the performance of Supply Chain Management Units at all Regions/ District Offices and at Head Office including the monitoring and reporting of each significant stage of SCM Framework: Demand Management , Acquisition management, Logistics Management and Disposal, * Drafting policies, procedures and prescripts pertaining to procurement.* Administer procurement directives, regulation, delegation, legislation and policy and ensure compliance.* Attend Provincial Treasury Procurement Forums and Department Procurement Forum.* Control over the appeal Process of the Department.* Identify training needs and provide training on a new policies / procedures / legislations. * Compile and interpret management reports.
<u>ENQUIRIES</u>	:	Mr V.R. Sukkhu 033- 355 5500
<u>POST 33/182</u>	:	<u>ASSISTANT MANAGER: EPWP REF NO: AM/EPWP/2008</u>
<u>SALARY</u>	:	R217 482 per annum)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognized National Diploma / B Degree in Built Environment Community Development plus 3 years appropriate in community development. Valid code 08 or 10 driver's license. Candidate must be fully computer literate. Knowledge Skills And Competencies: Planning and organizing skills.* Policy development and interpretation .* Financial management and knowledge of PFMA Advance interpersonal skills.* Willingness to work extended hours and under pressure. * Presentation skills.* Project management.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate, monitor and evaluate the training programmes for EPWP. * Develop empowerment programmes to cater for women , youth and disabled persons and develop policies relating to EPWP.* Provide advice and guidance to stakeholder management within EPWP.* Identify sustainable programmes for job creation and identify labour intensive projects. * Identify training needs and material for EPWP, also ensure training provided is line with SAQA Act. *Ensure the appointment of accredited training providers.* Monitor implementation of the EPWP, as per result of the impact assessment.* Monitor and evaluate the implementation of exit strategy and mentorship strategy. *Establish programmes to alleviate poverty through job creation.* Promote socio-economic development in impoverished areas.* Management of Financial and Human Resources of the sub- directorate.
<u>ENQUIRIES</u>	:	Mr G. Shabalala (033- 355 5572)
<u>POST 33/183</u>	:	<u>ASSISTANT MANAGER: PROVISIONING REF NO: AM/ PROV/SCM/2008</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three years Bachelor's or equivalent qualification with relevant experience in Provisioning/ Procurement / Finance and supervisory experience.* Knowledge of Supply Chain Management processes, performance management, reporting procedures and procurement directives are essential. * Applicants must be computer literate particularly in the following software packages: Microsoft Word and Excel * A valid driver's license is required. Skills and Competencies: * The ideal candidate should have excellent written and verbal communication skills, sound decision making, planning and organizational skills * They must have supervisory and leadership skills.
<u>DUTIES</u>	:	* Manage and control activities under Provisioning including advertisement of tender / quotations and compilation of generic. * Tender documents / the

opening, closing of tenders and quotations.* Evaluation of Tenders / Quotations.* Preparation of submission for awards. Provide budget inputs and monitor expenditure in respect of supply service provided by this component.* Reply to audit queries.* Excising delegation of authority. * Arrange for the approval of requisitions.* Ensure that payment are processed in time. * Prepare and co-ordinate the submission of report to the Provincial Treasury. * Manage the Human Resource aspects of this component. Recommendation: Sound knowledge of the following procurement prescript regulations. * The Constitution of the Republic of South Africa, the PFMA, Treasury Instructions Regulation in terms of PFMA (A Framework for Supply Chain Management) * The Preferential Procurement Policy Framework Act and Regulations, Policy to guide uniformity of the Procurement Reform Processes in Government, Board Based Economic Empowerment Act and Construction Industry.* Development Board Act and Regulation.

ENQUIRIES

: Mrs N.P. Hlongwa

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

Vision: Champion the Establishment of Sustainable Development Local Governance and Integrated Human Settlement. The Department of Local Government and Housing would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, POLOKWANE 0700 OR delivered in person at 28 Market Street (next to UNISA), Registry Office (First floor).
- ENQUIRIES** : All General enquiries: should be directed to Mabore Tjale at (015) 294 2030
- CLOSING DATE** : 29 August 2008 NB: Faxed or e-mailed applications will not be considered
- NOTE** : The Department of Local Government and Housing reserves the right not to make any appointments in the above posts. The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets. Preference will be given to EE candidates. Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. Certified copies of your Identity Document and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. Note: The contents of this advert will also be available in the following media: City Press (10th August 2008), Sowetan (12th August 2008) and they will also be posted on the following websites www.limpopo-dlgh.gov.za, www.dpsa.gov.za and www.careers.com Short-listed candidates for the above posts will be subjected to a Competency Based Assessment, Security clearance, non-disclosure and verification of qualifications. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

MANAGEMENT ECHELON

- POST 33/184** : **GENERAL MANAGER: HOUSING SECTOR PERFORMANCE AND MUNICIPAL SUPPORT REFERENCE NUMBER: DLGH 039/08**
Sub Department: Integrated Sustainable Human Settlement
Branch: Housing Sector Performance And Municipal Support
- SALARY** : R635 874 (All inclusive flexible remuneration package)
- CENTRE** : Polokwane
- REQUIREMENTS** : Qualification: An appropriate BA Degree or equivalent qualification. Experience: Six (6) to ten (10) years at Management level within the Public or Private Sector. Knowledge of: Integrated Sustainable Human Settlement Plan Policy *Housing and Local Government related Legislations *Public Finance Management *Procurement Policies *Strategic Resource mobilization and networking capabilities *Service delivery improvement capabilities *Knowledge Management. Skills in: Program and Project Management *Financial Management *Integrated performance management system development capabilities *Change Management *Strategy and Leadership capabilities *Communication *Problem solving and analysis *People Management and empowerment *Networking.
- DUTIES** : Key Responsibilities: Manage Human Settlement Capacity Development*Manage contractor capacity development programme*Manage housing Consumer Education Programme*Coordinate housing institutional and other stakeholders. Manage Municipal Housing Accreditation*Manage the Municipal accreditation programme*Manage the mobilization of funding for capacity development. Manage housing planning, monitoring and evaluation* Conduct monitoring and evaluation of housing programmes*Conduct research on construction sector trends*Coordinate mobilization of funding*Coordinate mobilization of funding with the development and financial institution in the construction sector*Coordinate Housing Institutions.
- ENQUIRIES** : Makgano Ramohlola at (015) 294 2146/2030
- POST 33/185** : **GENERAL MANAGER: MUNICIPAL INFRASTRUCTURE DEVELOPMENT REFERENCE NUMBER: DLGH 040/08**
Sub Department: Local Governance
Branch: Municipal Infrastructure Development

<u>SALARY</u>	:	R635 874 (All inclusive flexible remuneration package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: An appropriate recognised Bachelor's degree or equivalent. Professional registration with relevant professional bodies is an added advantage. Experience: Three (3) to five(5) years on Strategic Management*Experience in Local Government and General Management. Knowledge of: Public Service Legislation*Government Systems and Structures*Functional Ability*Financial Management*Municipal Systems Act*Municipal Structures Act*Municipal Financial Management Act*Strategic Planning*Service Delivery. Skills in: Problem Solving*Policy Formulation*General Management*Ability to Communicate Effectively at all levels*Innovation*Creative and Analytical Thinking*Financial Management*Project Management*Municipal Infrastructure Asset Management*Municipal Infrastructure Planning.
<u>DUTIES</u>	:	Key Responsibilities: Manage the implementation of municipal infrastructure delivery programmes: Manage project registration process and facilitate projects implementation *Assist in building infrastructure delivery capacity in municipality *Provide support to municipalities in relation to project management *Monitor projects technical and legal compliance for procedures *Facilitate and monitor implementation of extended public works programmes *Ensure compliance to programme reporting requirements*Monitor expenditure on budget *Monitor adherence on occupational health and safety *Conduct impact assessment on implementation of municipal infrastructure programmes *Manage the development and monitoring implementation of assets management of assets management plans: Monitor and Support infrastructure assets transfer processes*Building assets management capacity in municipalities*Facilitate the development of infrastructure operations and maintenance plans and implementation of Free Basic Services programmes*Provide support to municipalities in relation to assets management and Free Basic Services*Facilitate the development and monitoring implementation of indigent policies for Free Basic Services programmes*Manage Infrastructural Planning: Manage the co-ordination of mapping of infrastructure project*Manage the development of the Municipal Infrastructure Plan*Commission research on Municipal Infrastructure delivery trends and promote long-term planning*Manage the compilation of Municipal Infrastructure backlog*Provide administration support for municipal infrastructure development: Collate reports on infrastructure programmes*Manage data base in support of infrastructure branch*Provide logistics and administrative support to infrastructure branch*Provide secretariat support to infrastructure and related co-ordination structures and infrastructure task teams*Update and maintain data information systems*Manage communication awareness programmes.
<u>ENQUIRIES</u>	:	Makgano Ramohlola at (015) 294 2146/2030
<u>POST 33/186</u>	:	<u>SENIOR MANAGER: INFORMATION TECHNOLOGY REFERENCE NUMBER: DLGH 038/08</u> Sub Department: Shared Services Branch: Gito
<u>SALARY</u>	:	R540 429 (All inclusive flexible remuneration package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Qualification: An appropriate Degree or equivalent qualification in Information Management. Experience: At least three (3) to five (5) years experience at management level. Knowledge of: Technical Expertise *Project Management *Public Finance Management*Local Government Legislation *Public Service Legislation *Government Systems and Structures*Functional Ability*Diagnostic Action Research. Skills in: Problem Solving *Proven managerial Skills *Accomplished Leader *Change Agent *Advanced Strategic Planning Skills *Research Orientated Person*Confident Communicator *Financial Management *People Management Skills *Networking Skills *Innovative Thinking *Strategic and Conceptual Orientation *Organisational Skills.
<u>DUTIES</u>	:	Key Responsibilities: Manage systems development *Provide User support and network maintenance *Analyse the effectiveness of available systems *Determine the short, medium and long-term needs *Develop and maintain improved systems *Ensure optimum usage of the systems *Manage the user help call centre *Trouble shoot hardware and soft-ware problems*Ensure the usage of the systems effectively *Manage implementation of E- government strategy *Analyse and plan Municipal ICT needs *Provide ICT advice and services to Municipalities *Initiate and participate in improvement project *Facilitate interaction between all stakeholders (Office of Premier, Other

ENQUIRIES

government departments, SITA and Municipalities *Guide and represent the Limpopo Municipal IT Officers Forum in GITO council *Analyse and plan municipal ICT requirements.
: Mphodi Monkoe at (015) 294 2171/2029

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF TRANSPORT, ROADS & COMMUNITY SAFETY**

The Department is an equal opportunity, affirmative action employer. It is our intent to promote representativity (race, gender and disability) in the Department through the filling of this posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications

CLOSING DATE : 29 August 2008
NOTE : Applications must be accompanied by Z83 and a recent updated comprehensive CV, certified copies of all qualification(s) and ID-document as well as the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. If you have not received a response from the department within three months from closing date, kindly consider your application to be unsuccessful.

OTHER POSTS

POST 33/187 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 33/2008**

SALARY : R217 482 per annum
CENTRE : Head Office - Mmabatho
REQUIREMENTS : Grade 12 certificate plus three [3] year Degree / National Diploma in Human Resources Development, Education and Training. [or equivalent qualification] plus appropriate experience of Four [4] years in the HRD/ ETDP and related duties, especially in supervisory position. Previous experience as the Skills Development Facilitator/related duties will be an added advantage. Knowledge of HRD and Skills Development and related strategies and applicable Acts such as Skills Development Act, Skill Levies Act, Employment Equity Acts, National Skill Development Strategy, Human Resources Development Strategy and Framework plus related legislations and regulations. Valid and unendorsed drivers license. The following will serve as strong recommendations: An understanding of the different training delivery methodologies of the Public Service. Excellent Computer Skills, Accredited Skill Development Facilitator Training Certificate and or Assessor, Moderator Certificate and or Train of Trainers Certificate. Policy Development and analysis. Knowledge of SETA 's especially TETA, PSETA and CETA and their functions Excellent Verbal and Writing skill and Ability to work and manage a diverse team. Good Presentation and Facilitation Skills. Conflict Management and people management skills. Innovative, initiative and independent Thinker. Leadership, Problem Solving and Research skills. Results orientated person and eagerness to meet deadlines, coupled by willingness to travel and work beyond normal working hours.

DUTIES : Develop Departmental Workplace Skills Plan. Conduct skill Audit and identification of Training needs. Compile Monthly, Quarterly Monitoring Reports and Annual Training Reports. Liaise with Directorates, Regions and other stakeholders in terms of skill development Needs in the Department. Conduct Research. Conduct quality assurance and effectiveness of training programmes. Coordinate and Facilitate of Learnerships, internship, National Youth Service, ABET and Career Management. Liase and interact with TETA, PSETA and Office of Premier on Skill Development matters. Assess impact of training. Assist with the development, monitoring and implementation of Human Resources Development Strategic Framework. Ensure compliance with all legislation affecting HRD and Training. Act as Secretariat during the Training Committee meetings. Develop Training data base. Provide expert advice and support to managers who are applying the Human Resource Development Strategy across the Department. Other Key Responsibilities: Perform all duties which may be delegated by Manager HRD and Training and Director HRM. Manage the Sub Directorate in absentia of the Deputy Director.

ENQUIRIES : Moraswi Molepo Tel no: (018) 3875102

<u>APPLICATIONS</u>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate – Human Resource Management: Private Bag X 2080, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms K.M. Itumeleng: Office No. 160, 1 st Floor, New Head Office Complex-Old Parliament Building - Modiri Molema Road
<u>POST 33/188</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL TRAINING COORDINATION REF NO: 34/2008</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus three [3] year Degree / National Diploma in Human Resources Development, Education and Training, Human Resources Management or equivalent coupled with a minimum experience of Four [4] years training and coordination experience in the HRD/ ETDP and related duties especially in supervisory position. Knowledge of applicable Acts such as Skill Development Act, Skill Levies Act, Employment Equity Acts, National Skill Development Strategy, and Human Resources Development Strategic Framework and related legislations and regulations. Valid Drivers license. The following will serve as strong recommendations: An understanding of the different training delivery methodologies of the Public Service. Excellent Computer Skills, Accredited Skill Development Facilitator Training Certificate, Assessor and Moderator Certificate. Course material Design, Train of Trainers Certificate, Financial Management Skill especially training procurement process, Policy Development and analysis. Excellent Verbal and Writing communication skill and Ability to work and manage a diverse team. Good Presentation and Facilitation Skills. Coordination, Good planning Organising and coordination skills. Conflict Management and people management skills. Innovative, initiative and independent Thinker. Leadership, Problem Solving and Research skills. Knowledge of SETA 's especially TETA, PSETA and CETA and Results orientated person and eagerness to meet deadlines, coupled by willingness to travel and work beyond normal working hours. their functions.
<u>DUTIES</u>	:	Ensure effective Implementation of the Departmental Workplace Skills Plan. Develop Training Calender. Coordinate and Facilitate training and Development in the Department. Liaise with Directorates, and Districts Offices in terms of staff training and development needs in the Department. Prepare, plan and budget for training programmes. Develop Training database. Establish partnerships with academic institutions and Service providers. Prepare, plan and budget for training programmes. Manage Subordinates in the component. Communicate and Market training and development activities both externally and internally. Conduct, facilitate and coordinate both external and internal capacity training programmes in the Department. Coordination and Facilitation of the following activities, Bursaries, Graduate programme, Massified Induction Programmes, and leadership pipe line programmes for Supervisory, MMS and SMS. Ensure compliance with all legislation affecting HRD and Training. Other Key Responsibilities: Perform other duties which may be delegated by Deputy Director HRD and Director HRM. Manage the Sub Directorate in absentia of the Deputy Director.
<u>ENQUIRIES</u>	:	Moraswi Molepo Tel no: (018) 3875102
<u>APPLICATIONS</u>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate – Human Resource Management: Private Bag X 2080, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms K.M. Itumeleng: Office No. 160, 1 st Floor, New Head Office Complex-Old Parliament Building - Modiri Molema Road
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a competency assessment as well as personality profile analysis. The person appointed to this position will be subjected to security clearance.
<u>POST 33/189</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: PLANNING AND DESIGN REF NO: 37/2008</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office - Mmabatho
<u>REQUIREMENTS</u>	:	Qualification: A national diploma in civil engineering or equivalent qualifications plus a minimum of 5 years appropriate postgraduate experience in road designs related matters. A valid driver's licence (minimum code B). Knowledge: Extensive knowledge and expertise in road planning, road design and construction computer packages. Knowledge and understanding of the General Conditions of Contract (GCC),COLTO document, Occupational Health and

		Safety Act (OHSA), Public Finance Management Act (PFMA). Knowledge of Road Acts and regulations, Departmental policies, procedures and guidelines. Knowledge of Expropriation Acts/Ordinances and applicable legislation. Analytical thinking and problem solving skills. Project management skills. Proven managerial skills. Computer literacy.
<u>DUTIES</u>	:	Scrutinize designs and working drawings for the construction, rehabilitation and re-seal of Provincial roads. Monitor design standards/specifications during planning and implementation phase. Evaluate scoping reports and make recommendations. Research and maintain design norms and standards for Provincial road network. Liaison with project Consultants, Capex Programme managers and other stakeholders. Compile and manage the Consultants and Contractors database.
<u>ENQUIRIES</u>	:	Mr C A Ntemane Tel no: (018) 3874741
<u>APPLICATIONS</u>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate – Human Resource Management: Private Bag X 2080, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms K.M. Itumeleng: Office No. 160, 1 st Floor, New Head Office Complex-Old Parliament Building - Modiri Molema Road
<u>POST 33/190</u>	:	<u>OFFICE MANAGER (X2) CHIEF DIRECTOR TRANSPORTATION: REF NO. 38/2008</u> Chief Director Roads Management – Ref No.39/2008
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Head Office - Mmabatho
<u>REQUIREMENTS</u>	:	Qualifications: An appropriate degree or equivalent qualification. Applicable five years' experience in public administration is required or serving as a Senior Administrative Officer within the Public Service with at least one year actual service in the rank. Minimum unendorsed code 10 driver's licence. Computer literacy (MS Office) and internet use. Good management and administrative skills. Proven skills in report writing. Ability to maintain positive interpersonal relations and to work well as part of a team as well as individually. Written and verbal communication skills. Ability to interact professionally and effectively with diverse stakeholders, Creative, assertive and confident approach. Ample initiative and independent work ethic. Self-motivated and reliable.
<u>DUTIES</u>	:	Support to the Chief Director in the management of his daily and weekly work programmes. Assist before, during and after management meetings, Minute and/or note discussions. Study lengthy submissions and reports and highlight all salient aspects for the Chief Director's attention. Draft correspondence and instructions for the Chief Director's signature. Obtain information for the Chief Director including own research. Manage the flow of documentation between the Chief Director, the Departmental Head of Transport, Roads and Community Safety, other senior managers as well as the various components within the Department. Transmit and follow up requests and instructions. Implement and maintain records and filing for the office. Provide general administration support to the Chief Director. Coordinate inputs and prepare for inter-Governmental and inter-Departmental meetings. Liaise between the Chief Director's Office and the Head of Department's Office, line functionaries and other provincial/national Departments, thereby ensuring that coordinated briefings take place. Accompany the Chief Director on official visits/meetings when required to do so. Ensure that the Chief Director complies with deadlines of the EMC (Executive Management Committee), EXCO, sub-committees etc. Handle confidential matters.
<u>ENQUIRIES</u>	:	Messrs T. Kotsoe: Tel no: (018) 3874724 E Thebe Tel no: (018) 3874714
<u>APPLICATIONS</u>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate – Human Resource Management: Private Bag X 2080, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms K.M. Itumeleng: Office No. 160, 1 st Floor, New Head Office Complex-Old Parliament Building - Modiri Molema Road
<u>POST 33/191</u>	:	<u>ASSISTANT DIRECTOR: COMMUTER SUBSIDY REF NO: 35/2008</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Head Office - Mmabatho
<u>REQUIREMENTS</u>	:	Qualifications: Three year degree/Diploma in Transport Management or equivalent qualification with extensive experience in Transport Management. A valid Driver's Licence is compulsory. Knowledge: Basic knowledge with regard to Public Transport Management. An understanding of the NLTTA, PFMA and other related prescripts and ability to implement the same. Knowledge of Public

		Transport matters and other Transport related legislation as well as policy guidelines governing Public Transport Provincially and Nationally. Skills: Analytical skills and the ability to work under pressure. Computer literacy (Microsoft, Excel & presentation skills). Problem solving abilities. Report writing . Ability to function independently. Project Management. Willingness to work beyond normal hours.
<u>DUTIES</u>	:	Perform administrative duties in line with job requirements including among others, to administer and manage commuter subsidy, effect payments of commuter subsidy, supervise operations and maintenance of subsidy (SUMS). Assist with tender designs. Liaise with public transport operators. Attend monthly projects meetings, Supervision and monitoring of commuter subsidy contracts.
<u>ENQUIRIES</u>	:	Mr S Tladi Tel no: (018) 388 1152
<u>APPLICATIONS</u>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate – Human Resource Management: Private Bag X 2080, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms K.M. Itumeleng: Office No. 160, 1 st Floor, New Head Office Complex-Old Parliament Building - Modiri Molema Road
<u>POST 33/192</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER – CORRIDOR DEVELOPMENT AND PERFORMANCE REF NO: 36/2008</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office - Mmabatho
<u>REQUIREMENTS</u>	:	Qualification: Appropriate recognised three year Degree/Diploma or equivalent qualification. Experience in transport related functions. Supervisory experience. Knowledge: Knowledge of Public Transport legislation, Public Service policies, rules and regulations. Abilities: To demonstrate sufficient knowledge of public transport operations in the province. To work independently and/or with little supervision and under pressure. To generate new ideas and improve where circumstances require. Computer literacy. To formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations. Must be able to work well as part of a team as well as independently . Good verbal communications skills.
<u>DUTIES</u>	:	To establish Freight Working Groups/Logistics Forums, To co-ordinate Freight Working Groups/Logistics Forums ,To ensure greater inter-modal operations optimisation of key nodal areas/locations ,To develop Provincial models and support tools to guide the development of Logistics systems.
<u>ENQUIRIES</u>	:	Mr J Methikge Tel no: (018) 3881132
<u>APPLICATIONS</u>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate – Human Resource Management: Private Bag X 2080, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms K.M. Itumeleng: Office No. 160, 1 st Floor, New Head Office Complex-Old Parliament Building - Modiri Molema Road
<u>POST 33/193</u>	:	<u>PRINCIPAL ROAD SUPERINTENDENT: BOJANALA DISTRICT: ROADS MANAGEMENT REF NO: BOJ. 07/2008</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Bojanala District: Mankwe x1 & Brits x1
<u>REQUIREMENTS</u>	:	Grade 12 certificate. National Diploma in Civil Engineering or Roads Superintendent courses successfully Completed and Code 08 drivers licence. Knowledge: Good knowledge of roads – related matters such as: Construction of roads. Maintenance of roads, The Advertising on Roads and Ribbon Development Act 1940, Knowledge of all other roads related policies, standards and norms. Good knowledge of EPWP, Knowledge of contracts management. Knowledge of supply management, Skills: Numerical Skills. Good communication skills and Interpersonal relations, Analytical and problem solving skills, Negotiation and conflict resolution, Creative and innovative, Ability to work independently and under pressure, Ability to interact with stakeholders on the various levels, Sound report writing skills, Presentation skills.
<u>DUTIES</u>	:	Maintain surfaced and gravel roads in Moses Kotane and Madibeng, training of roads workers, render administrative services and maintain roads construction equipments and vehicles.
<u>ENQUIRIES</u>	:	Moseki TM Tel no: (014) 5921001-6
<u>APPLICATIONS</u>	:	Application, quoting the relevant reference number (Boj 07/2008) must be forwarded to: The Head of Department: Department of Transport, Roads & Community Safety, Directorate- Human Resource Management: Private Bag X 82063, Rustenburg 0300
<u>FOR ATTENTION</u>	:	Ms C Makgala, Stand No. 1687, Waterval Avenue Old Industrial Area

<u>POST 33/194</u>	:	<u>CLEANER REF NO: 40/2008</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	Head Office – Mmabatho
<u>REQUIREMENTS</u>	:	Qualification: ABET certificate. Knowledge: Knowledge of Batho Pele, Safety matters in terms of Occupational Health and Safety Act and Government Functions. Skills: Verbal and written communications, Independent and innovative skills. Cleaning, Handling of Kitchen utensils, preparations of Workshops and meetings.
<u>DUTIES</u>	:	Maintaining and cleaning of Human Resource Management offices and toilets. Assist in preparations of meeting and workshops. Safe keeping of cleaning material and kitchen appliances.
<u>ENQUIRIES</u>	:	Ms B Dintwe Tel No: (018)3875170
<u>APPLICATIONS</u>	:	The Head of Department: Department of Transport, Roads and Community Safety Directorate – Human Resource Management: Private Bag X 2080, Mmabatho, 2735
<u>FOR ATTENTION</u>	:	Ms K.M. Itumeleng: Office No. 160, 1 st Floor, New Head Office Complex-Old Parliament Building - Modiri Molema Road

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

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. Persons with disabilities are welcome to apply and an indication in this regard on the application form will be appreciated.



- 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** : 28 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. 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.

MANAGEMENT ECHELON

- POST 33/195** : **CHIEF EXECUTIVE OFFICER POST NUMBER: 209**
- SALARY** : All-inclusive remuneration package: R540 429 – R581 880 per annum. (This remuneration package consists of a basic salary and flexible portion). The successful candidate will be required to enter into a five (5) year contract subject to annual performance agreements.
- CENTRE** : South Cape Further Education and Training College Central Office (George)
- REQUIREMENTS** : Qualifications - The candidate must have appropriate academic qualifications (3-year recognised post matric qualification – RVQ 13), supported by extensive experience of and insight into the key performance areas required of the post. Recommendations: A thorough understanding of the South African Human Resources Development Strategy with specific reference to the Further Education and Training Sector. A sound understanding of: education policy; South African skills development strategies; Human resource management; Financial management; Strategic planning; Management information systems; Quality Assurance systems; entrepreneurship and enterprise development and local and regional socio-economic demographics. Note: The Principal is the Chief Executive and Accounting Officer of the public College and is responsible for its strategic, academic and administrative management. The principal is accountable to the Head of the Western Cape Education Department (WCED).
- DUTIES** : Key performance areas: The person appointed to this position will be required to manage a large multiple, equal-status-campus Further Education and Training College that responds to Further Education and Training opportunities in the interests of the people of the Eden and Central Karoo districts. In addition the incumbent will be expected to oversee the operations of the corporate central office located in George, that provides full administrative, financial and logistical support for the geographically dispersed organisation. For this reason the person must display strong leadership and management competencies in: Decision making; initiative; judgement; cultural diversity; strategic orientation; public service knowledge; ethics; time management; problem solving; negotiation; partnership management; financial management and analysis;

resource management; development of people; adaptability; assertiveness; team player; influencing skills; communication; conflict resolution; and change management. The position will involve extensive travel.
ENQUIRIES : Mr Zozo Siyengo, Tel (021) 467 2614.

OTHER POSTS

POST 33/196 : **DEPUTY CHIEF EXECUTIVE OFFICER: EDUCATION AND TRAINING (ACADEMIC) POST NUMBER: 210**

SALARY : All-inclusive flexible remuneration package of R407 745 – R 472 758 per annum
CENTRE : Boland Further Education and Training College, Stellenbosch.
REQUIREMENTS : The candidate must have appropriate academic qualifications (3-year recognised post matric qualification – RVQ 13), supported by extensive experience of and insight into the key performance areas of the required post. Recommendations: A thorough understanding of the South African Human Resources Development Strategy with specific reference to the Further Education and Training Sector. A sound understanding of: education policy; South African skills development strategies; Human resource management; Financial Management; Strategic Planning; Management Information Systems; Quality Assurance Systems; Entrepreneurship and enterprise development and local and regional socio-economic demographics. Note: The Deputy CEO/Principal: Education and Training (Academic) is responsible for the development of new partnerships and education and training programmes for the further education and training college. The Deputy Chief Executive Officer/Principal is accountable to the Chief Executive Officer of the Further Education and Training College concerned.

DUTIES : KPA's: The person appointed to this new position will be required to maintain a responsive academic programme and oversee the academic processes within the institution. An organisational culture of academic flexibility and demand driven responsiveness will require from the successful candidate strong leadership and competencies in: Studying labour market trends; Analysing labour market signals in terms of human resource development; Identifying new learning programmes through extensive liaison with external stakeholders; Developing a programme establishment in alignment with the strategic objectives of the college; Overseeing and co-ordinating the development, registration and accreditation of new learning programmes as well as ensuring quality assurance and assessment processes; Overseeing and co-ordinating the college learnerships and skills development programmes; Setting up and maintaining within the college, processes and systems for supporting the academic programme; Determining the programme of the Academic Board.

ENQUIRIES : Mr Zozo Siyengo, Tel (021) 467 2614

POST 33/197 : **DEPUTY CHIEF EXECUTIVE OFFICER: INNOVATION AND DEVELOPMENT POST NUMBER: 211**

SALARY : All-inclusive flexible remuneration package of R407 745 – R 472 758 per annum
CENTRE : West Coast Further Education and Training College, Malmesbury.
REQUIREMENTS : The candidate must have appropriate academic qualifications (3-year recognised post matric qualification – RVQ 13), supported by extensive experience of and insight into the key performance areas of the required post. Recommendations: A thorough understanding of the South African Human Resources Development Strategy with specific reference to the Further Education and Training Sector. A sound understanding of: education policy; South African skills development strategies; The FET College mandate, macro, regional and local socio-economic development imperatives; local and regional socio-economic demographics; and the role of stakeholders and partners in the Further Education and Training process. Note: The Deputy CEO/Principal: Innovation and Development is responsible for the development of new partnerships and education and training programmes for the further education and training college. The Deputy Chief Executive Officer/Principal is accountable to the Chief Executive Officer of the Further Education and Training College concerned.

DUTIES : KPA's: The person appointed to this new position will be required to expand the business of the FET College so as to fulfil its full mandate in the field of human resource development. An organisational culture of academic flexibility and demand driven responsiveness will require from the successful candidate strong leadership and competencies in: Environmental scanning and strategy formulation; Studying labour market trends; Analysing labour market signals in terms of human resource development; Identifying new learning programmes through extensive liaison with external stakeholders; Informing the development

of a programme establishment in alignment with the strategic objectives of the college; Experience and proficiency in change management and preparedness to act as change agent; Adept at establishing and maintaining effective partnerships and linkages; Benchmarking; Learner support; Maintaining the focus of the FET college on its mandate while continually testing new frontiers and promoting innovation.

ENQUIRIES

: Mr Zozo Siyengo, Tel (021) 467 2614

POST 33/198

: **DEPUTY DIRECTOR: INFRASTRUCTURE PROPERTY & MAINTENANCE POST NO: 228**

SALARY

: All-inclusive remuneration package of R 407 745 – R 472 758 per annum

CENTRE

: Head Office, Cape Town.

REQUIREMENTS

: An appropriate 3-year post matric qualification in either Building, Engineering and/or Quantity Surveying with 3 to 5 years management experience. Competencies: Knowledge: Advanced knowledge of modern systems of governance and administration • Knowledge of the policies of the government of the day • Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector • Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • Knowledge of communication, media management, public relations, public participation and public education • Knowledge of project management processes. Skills: • Strong analytical and systems thinking skills • Strategic planning, monitoring and evaluation skills • Strong conceptual and formulation skills • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications • Team building and strong inter-personal skills • Excellent communication skills • Outstanding planning, organizing and people management skills • Computer literacy. Personal attributes: A highly developed interpretive and conceptualization / formulation ability • The ability to render advice and guidance in an objective yet dedicated manner • The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances • The ability to persuade and influence • The ability to handle conflict • The ability to lead and direct teams of professionals and service provider.

DUTIES

: Line Management: Manage the Sub Directorate Infrastructure Property and Maintenance, which entails the following: Facilitate land use processes and manage contracts and leases; Liase with DTPW in the process of acquiring or relinquishing property; Negotiate new lease agreements with owners of private land to accommodate state schools; Determine new lease requirements together with districts; Coordinate and assist with Evictions. Ensure the maintenance of all WCED infrastructure: Manage WCED maintenance projects (scheduled and emergency); Provide technical assistance with project specs in (Quality Improvement Development Support Programme (QIDSUP); Advise schools on emergency repair procedures; Manage repair projects (scheduled and emergency). Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan • Motivate, train, mentor and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate • Monitor information capacity building within the Sub Directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate • Promote sound labour relations within the Sub Directorate • Actively manage and promote the maintenance of discipline within the Sub Directorate. Financial Management: Active participation in the budgeting process at Sub Directorate and Directorate level • Preparing of the Annual and Adjustment Budgets for the Directorate • Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure • Direct responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate • Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances • Performing diligently all duties assigned by the Responsibility Manager • Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets • Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms L Sopotela at (021) 467 2030.

<u>POST 33/199</u>	:	<u>DEPUTY DIRECTOR: E-LEARNING PROJECTS POST NUMBER: 229</u> Job Purpose: To manage and implement e-learning projects that will enhance effective curriculum delivery.
<u>SALARY</u>	:	All inclusive remuneration package of R 344 052 – R 398 805 per annum
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3 year post matric qualification with at least 6 years' experience in project management in an education environment. Competencies: Knowledge: Advanced knowledge of the use of ICTs in curriculum delivery • Communication, media management, public relations, public participation and public education • Project management processes. Skills: Strong analytical and systems thinking skills • Strategic planning, monitoring and evaluation skills • Strong conceptual and formulation skills • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications • Team building and strong interpersonal skills • Excellent communication skills • Outstanding planning, organizing and people management skills • Computer literacy skills • Proven experience in the use of at least one standard project management methodology. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability • The ability to render advice and guidance in an objective yet dedicated manner • The ability to multi-task and manage under rapidly changing and pressurized circumstances • The ability to persuade and influence • The ability to handle conflict • The ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Plan and manage projects: Plan projects in line with project management principles and standards • Obtain approval of project plan from director • Ensure efficient resource allocation in order to meet project deadlines and milestones • Manage project support office • Manage project budgets • Ensure accurate, regular and timely reporting within agreed project management frameworks and standards • Ensure focus of resources on project milestones and delivery according to plan • Ensure that all guidelines are met and adhered to • Manage the quality assurance process and project plans • Participate in the quality assurance process • Do research and developments into new e-learning initiatives. Co-ordination and liaison: Liaise with the Cel in order to assist with project delivery • liaise with other service providers to deliver a service • Liaise with possible donors to provide funds for a particular project • Provide advice and assistance to project leaders and managers in defining projects and creating project plans • Meet with district project managers on a regular basis. Human Capital Management: Supervise the work of subordinates • Assign personnel to sub-projects and direct their work • Handle all human resource matters of subordinates • Supervise contract workers to the project • Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the project goals • Motivate, train and guide staff within the sub-directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the sub-directorate • Monitor information capacity building within the sub-directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the sub-directorate • Promote sound labour relations within the sub-directorate • Actively manage and promote the maintenance of discipline within the sub-directorate. Financial Management: Active participation in the budgeting process at sub-directorate and directorate level • Assistance in the preparation of the Annual and Adjustment Budgets for the directorate • Directly responsible for the efficient, economic and effective control and management of the sub-directorate's budget and expenditure • Directly responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the sub-directorate • Reporting to the responsibility manager on all aspects of the sub-directorate's finances • Performing diligently all duties assigned by the responsibility Manager • Overall responsibility for the management, maintenance and safekeeping of the sub-directorate's assets • Ensuring that full and proper records of the financial affairs of the sub-directorate are kept in accordance with any prescribed norms and standards.
<u>ENQUIRIES</u>	:	Mr MJ Chiles at (021) 467-2025.
<u>POST 33/200</u>	:	<u>DEPUTY DIRECTOR: RECORD MANAGEMENT POST NUMBER: 213</u> Job Purpose: To develop and manage record management systems within the WCED.
<u>SALARY</u>	:	All-inclusive remuneration package of R344 052 – R 398 805 per annum
<u>CENTRE</u>	:	Head Office, Cape Town.

<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years management experience. Competencies: Knowledge: Basic understanding of business systems analysis and process mapping; Basic understanding of how information systems are designed and process data; Thorough understanding of metadata systems; Knowledge of the history and functions of the archive system of the WCED; Knowledge of a government environment; Knowledge of information management; Specialist knowledge of records management practices as determined by the National and Provincial Archives Act and regulations; Knowledge of the PFMA and National and Provincial Treasury Instructions; Understanding of the most prevalent systems presently being employed (Transaction Processing Systems, Data Management Systems, Management Information Systems, Electronic Document Management Systems, Electronic Records Management Systems, Data Houses.); Knowledge of relevant standards as well as the statutory and regulatory framework of record management functions; Sense of the demographics of WCED. Skills: Good communication skills; Teamwork; Planning and time management; Influencing; Project Management; People Management; Managing performance; Good verbal and non-verbal communication skills in at least two of the three official languages; Computer Literacy (MS Word, MS Excel). Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Drive; Self-motivated / disciplined; Creative; Team player innovative; Strong organiser.
<u>DUTIES</u>	:	Develop departmental record management systems; Maintain departmental record management system; Provide registry services; Provide messenger services across the organisation. Responsibilities: Management Duties: Human Capital Management: Participation in the recruitment, training, motivation, performance and discipline of staff; Active involvement in the compilation of a human capital plan; Promote sound labour relations; Manage component Transformation; Give strategic direction to and manage policy issues; Communicate on senior managerial level with regard to the functions of the component. Financial Management: Active participation in the budgeting process; Direct responsible for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Ensure adherence to the correct tender and procurement procedures; Financial records and reporting as per norms and standards; Diligent duty performance and asset management.
<u>ENQUIRIES</u>	:	Ms SH Mafanga-Kibi at (021) 467-2051.
<u>POST 33/201</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION POST NO: 218</u>
<u>SALARY</u>	:	All-inclusive remuneration package of R344 052 – R 398 805 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification with at least 7 years appropriate work experience, with at least two years in an M & E environment; A valid driver's licence including ability to drive a manual vehicle; IT skills at an intermediate to advanced level. Recommendation: Further training / higher qualifications than REQV 13; appropriate training as a teacher and teaching experience; knowledge of the National Curriculum Statement (NCS), Outcomes Based Education (OBE) and Outcomes Based Assessment (OBA). Competencies: Knowledge of the following: The GWMES Framework; M & E Policy of the WCED; The principles of the NCS, including OBE and OBA; The strategic goals/ objectives of the WCED; The Human Capital Development Strategy (HCDS); The Systemic Evaluation Framework; The 9 Focus Areas of School Development; The PFMA; The Literacy and Numeracy strategy of the WCED; The National Learning Campaign; Legislation and national policy in relation to schools and the education department. Skills: Excellent communication skills in at least two of the languages of the Western Cape Province; Good interpersonal skills and ability to work in a team * Good time management; Excellent management of deliverables; Excellent planning and organising skills; Data analysis skills; M & E experience; Advanced ability to critique reports and improve them; Excellent presentation skills; Excellent report-writing skills.
<u>DUTIES</u>	:	The development of strategy and plans for M & E in the organisation for the short, medium and long terms; Oversee the co-ordination and implementation of M & E systems of the WCED; Manage selected M & E strategies, projects and policies in the WCED; Oversee the monitoring and evaluation of the SDIP of the WCED and the SDI Plans of directorates; Ensure high quality reporting to various stakeholders, and the implementation of recommendations; Promote M & E alignment with the GWMES and the PWMES, and collaborate with the structures managing these systems; Manage the implementation of the

		Systemic Evaluation in collaboration with the national Department of Education; Conduct M & E of internal and external service providers; Manage the development of systems, including e-solutions, for M & E in the WCED; Ensure that data from different sources are linked; Maintain an M & E database; Manage projects related to Quality Assurance; Develop and organise M & E training for WCED staff; Manage the human and financial resources of the sub-directorate; Manage an Advocacy strategy; Manage the Web page of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms L Rose at (021) 467 9326.
<u>POST 33/202</u>	:	<u>DEPUTY DIRECTOR: POLICY CO-ORDINATION (LEGAL) POST NUMBER: 222</u> Job purpose: To draft educational legislation in compliance with constitutional directives, to comment on new and amended provincial/national legislation and to draft and edit subordinate legislation.
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum Head Office, Cape Town. LLB-degree and a minimum of four (4) years appropriate experience. Competencies: Knowledge: Proven knowledge of: The South African Constitutional Law and comparative systems; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; The Promotion of Access to Information Act; The Promotion of Administrative Justice Act; Relevant educational policies; Relevant procurement prescripts; Public Service Act and Regulations. Skills: Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape Province; Well-developed research and legal writing skills; Well-developed innovative problem solving skills; Well-developed analytical skills; Presentation skills; Conflict resolution skills; Negotiation skills; Sound organising and planning skills; Sound interpersonal skills; Computer literate (MS Word, e-Mail, Internet and MS PowerPoint). Personal attributes: Diplomatic; Be able to work under extreme pressure; Be able to work according to very tight time frames; Be able to relate to people at various levels.
<u>DUTIES</u>	:	Commenting on proposed Education legislation/policies; Commenting on new, or amended National/Provincial Legislation; Consulting with and advising Minister /HOD and Management within Education on complex or important new legislation and substantive amendments to existing National /Provincial legislation; Formulating, drafting, editing and certifying substantive amendment to Educational policies; Drafting, technical editing, scrutinising and verifying of policies/minutes drafting by officials within the Education Department; Scrutinising and commenting on policy documents (White & Green Papers) which serve as base documents for new National and / or Provincial Legislation; Supervision - Operational planning and work organisation of the unit; Manage the staff of the unit. – Staff performance, IPDP, Training and development, staff planning (recruitment, selection, leave management, well-being etc.); Financial management of the unit – Compile the unit's budget and monitor and control the expenditure of the unit.
<u>ENQUIRIES</u>	:	Adv. Lynn Coleridge at (021) 467 2055 / 2081
<u>POST 33/203</u>	:	<u>DEPUTY DIRECTOR: LTSM, LTS AND EQUIPMENT PLANNING POST NUMBER: 220</u> Branch: Planning and Strategy Job Purpose: To manage the planning and coordinate Learner Transport Schemes, Equipment and LTSM in respect of learning sites (including Schools, AET and ECD Centres and FET Colleges).
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum Head Office, Cape Town. An appropriate, recognised 3-year post matric qualification plus 3 to 5 years management experience in LTSM & Equipment / Furniture, and Learner Transport. Competencies: Experience: Supervisory experience * Liaison at a senior management level * research and presentation skills; To work independently. Knowledge: Advanced knowledge of: Modern systems of governance and Administration; Knowledge of the following: Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Communication, media management, public relations, public participation and public education; Project management processes. <u>Skills</u> : Strong

analytical and systems thinking skills; Strategic planning, monitoring and evaluation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills. Advanced computer literacy skills. Strong skills in the application of project management tools and techniques. Excellent Budgeting and finance management skills. Strong change control management skills. Built environment expertise (architecture, engineering, quantity surveying, project management). Skills in negotiation and conflict management. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service providers.

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: Line Management: Manage the planning and coordination of the Learner Transport Scheme; Manage the planning and coordination of equipment and LTSM needs in line with the future infrastructure needs; Perform all the managerial tasks with regards to the division including;; Motivate, train, mentor and guide subordinates to achieve and maintain excellence in service delivery; Actively manage the performance and evaluation of subordinates; Actively assist in managing and promoting the maintenance of discipline within the division; Manage the 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. Strategic Management: Implementation on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participation in the Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Sub Directorate; Evaluate the performance of the Sub Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Director: Infrastructure, LTS, Equipment & LTSM Planning on a regular basis on the activities of the Sub Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Sub Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Sub Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Sub Directorate; Monitor information capacity building within the Sub Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Sub Directorate; Promote sound labour relations within the Sub Directorate; Actively manage and promote the maintenance of discipline within the Sub Directorate. Financial Management: Active participation in the budgeting process at Directorate level; Assist in preparing of the Annual and Adjustment Budgets for the Directorate; Direct responsibility for the efficient, economic and effective control and management of the Sub Directorate's budget and expenditure; Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Sub Directorate; Reporting to the Responsibility Manager on all aspects of the Sub Directorate's finances; Performing diligently all duties assigned by the Responsibility Manager; Overall responsibility for the management, maintenance and safekeeping of the Sub Directorate's assets; Ensuring that full and proper records of the financial affairs of the Sub Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms Nametso Tlatsane at (021) 467 9340.

POST 33/204

RESEARCH ANALYST POST NUMBER: 216

Job Purpose: To plan, manage and co-ordinate education research activities.

SALARY

: All-inclusive remuneration package of R344 052 – R 398 805 per annum

CENTRE

: Head Office, Cape Town

REQUIREMENTS

: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 5 years' management experience in the education research environment. Competencies: Knowledge: Advanced knowledge of Research processes and modern systems of governance and administration; Knowledge of the following: Education system; NCS; Policies of the government of the day; Constitutional,

		legal and institutional arrangements governing the South Africa public sector; Policy Development; Project co-ordination. Skills: Strong research skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy; Analytical thinking; Strategic thinking; Communication skills (verbal and written); Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Presentation skills and problem solving skills. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self motivated; Assertive.
<u>DUTIES</u>	:	Key performance areas: The key result areas for this position are the following: Identification and initiation of research initiatives; Undertaking and supervision of research activities; Creation of partnerships to do research on behalf of the WCED; Management of the department's research programme; Co-ordination of the research activities within the department; Quality Assurance of all research activities on behalf of WCED; Publishing and reporting on research findings; Client and stakeholder liaison; Human Capital Management; Financial Management.
<u>ENQUIRIES</u>	:	Dr A Siyengo at (021) 467 2023.
<u>POST 33/205</u>	:	<u>DEPUTY DIRECTOR: LABOUR ECONOMIST POST NUMBER: 226</u> Job purpose: To determine the Human Capital needs of the Province.
<u>SALARY</u>	:	All-inclusive remuneration package of R344 052 – R 398 805 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Qualifications and experience: An appropriate, recognised Masters degree in one of the fields: Economics, Econometrics or Labour Economics and relevant experience; At least a code 08 driver's licence. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Supervisory experience • Liaison at a senior management level • research and presentation skills. Knowledge: Knowledge of current political, economic, social and cultural aspects of life in the Western Cape and South Africa • Knowledge of the policies and legislation of the government of the day • Knowledge of educational policies and principles • Advanced knowledge of Econometrics (e.g. scatter diagrams, regression analysis, progression analysis) • Advanced knowledge of economy (macro, micro and socio), labour economy, supply and demand of labour and wages and cost of labour • Advanced knowledge of demographic theories, research methods and information sources • Advanced knowledge of labour market analysis and reporting, research methodologies, population estimation and projection computer modeling • Knowledge of strategic planning including evidence of the ability to analyze labour market trends to support educational programs • Knowledge of the geography of the Western Cape • Knowledge of mathematical and statistical models • Knowledge of statistics, sociology and mathematics • Knowledge of supply and demand of labour, wages and cost of labour • Knowledge of unions, collective bargaining and minimum wages • Knowledge of productivity and labour market flexibility, globalisation and the labour market • Knowledge of unemployment in South Africa (Especially how to work it out - knowledge of expanded form) • Second economy • Human capital and the demand for skilled workers • Labour market inequalities and discrimination • Social dialogue and codetermination • Knowledge of GEAR, JIPSA and ASGISA. <u>Skills</u> : Strong analytical and systems thinking skills • Skills in research, including the ability to analyse and interpret information • Ability to conduct surveys and perform audits • Ability to develop forecasts with regards to supply and demand of labour needs • Ability to devise methods/procedures for obtaining data needed for projections • Ability to construct mathematical and statistical models • Proficiency in MS Office applications, database, modeling, analysis forecasting and relevant statistical software applications (able to project demographics and labour needs) • Ability to formulate economic models • Ability to assess economic conditions • Ability to present economic and statistical data and concepts in a clear and meaningful way • Excellent oral and written communication skills, including report writing skills • People management skills • Decision-making skills • Outstanding planning and organisational skills • Strong problem solving skills • Strong conceptual and formulation skills • Strong leadership skills with specific reference to the ability

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to display thought leadership in complex applications • Labour planning expertise (Sociology, Demography, Geography, Statistics, Economics, Population growth, Econometrics, etc) • Personal Attributes: A highly developed interpretive and conceptualization / formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider; Self-driven; Self confident and innovative; Ability to work under pressure; Attention to detail and thoroughness.

The successful candidate will be responsible and accountable for the following tasks, namely: Line Management: Research: Acquire, adapt, design and/or develop methodologies, analytical tools and instruments with specific reference to the following areas: economic trends, labour market, labour education, training, unemployment, vacancies, demographic and economic trends, migration patterns and trends (In-house or outsourced) • Devise methods and procedures for obtaining data needed • Conduct surveys and audits in respect of economic trends, labour market, labour education, training, unemployment, vacancies, demographic and economic trends, migration patterns and trends • Collect, analyse and interpret information in the above mentioned areas • Use statistical and mathematical techniques to estimate economic relationships by using actual data • Develop forecasts (supply and demand) • Conduct interviews understanding of the meaning and interpretation of a wide range of economic indicators. Coordination and Liaison: Coordinate with other governmental departments and relevant institutions to develop information on economic trends, labour market trends, labour education, training, unemployment, vacancies, human settlements and demographic trends, including births, migration and ageing of the population • Monitor the impact of HR practices on the overall success of departments in the province • Manage and oversee contractors when services are outsourced Reporting: Provide statistics and do projections to determine the future human capital needs in the preparation of short, medium and long term human capital needs and provisioning plans • Prepare, maintain, and provide adequate documents, reports, and other materials related to labour economy, human capital needs, demographic and economic trends • Examine and advise on the effect of population change, migration, human settlement and economic growth on human capital needs and policy • Provide an in-house advisory service in respect of human capital needs for the department and province with special focus on forecasting (supply and demand of human capital requirements) • Perform regression analysis • Report on HR effectiveness in the departments of the province • Develop and maintain relevant databases. Human Capital Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train, mentor and guide staff within the sub-directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the sub-directorate • Monitor information capacity building within the sub-directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme, and an information resources plan, for the sub-directorate • Promote sound labour relations within the sub-directorate • Actively manage and promote the maintenance of discipline within the sub-directorate • Perform all the managerial tasks with regard to the sub-directorate • Manage policy issues with regard to the functions of the sub-directorate under his/her command • Communicate on managerial level with regard to the functions of the sub-directorate. Financial Management: Active participation in the budgeting process at sub-directorate and Directorate level • Preparing of the Annual and Adjustment Budgets for the Directorate • Directly responsible for the efficient, economic and effective control and management of the sub-directorate's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the sub-directorate • Reporting to the Responsibility Manager on all aspects of the sub-directorate's finances • Performing diligently all duties assigned by the Responsibility Manager • Overall responsibility for the management, maintenance and safekeeping of the sub-directorate's assets • Ensuring that full and proper records of the financial affairs of the sub-directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

Mr. WJS Jantjies at (021) 467 2053.

POST 33/206

OFFICE MANAGER POST NO: 227

Job purpose: Ensure that the Management Support Staff compile programmes and liaise with and/or sensitize the Top Manager regarding programmes/activities.

<u>SALARY</u>	:	R217 482 – R 252 483 per annum plus benefits
<u>CENTRE</u>	:	Office of the DDG
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification with appropriate management experience in rendering executive support functions to top management. Competencies: Knowledge: Advanced knowledge of relevant software packages; Financial Management; Project Management; In-depth knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures. Skills: Research, Analytical thinking, Computer literacy; Communication; Problem solving; Presentation; Conflict resolution. Personal Attributes: Work under pressure; make sound judgments; Commitment and integrity; Customer Service Orientation; Diversity Management; Self-management and motivation; Excellent interpersonal relations; Team leadership.
<u>DUTIES</u>	:	Draft complex documentation; Manage various office activities; Render line administrative support services, i.e. Develop and maintain systems in the office of the Top Manager that will contribute towards improving efficiency in the office; Oversee and provide effective guidance and advice on the flow of information and documents to and from the Office of the Top Manager; Ensure the safekeeping of all documentation in the Office of the Top Manager; Verify responses drafted on matters received from internal and external stakeholders; Prepare documentation with regard to complex issues for internal and external stakeholders; Co-ordinate and report on matters of a transverse nature to the Top Manager and advise/sensitize the Top Manager; Follow-up on matters to be submitted (for example by Provincial Departments, Municipalities, Components, etc.); Prepare presentations and briefings for the Top Manager; Roles in terms of projects; Execute research, analyze information and compile complex documents for the Top Manager; Conduct research and compile comprehensive documents (not linked to a specific line function) for the Top Manager with regard to issues forthcoming from meetings; Compile EXCO Memoranda and memoranda with regard to sensitive issues that are not linked to a specific line function; Co-ordinate Parliamentary enquiries; Analyze complex submissions/reports and make abbreviated notes and/or recommendations for the Top Manager with regard to these documents; Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager; Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Remain abreast with the procedures and processes that apply in the office of the manager; Sensitize the Top Manager on new prescripts/ policies and procedures.
<u>ENQUIRIES</u>	:	Ms S Lingela at (021) 467 2530
<u>POST 33/207</u>	:	<u>ANALYST: INFORMATION MANAGER X 3 POSTS POST NUMBER: 212</u> Job Purpose: To assist with the development and management of education knowledge and information systems.
<u>SALARY</u>	:	R174 243 – R202 287 per annum plus benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years management experience/ exposure. Competencies: Experience: Excellent computer skills preferably with experience with database and website; Experience in systems development and implementation; Project Management; Analysis and business reporting. Knowledge: Information Science and Knowledge management; Understanding of the capabilities and limitations of information technology; Knowledge of online, databases, collaborative technologies and web-based services; Understanding of school environment and school administration and management systems; Business management reporting; School survey administration and processing; Geographic information systems application; Enterprise content management; Demographics of WCED. Skills: Strong Analytical and conceptual skills; Communication and numeracy; Presentation Skills; Decision-making; Computer literacy; Problem solving; Leadership and Planning; Relationship building skills; Co-ordination; Research skills; Facilitation; Conflict resolution; Meeting skills; Interpersonal relations; Organisational skills. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Self-motivated/ disciplined; Creative; Team player; Innovative and a strong organizer.
<u>DUTIES</u>	:	Key performance areas: Helping to develop corporate knowledge management strategy; Identifying and developing various techniques to facilitate knowledge transfer; Assist with knowledge management design, development, implementation and ongoing support and maintenance; Create a process to

easily identify knowledge required to meet organisational needs; Determine the appropriate structure and format in the knowledge management system, and determine the sources and acquisition methods for the knowledge; Ensure the continued enhancements of knowledge management techniques in conjunction with evolving industry trends and standards; Primary contact internally regarding relevant tools and technologies; Finding sources of expertise and acquiring necessary knowledge; Implementing and maintaining the knowledge throughout the organisation. Specific duties: Develop, implement and maintain WCED knowledge management and information systems; Co-ordinate the process of turning tacit and explicit knowledge into institutional knowledge; Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system; Provide access to management on education information and knowledge management; Monitor and review knowledge management practices.

ENQUIRIES : Ms SH Mafanga-Kibi at (021) 467-2051.

POST 33/208 : **ASSISTANT DIRECTOR: RECORD MANAGEMENT POST NUMBER: 214**
Job Purpose: To ensure that the record management practices of the WCED comply with the requirements of the National Archives and Record Services of South Africa (Districts & Head Office - FET Colleges).

SALARY : R 174 243 – R 202 287 per annum plus benefits (Salary Level 9)
CENTRE : Head Office, Cape Town.
REQUIREMENTS : An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years record management experience. Competencies: Knowledge: Basic understanding of business systems analysis and process mapping; Basic understanding of how information systems are designed and process data; Thorough understanding of metadata systems; Knowledge of the history and functions of the WCED, government environment, information management; Specialist knowledge of records management practices as determined by the National and Provincial Archives Acts and regulations; Knowledge of the PFMA and National and Provincial Treasury Instructions; Understanding of the most prevalent systems presently being employed (Transaction Processing Systems, Data Management Systems, Management Information Systems, Electronic Document Management Systems, Electronic Records Management Systems, Data Houses.); Knowledge of relevant standards as well as the statutory and regulatory framework within the Department functions; Sense of the demographics of WCED. Skills: Good verbal and non-verbal communication skills in at least two of the three official languages. Computer Literacy (MS Word, MS Excel); Teamwork; Planning an time management; Influencing; Project Management; Managing People; Managing performance. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Drive; Self-motivated/ disciplined; Creative; Team player innovative; Strong organizer

DUTIES : To ensure that records management is an objective in the WCED strategy and strategic plan; To determine what the current record-keeping and records management situation is and to ensure that relevant information is available regarding the record-keeping and records management practices of the WCED; To ensure that information contained in records is managed effectively throughout the office by drafting and implementing a records management policy; To ensure that the records management staff understand their responsibilities and acquire the necessary skills to manage records effectively; To ensure that information can be identified and retrieved when required by providing well-structured records classification systems and record-keeping systems; To ensure that all records are kept in safe custody; Ensure that there is a systematic disposal programme in place; To ensure that all micrographic projects are managed according to the requirements of the National Archives and Records Service and good governance; To ensure that all audio-visual records are managed according to the requirements of the National Archives and Records Service and good governance; To ensure that all electronic records are managed according to the requirements of the National Archives and Records Service and good governance; Ensure that there are evaluation criteria in place to monitor compliance with sound records management practices.

ENQUIRIES : Ms SH Mafanga-Kibi at (021) 467-2051

POST 33/209 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION (X2) POST NO: 219**

SALARY : R 174 243 – R 202 287 per annum plus benefits
CENTRE : Head Office, Cape Town

<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification; At least 5 years' appropriate work experience, with at least 2 years in an M & E environment; A valid driver's licence, including ability to drive a manual vehicle; IT skills at an intermediate to advanced level. Recommendations: Further training / higher qualifications than REQV 13; Training as a teacher and teaching experience; knowledge of the National Curriculum Statement (NCS); Experience in data collection and analysis. Competencies: Knowledge of the following: The GWMES Framework; M & E Policy of the WCED; The strategic goals/ objectives of the WCED; Excellent data gathering skills / evidence gathering; The principles of Batho Pele; Legislation and national policy in relation to schools and the education department; The 9 Focus Areas of school development; M & E processes and procedures. Skills: Excellent communication skills in at least two of the languages of the Western Cape Province; Good interpersonal skills and ability to work as a team; Good time management; Excellent management of deliverables; Excellent planning and organizing skills; Data analysis skills; Report writing; Ability to expand the levels of M & E in the WCED; Good facilitation and presentation skills.
<u>DUTIES</u>	:	The implementation of M & E plans in the WCED; Oversee the co-ordination and implementation of M & E systems of the WCED; Support directorates in the implementation of their M & E Plans; Conduct M & E of selected WCED projects, programmes and policies; Develop and deliver M & E training programmes for WCED employees; Monitor and Evaluate the implementation of SDI Plans of Directorates; Report writing of a high standard and the mediation of such reports; Create forums for the dissemination of important M & E findings; Conduct M & E of internal and external service providers; Provide inputs in to the GWMES and PWMES structures; Keep the D:QA informed of relevant M , E and QA findings; Assist the deputy director with the development of systems, including e-solutions for M & E in the WCED; Manage the Complaints compliments desk of the WCED; Conduct extensive advocacy of this service; Conduct public satisfaction surveys; Maintain an M & E database; Collaborate with Knowledge management to ensure the capture of data; Assist with the implementation of the M & E advocacy strategy; Maintain the sub-directorate Web page; PowerPoint presentations of findings, with graphics.
<u>ENQUIRIES</u>	:	Ms L Rose at (021) 467 9326
<u>POST 33/210</u>	:	<u>ASSISTANT DIRECTOR: LTSM, LTS AND EQUIPMENT PLANNING POST NUMBER: 221</u> Job purpose: To manage the planning and coordinate learner transport schemes, equipment and LTSM in respect of learning sites (including schools, AET and ECD centres and FET colleges)
<u>SALARY</u>	:	R174 243 – R 202 287 per annum plus benefits
<u>CENTRE</u>	:	Head Office, Cape Town.
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3 year post matric qualification plus 3 years management experience in LTSM & Equipment / Furniture and Learner Transport. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Supervisory experience; the ability to communicate at all levels; to work independently as well as in a team. Knowledge: Advanced knowledge of modern systems of governance and administration. Knowledge of the policies and legislation of the government of the day. Knowledge of constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of communication, media management, public relations, public participation and public education. Advanced knowledge of programme and project management processes. Knowledge of the built environment including relevant legislation and regulations. Skills: Strong analytical and systems thinking skills. Strong problem solving skills. Strategic and operational planning, monitoring, reporting and evaluation skills. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong interpersonal skills. Excellent written and oral communication skills. Outstanding planning, organizing and people management skills. Personal Attributes: A highly developed interpretive and conceptualization / formulation ability. The ability to render advice and guidance in an objective yet dedicated manner. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to persuade and influence. The ability to

		handle conflict. The ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Manage the planning and coordination of the Learner Transport Scheme. Manage the planning and coordination of equipment and LTSM needs in line with the future infrastructure needs; Perform all the managerial tasks with regards to the Sub Directorate including: Motivate, train, mentor and guide subordinates to achieve and maintain excellence in service delivery. Actively manage the performance and evaluation of subordinates. Actively assist in managing and promoting the maintenance of discipline within the division. Manage the 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.
<u>ENQUIRIES</u>	:	Ms Nametso Tlatsane at (021) 467 9340.
<u>POST 33/211</u>	:	<u>ASSISTANT DIRECTOR: POLICY CO-ORDINATION POST NUMBER: 223</u> Job purpose: To co-ordinate the development of policy in consultation with all relevant stakeholders in order to ensure effective service delivery.
<u>SALARY</u>	:	R174 243 – R 202 287 per annum plus benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Postgraduate qualification in policy analysis methodology; 3 – 5 years' experience within a policy development environment. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Supervisory experience; research and presentation skills, the ability to communicate at a senior management, to work independently as well as working with confidential documentation. Knowledge: Knowledge of the latest advances in public management theory and practice • Knowledge of public policy analysis and public policy development processes • Knowledge of strategy development, strategy management and strategy monitoring and review processes • knowledge of modern systems of governance and administration • Knowledge of public communication, public education, public engagement and public discourse management processes • Knowledge of the policies of the government of the day • Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector • Knowledge of inter-governmental and international relations • Knowledge of communication, media management, public relations, public participation and public education. Skills: Strong conceptual and formulation skills • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications • Team building and strong inter-personal skills • Outstanding planning, organizing and people management skills • Presentation skills • Excellent communication skills (written and verbal); Computer literate in MS Word, Excel, e-Mail, Internet and MS PowerPoint. Personal Attributes: A highly developed interpretive and conceptualization/formulation ability • The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances • The ability to persuade and influence • The ability to lead and direct teams of professionals and service providers.
<u>DUTIES</u>	:	The successful candidate will be responsible and accountable for the following tasks, namely: • Develop indicators and systems with regard to all policy issues. • Identify needs for policies, guidelines, norms and standards in respect of all practices and provide advice in the development thereof. • Give inputs in the development of provincial policy positions. • Develop measures to monitor and evaluate policy implementation • Conduct policy evaluation. • Develop and implement strategies to communicate policy matters. • Conduct macro level policy research. • Facilitate communication of policies through appropriate tools.
<u>ENQUIRIES</u>	:	Adv. L Coleridge at (021) 467 2055 / 2081
<u>POST 33/212</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES POST NUMBER: 224</u> Job purpose: To plan and co-ordinate special curriculum and institutional programmes
<u>SALARY</u>	:	R174 243 – R 202 287 per annum plus benefits
<u>CENTRE</u>	:	Directorate Business: Planning and Strategy
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) and/or appropriate experience in a project management environment. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Leadership experience in regard to the management of special

	programmes/projects; experience in the co-ordination of a range of programmes; Presentation skills; the ability to communicate at a senior management level and to work independently; ability to manage large budgets within the PFMA; experience in a social transformation and/or education context. Knowledge: Knowledge of departmental strategies and sound knowledge and understanding of departmental operations; knowledge of the policies of the government of the day, with specific reference to the HCDS; knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills: Excellent communication skills (written and oral); Computer literate in MS Word, Excel, e-Mail, Internet, Powerpoint and MS Project; outstanding planning, organizing and people management skills; a high level in-house advisor with strong conceptual and formulation skills and strong leadership skills with specific reference to the ability to display thought leadership in complex applications; team building and strong inter-personal skills; should have an appetite for hard work, the ability to work independently. Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to render advice and guidance in an objective yet dedicated manner; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers.
<u>DUTIES</u>	: Receive and assess the alignment of special programmes and special project requests; distribute the programme/project to the relevant component and ensure the institutionalisation thereof; provide leadership relating to the management of special programmes/projects; ensure the coordination of all special programmes/projects; manage the institutionalisation of transversal special projects.
<u>ENQUIRIES</u>	: Ms A Schlebusch at (021) 467 2054.
<u>POST 33/213</u>	: <u>ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT PLANNING POST NUMBER: 225</u> Job purpose: To facilitate Service Delivery Improvement Plans for the WCED
<u>SALARY</u>	: R174 243 – R 202 287 per annum plus benefits
<u>CENTRE</u>	: Directorate Business Planning and Strategy
<u>REQUIREMENTS</u>	: An appropriate, recognised minimum 3-year post matric qualification (RQV 13) and/or appropriate experience in a service delivery environment. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific post: Experience: Leadership experience in regard to the management of service delivery and of business process improvements; experience in working with a wide cross-section of people, some experience of adult education or training; experience in analysis of work processes and methods; presentation skills; the ability to communicate at a senior management level and to work independently; ability to manage budgets within the PFMA; experience in a social transformation and/or education context a strong recommendation. Knowledge: Knowledge of regulatory framework; knowledge of strategic management processes; knowledge of government planning processes and cycles; sound knowledge and understanding of departmental operations; knowledge of the policies of the government of the day and of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, with specific reference to the HCDS and Batho Pele; knowledge of HR and administrative systems and processes; knowledge of financial management processes Skills: Excellent communication skills (written and oral); computer literate in MS Word, Excel, e-Mail, Internet and Powerpoint; outstanding planning, organizing and people management skills; a high level in-house advisor with strong conceptual and formulation skills and strong leadership skills with specific reference to the ability to display thought leadership in complex applications; team building and strong inter-personal skills; should have an appetite for hard work and the ability to work independently; must be able to analyse work flow and suggest ways of improving efficiencies. Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to render advice and guidance in an objective yet dedicated manner; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers.
<u>DUTIES</u>	: Ensure and provide advice regarding the development of Service Delivery Improvement Plans in line with departmental strategic objectives and Batho Pele; ensure and provide advice regarding the development and display of Service Charters at all levels of public interface; ensure the setting of and providing

		advice for the setting of service standards; perform all the managerial tasks with regards to the division; manage policy issues linked to the functions of the component under his/her command; communicate on managerial level with regard to the functions of the component Ms A Schiebusch at (021) 467 2054.
<u>ENQUIRIES</u>	:	
<u>POST 33/214</u>	:	<u>PROJECT MANAGER ICT (GOVERNANCE) POST NUMBER: 215</u> Job Purpose: To perform project and programme management for E-government and ICT programmes/projects (multiple or major application system developments and maintenance projects) within the WCED.
<u>SALARY</u>	:	R 174 243 – R 202 287 per annum plus benefits (Salary Level 9)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification with 5 years experience in ICT/ project management. Competencies: Knowledge: Proven knowledge of: Project Management best practices, theory and methodology; Budgeting and cash flow; Supply Chain Management; E-government and enterprise ICT programmes/projects; Applicable legislation such as the PFMA, Educators Act; Public Service Act and Regulations; SITA Act and Regulations; Access to Information Act; Telecommunications Act; Electronic Communications and Transactions Act etc. Skills: Strong research skills; Strong conceptual and formulation skills; Exceptional written and verbal communication skills; Well-developed project management skills; Well-developed innovative problem solving skills; Well-developed analytical skills; Strategic thinking and planning skills; Presentations skills; Negotiation skills; Sound organising and planning skills; Sound interpersonal skills; Computer proficiency; Training skills. Personal attributes: Ability to manage change and crisis; The ability to work and make decisions under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service provider and be a team player.
<u>DUTIES</u>	:	The key result areas for this position are the following: Develop, interpret and apply policy practice and procedure with regard to project management for Information systems and ICT solutions, i.e. provide inputs to Provincial ICT project management policy, framework and standards; Ensure compliance with national and provincial ICT project management policy, framework and standards; Develop policy/ guidelines for project management requirements for the Department in compliance with National and provincial ICT project management policy, framework and standards. Plan, organize and controls activities of project leaders, system analysts, developers and network technologist in the development and/ or implementation of computer based systems and in the design and/ or implementation of network infrastructure technologies and/ or projects, i.e. Regular, accurate and timely reporting within agreed project management standards; Appropriate communication and escalation of project plan, definition, status etc; Organize and lead project definition workshops and all related project meetings; Provide professional advice and assistance to project leaders and managers in defining projects and creating project plans; Where appropriate, develop project definition reports and high-level project plans; Ensure focus for resources on project milestones and delivery according to plan; Co-ordinate projects and liaise with resources to ensure timely delivery of milestones; Participate in the process of programme/project allocation within the E-government and ICT environment.
<u>ENQUIRIES</u>	:	Ms SH Mafanga-Kibi at (021) 467-2051
<u>POST 33/215</u>	:	<u>WCED WALK-IN CENTRE MANAGER POST NUMBER: 231</u> Job purpose: To provide, manage and administer a professional, effective and efficient client enquiry service.
<u>SALARY</u>	:	R174 243 – R 202 287 per annum plus benefits
<u>CENTRE</u>	:	WCED Client Services, Head Office, Cape Town.
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification preferred; Thorough knowledge of provincial government human resource policy and management. Knowledge and experience in relevant client service management; Excellent communication skills in at least two of the official languages of the Western Cape Province. Recommendations: Knowledge of PERSAL; Knowledge of Microsoft Office (Word, Excel and/or Access), Groupwise and IMS. Competencies: Knowledge and skills: Excellent knowledge of employee benefits and salary policies of provincial government; proven experience of effective client service management; proven management and leadership skills; polite, reliable, self-motivated and good interpersonal skills; professional skills; analytical skills;

		commitment to ongoing knowledge and skills development; good written communication and documentation skills; relevant computer skills; commitment to success in client service. Personal attributes: Ability to work under pressure; Ability to work in a team and to meet tight deadlines.
<u>DUTIES</u>	:	The key performance areas include: supervising and training client service staff; management of Walk-in Centre environment; general client service duties, including specialised client service care; client service centre administration, including query management; database management; and general support to the Communication Directorate; attending relevant meetings; monitor, evaluate and develop client services; attend relevant meetings; prepare relevant management reports. Receive calls from WCED clients; answer callers' questions, and question callers to obtain a full understanding of the information required; refer queries to back-office support where further research is required; log all calls using relevant software; monitor referred queries to facilitate timely responses; provide quality customer service on every call; communicate clearly and effectively with callers and colleagues; manage lengths of calls; recognise and manage assertive customer calls; promote teamwork and client service success; organise and prioritise duties; contribute to ongoing systems development; develop personal client service knowledge and skills; attend relevant training programmes; work shifts according to schedule (schedule covers 07h30 to 17h00); assist Client Service Walk-in Centre and Communication Directorate as required.
<u>ENQUIRIES</u>	:	Mr AM Attwell at (021) 467-2531.
<u>POST 33/216</u>	:	<u>ASSISTANT DIRECTOR POST NUMBER: 237</u> Gender, Human Rights, Disability, Employment Equity and Human Resource Planning
<u>SALARY</u>	:	R174 243 – R 202 287 per annum plus benefits
<u>CENTRE</u>	:	Internal Human Capital Management Head Office, Cape Town.
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification in Human Resource Management/Industrial Psychology/ Public Management or equivalent; valid drivers' licence; relevant exposure to human resource planning and employment equity processes. Competencies: Knowledge: Policy Development and Implementation; Public Service Act and Regulations; Employment of Educators' Act and Resolutions; Recruitment and Selection process and functions • Employment Equity Act; Policy development and implementation; Performance Management Systems; WCED Employment Equity Plan; Knowledge of relevant National and Provincial Policies in relation to transformation issues in relation to gender, human rights, disability and employment equity; Human Resource Planning process, budget management, project management; labour relations framework; WCED Gender Policy; sense of the demographics of the WCED; relevant exposure to claims administration; knowledge of post levels at education institutions and school management will be an advantage. Skills: managerial skills, analytical skills, facilitation skills, problem solving skills, planning and organising skills, project management skills, report writing skills, interpersonal skills, demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, Power-point), Electronic e-mail system, Internet. Personal attributes: Ability to work under pressure and meet deadlines, responsible, self motivated/disciplined and co-operative, creative, polite and patience, receptive to suggestions, team player, strong organiser.
<u>DUTIES</u>	:	The key performance areas are: Co-ordinate the Employment Equity Programme of the WCED (Employment Equity Plan and Reports, processes, recordkeeping, training interventions and compliance); co-ordinate the drafting and maintaining of a Human Resource Plan for the WCED; co-ordinate the Internal Gender and Human Rights Programme for the WCED; co-ordinate the Internal Disability Programme for the WCED; Analyse trends and issues impacting on human resource provisioning in the department; capture data and analyse data/statistics and information in terms of Employment Equity and Human Resource Planning; monitor and advise on compliance of nominations in the recruitment and selection process to Employment Equity targets; develop interventions to address non-compliance to issues identified in the Employment Equity, Gender, Human Rights and Disability Programmes; plan, participate and co-ordinate departmental committees/forums for Employment Equity, Gender and Disability; participate in provincial and national forums; develop annual reports, both departmental and legislated; advice to line management on compliance issues; monthly reporting and review of progress in the various programmes; manage the budget of the unit and manage the performance of employees in the unit.

<u>ENQUIRIES</u>	:	Mr M Cronje at (021) 467 2574.
<u>POST 33/217</u>	:	<u>PRODUCTION HEAD: EDUMEDIA POST NO: 233</u>
<u>SALARY</u>	:	R174 243 – R 202 287 per annum plus benefits
<u>CENTRE</u>	:	Directorate: Communication
<u>REQUIREMENTS</u>	:	A post-matric, three-year qualification in an aspect of media production and proven experience in the field; 3 to 5 years managerial experience preferred; Proven experience in project management; Experience in financial, policy analysis and development and understanding of the Public Finance Management Act (PFMA). Competencies: Knowledge and experience in provisioning administration. Skills in the computer office packages; Strong leadership, strategic planning, problem-solving and interpersonal skills; Good verbal and written communication, liaison and reporting skills; Sound understanding of organisational dynamics; Skills in networking with various stakeholders. Personal attributes: Proven ability to work under pressure.
<u>DUTIES</u>	:	Manage the component responsible for media production: implement and control applicable Acts, Regulations, White Papers, etc.; implementation of the Code of Conduct to reflect and market the image of the WCED; responsible for the control of the budget; responsible for implementation of financial discipline in the component; responsible for the implementation of the regulations of the Public Finance Management Act; administer and control the use of state funds and property including maintenance and repair of such property in the component; responsible for the procurement and safe-keeping of stock, furniture and equipment; correct tender and clearance procedures to be followed with regard to purchasing of stock and equipment; implementation of control measures with regard to storage and issue of stock; manage delegation with regard to purchase of stock and equipment; division of work in the organisational structure; management of personnel including quarterly and annual assessment in accordance with PMDS and SPMDS guidelines; maintain data storage and retrieval system in accordance with Archive Act; quality control of product and services; maintain safety procedures as required by Health and Safety Act; responsible for the safekeeping and maintaining government transport vehicle assigned to the component.
<u>ENQUIRIES</u>	:	Mr AM Attwell at (021) 467 2531.
<u>POST 33/218</u>	:	<u>HUMAN RESOURCE PRACTITIONER POST NUMBER: 234</u> Employee Health and Wellness Management and Occupational Health and Safety
<u>SALARY</u>	:	R 145 920 – R 169 410 per annum plus benefits
<u>Centre</u>	:	Directorate: Internal Human Capital Management Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification in Human Resource Management/Social Sciences or equivalent, relevant exposure to Employee Assistance Programmes and HIV Management; valid driver's licence. Competencies: Knowledge of: • the Public Service Act and Regulations; Employee Assistance Programmes, Counselling; Policy development and implementation; Performance Management; Knowledge of relevant National and Provincial Policies in relation to Employee Wellness and Health Management; Occupational Health and Safety Act; HIV and Aids in the Workplace; budget planning and management. Skills: • interpersonal skills • communication • report writing and analytical skills • problem solving; facilitation, training and presentation skills • good organising skills • project planning, administration and implementation skills; counselling skills • demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); GroupWise; Internet. Personal attributes: Ability to work under pressure and meet deadlines • responsible • self-motivated/disciplined and co-operative • creative • team player • innovative • polite and patient • ability to maintain confidentiality.
<u>DUTIES</u>	:	The main objectives of this post are: • assist in managing the Employee Wellness Programme (EWP) system in the WCED (policy processes, procedures, record-keeping); co-ordinate advocacy with regard to the EWP; co-ordinate special interventions in terms of this programme; co-ordinate the rehabilitation processes for substance abuse; liaise with EWP service providers and trainers to ensure quality; assist in planning and co-ordinating the budgeting processes for the EWP; assist in monitoring the overall quality of the EWP process; draft, amend and maintain policies in terms of health management, inclusive of HIV/AIDS and life threatening diseases for the workplace; co-ordinate and plan advocacy, awareness and interventions with regard to health management (HIV/AIDS in the

		workplace, TB Management, life threatening diseases); attend regular meetings and liaise with other departments on a provincial and national level; draft and develop policy in terms of occupational health and safety, develop and co-ordinate interventions to build capacity of line managers and committees in terms of the Occupational Health and Safety Act; training/development of line managers; Compile reports.
<u>ENQUIRIES</u>	:	Mr M Cronjé at (021) 467-2574.
<u>POST 33/219</u>	:	<u>HUMAN RESOURCE PRACTITIONER POST NO: 236</u> Gender, Human Rights, Disability and Employment Equity
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Directorate: Internal Human Capital Management Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3-year post matric qualification in Human Resources Management/Social Sciences/Public Management or equivalent; valid driver's licence. Competencies: Knowledge of: • the Public Service Act and Regulations; Recruitment and Selection process and functions • Employment Equity Act • Policy development and implementation • Performance Management Systems WCED Employment Equity Plan • Knowledge of relevant National and Provincial Policies in relation to transformation issues in relation to gender, human rights, disability and employment equity Skills: • interpersonal skills • communication • report writing and analytical skills • problem solving; facilitation, training and presentation skills • good organising skills • project administration and implementation skills • demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); GroupWise; Internet. Personal attributes: Ability to work under pressure and meet deadlines • responsible • self-motivated/ disciplined and co-operative • creative • team player • innovative • polite and patient • ability to maintain confidentiality.
<u>DUTIES</u>	:	The key performance areas are: The main objectives of this post are: • formulation, evaluation and monitoring of policies on Gender, Human Rights, Disability and Employment Equity • ensure proper development, implementation and compliance of new and amended provincial and departmental policies and procedures • plan and develop advocacy strategies and material • consultation/ liaise with other relevant role players (components/Departments [provincial and national]) on transversal matters • provide support to all staff on the interpretation of policies and prescripts • conduct research to identify needs to address compliance issues and to develop products and tools for line managers • render support, training and advice regarding procedures, policies, requirements and general prescripts • compile status reports • conduct benchmarking research in the different component to generate products and tools • monitor employment equity statistics against nominations made as part of the departments recruitment and selection process • execute analysis regarding trends in appointment of permanent staff against contract appointments and comparison of similarities as well as influential factors thereon • training/development of line managers • Compile reports.
<u>ENQUIRIES</u>	:	Mr M Cronjé at (021) 467-2574.
<u>POST 33/220</u>	:	<u>RESEARCH ASSISTANT POST NUMBER: 217</u> Job Purpose: To coordinate and undertake research projects within the department.
<u>SALARY</u>	:	R145 920 – R169 410 per annum plus benefits
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised minimum 3-year post matric qualification (RQV 13) plus 3 to 5 years' experience in the education research environment. Competencies: Knowledge: Advanced knowledge of Research processes and modern systems of governance and administration; Knowledge of the following: Education system; NCS; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Policy Development; Project co-ordination. Skills: Strong research skills; Team building and strong interpersonal skills; Excellent communication skills (verbal and written); Computer literacy; Analytical thinking; Strategic thinking. Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Presentation skills and problem solving skills. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self motivated; Assertive.

<u>DUTIES</u>	:	The key result areas for this position are the following: Undertaking education research projects; Compiling and disseminating research reports; Advocating the strengthening of inter-sectoral consultation regarding research; Monitoring and reporting on education development trends in the Western Cape; Liaising with academic institutions regarding research initiatives and partnerships; Documenting the process and the results of research projects; Client liaison; Human Capital Management; Financial Management.
<u>ENQUIRIES</u>	:	Dr A Siyengo at (021) 467 2023.
<u>POST 33/221</u>	:	<u>BRANCH LIBRARIAN POST NUMBER: 230</u> Job Purpose: To deliver a circulation and support service to ensure that information needs are met.
<u>SALARY</u>	:	R 117 501 – R 136 419 per annum plus benefits
<u>CENTRE</u>	:	e-Learning Centre, Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate, recognised 3year post matric qualification in Library and Information Sciences with at least 2 years' relevant experience. Competencies: Knowledge: • Computers (hardware and software) • Library and information procedures and collection content • Library organisation • Internet searches and information retrieval. Skills: Problem solving • Ability to prioritise and organise • Ability to troubleshoot • Analytical thinking • Sound judgement • Good communication • Ability to communicate in 2 of the official languages of the Western Cape • High degree of computer literacy. Personal attributes: Conscientious • Responsible • Trustworthy • Consistent • Ability to work under pressure • Flexible and willing to perform routine tasks • Patient • Good interpersonal skills • Self-motivated.
<u>DUTIES</u>	:	Perform all circulation services duties: Provide intensive library orientation and advanced user guidance to facilitate easy access to information • Conduct reference interviews to ascertain client information needs • Perform searches to retrieve required information • Remain abreast of daily information needs and developments • Take responsibility for procedures and transactions in respect of circulation stock control • Organise the physical arrangement of various collections in the library in consultation with EDULIS so as to facilitate accessibility • Perform various administrative circulation tasks • Handle and reconcile monies received generated by circulation procedures/activities. Assist clients regarding software and hardware queries: Provide basic first line support for software and hardware problems • Assist with use of library databases and electronic resources • Co-ordinate all IT-related problems in the centre by logging calls to the relevant role-players. Diverse functions: Monitor hardware, stock, computers and report loss/ damage • Replace toners and drums for printers and keep a record of when the replacements were done • Ascertain what stationery needs to be ordered and contact the relevant role-players • Responsible for reservations for training sessions in the e-learning centre.
<u>ENQUIRIES</u>	:	Mr MJ Chiles at (021) 467-2025.
<u>POST 33/222</u>	:	<u>CLIENT SERVICE OFFICER (VARIOUS POSTS) POST NUMBER: 232</u> Job purpose: To provide a professional and efficient service to WCED clients, in the WCED Client Service walk-in and call centres.
<u>SALARY</u>	:	R 117 501 – R 136 419 per annum plus benefits
<u>CENTRE</u>	:	WCED Client Services, Head Office, Cape Town.
<u>REQUIREMENTS</u>	:	At least Senior Certificate with appropriate experience; Excellent communication skills in at least two of the official languages of the Western Cape Province. Recommendations: Knowledge of PERSAL; Knowledge of Microsoft Office (Word, Excel and/or Access), Groupwise, IMS and Cybercall programmes. Competencies: Good knowledge of employee benefits and salary policies of provincial government; polite, reliable, self-motivated and good interpersonal skills; good customer service skills; professional client service manner; active listener with analytical skills; commitment to ongoing knowledge and skills development; good written communication and documentation skills; computer literacy; good typing skills; commitment to success in client service. Personal attributes: Ability to work under pressure; Ability to work in a team.
<u>DUTIES</u>	:	The key performance areas include: Attend to queries from WCED clients; answer clients' questions, and question clients to obtain a full understanding of the information required; refer queries to back-office support where further research is required; log all queries using relevant systems; monitor referred queries to facilitate timely responses; provide quality customer service on every query; communicate clearly and effectively with clients and colleagues; manage lengths of visits and calls; recognise and manage assertive customers; promote

teamwork and client service success; organise and prioritise duties; contribute to ongoing systems development; develop personal client service knowledge and skills; attend relevant training programmes; work shifts according to schedule (schedule covers 07h30 to 17h00); assist Client Service Walk-in Centre and Communication Directorate as required.

ENQUIRIES : Mr AM Attwell at (021) 467-2531

POST 33/223 : **HUMAN RESOURCE CLERK POST NUMBER: 235**
Employee Health and Wellness Programme and HR Special Programmes

CENTRE : Directorate: Internal Human Capital Management Head Office, Cape Town
SALARY : R64 410 – R 74 772 per annum plus benefits
REQUIREMENTS : Senior Certificate. Competencies: Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); Electronic E-mail system. Personal attributes: Ability to work under pressure and meet deadlines • responsible • self-motivated/ disciplined and co-operative • creativity • team player • innovative • polite and patience • ability to maintain confidentiality.

DUTIES : The key performance areas are: The main objectives of this post are: • ensure the daily updating of databases • assist in completing of claims of service providers and the upkeep of budget databases • assist in the following up of payments • assist with the acquisition of stationery and supplies • liaise with role players and service providers in the Employee Health and Wellness and HR Special Programmes field • liaise with other directorates and departments on a regular basis • arrange meetings and assist in scheduling interventions • file management • provide progress reports in respect of compliance • perform logistical duties and arrangements, where applicable; general office administration duties, for example, photocopying, faxing, opening new files, delivery of sensitive documents etc.

ENQUIRIES : Mr M Cronjé at (021) 467-2574.

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 33/224 : **SENIOR MEDICAL SUPERINTENDENT**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : Remuneration package: R 407 745 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary (Participate in commuted overtime at 8 hours per week).

CENTRE : Alexandra Hospital, Maitland
REQUIREMENTS : Registration with the Health Professions Council of South Africa as Medical Practitioner plus appropriate post registration experience. Experience an interest in Mental Health Services. Appropriate hospital/health facility management experience. Strong leadership skills. Effective decision-making and problem solving skills. Appropriate knowledge and understanding of Public Sector Policies governing Financial Management, Human Resource Management and Development and Labour Relations with experience in their application. Knowledge and skills in dealing with medico-legal matters especially in the Mental Health Service. The following will serve as recommendations: Excellent communication and interpersonal skills. Conflict management and experience in organisational change management. Computer literacy, especially MS Word, Excel, Access, PowerPoint as well as Internet and e-mail.

DUTIES : Operational Management of Alexandra Hospital within the Department of Health Strategic Planning framework. Overall responsibility for ensuring that Alexandra Hospital delivers quality services in accordance with agreed service package. Overall responsibility for financial and human resource planning and management. Effective Hospital Estate management. Monitoring service indicators and timeous reporting on trends. Ensure compliance with the Mental

		Health Care Act 17 of 2002. Form part of the Associated Psychiatric Hospitals management team taking responsibility for identified transversal projects.
<u>ENQUIRIES</u>	:	Dr LM Hering, tel. no. (021) 440-3300.
<u>APPLICATIONS</u>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms B Hermes
<u>CLOSING DATE</u>	:	29 August 2008
<u>POST 33/225</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (HUMAN RESOURCE DEVELOPMENT AND LABOUR RELATIONS)</u> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<u>SALARY</u>	:	R 145 920 per annum.
<u>CENTRE</u>	:	Lentegeur Hospital, Mitchell's Plain
<u>REQUIREMENTS</u>	:	Relevant diploma/degree plus appropriate HRD & Labour Relations experience. Valid driver's licence (Code B/EB). Computer Literacy (Ms Word, Excel, PowerPoint etc). Fluency in two of the three official languages of the Western Cape. The following will serve as recommendations: Excellent interpersonal, communication planning and organisational skills. Ability to function independently and with confidence. Conflict management and the ability to work under pressure
<u>DUTIES</u>	:	Effective and efficient management of Labour Relations at the hospital. Develop the Workplace Skills Plan and manage Skills Development for the Hospital. Training of hospital staff, supervisors and line managers. Secretariat services to the Human Resource Development committee and IMLC (Institutional Management Labour Caucus). Monitor and Manage the Hospital Skills Development Budget.
<u>ENQUIRIES</u>	:	Mr D Daniso, tel. no. (021) 370-1418.
<u>APPLICATIONS</u>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms B Hermes
<u>CLOSING DATE</u>	:	12 September 2008
<u>POST 33/226</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (PERFORMANCE MANAGEMENT)</u>
<u>SALARY</u>	:	R145 920 per annum.
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Senior (or equivalent) Certificate with extensive experience in Human Resource Management field including Performance Management. Valid driver's licence. Willing to travel within the district/region. Recommendations: High level communication skills (verbal and written). Presentation skills. Computer skills (Excel, Power Point, MS Office). Sound knowledge of SPMS and PMDS. Ability to work independently. Ability to deal with conflict.
<u>DUTIES</u>	:	The successful candidate of the Performance Management component will be responsible for the following: Assist and advise with the effective and efficient management of Performance Management Systems during the performance cycle. Assist with and provide training and information sessions with regard to SPMS and PMDS. Provide assistance and secretarial support to the Pre- and Formal Moderating Committees and advice with regard to the strategic overview of the performance management process. Assist with and investigate grievances with regard to performance management. Formulation of statistics. Advise and assist with the dealing of poor performances. Act as Systems Administrator of the Performance Management Information Systems (PMIS).
<u>ENQUIRIES</u>	:	Ms BM Houston, tel. no. (021) 938-5856.
<u>APPLICATIONS</u>	:	The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms V Meyer
<u>CLOSING DATE</u>	:	5 September 2008
<u>POST 33/227</u>	:	<u>INDUSTRIAL TECHNICIAN (ELECTRONICS/RESPIRATORY AND ANAESTHESIA)</u> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<u>SALARY</u>	:	R 117 501 per annum.
<u>CENTRE</u>	:	George Hospital, George
<u>REQUIREMENTS</u>	:	Qualified technician with a National diploma, N-, T- or S- stream in electrical engineering – Light Current or Bio-medical diploma. Ability to fault find on

electronic equipment, and be able to trace faults and perform PCB repairs to component level. Valid driver's licence. The following will serve as recommendations: Computer literacy. Hands on experience in repair of electronic medical equipment.

<u>DUTIES</u>	:	Carry out maintenance, repairs and installation of electronic, respiratory, anaesthetics and related medical equipment. Assist with general administration and day-to-day running of technical section. Assist with reports, specifications, record keeping and general administration duties. Ensure compliance with the Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr R Swart, tel.no (044) 802-4562 or Mr L du Plessis, tel.no. (044) 802-4488
<u>APPLICATIONS</u>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms L Smit
<u>CLOSING DATE</u>	:	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.

<u>APPLICATIONS</u>	:	Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2 nd Floor, Room 2-11.
<u>FOR ATTENTION</u>	:	Mr B Damons
<u>CLOSING DATE</u>	:	29 August 2008
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

OTHER POSTS

<u>POST 33/228</u>	:	<u>CHIEF ACCOUNTING PRACTITIONER REF NO: WCPT 22/01/08</u> Chief Directorate: Financial Governance Directorate: Accounting: Local Government
<u>SALARY</u>	:	R344 052 per annum Including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Minimum qualification and other requirements: • Applications are invited from individuals in possession of Bachelor degree in Accounting qualification with at least 5 years experience in accounting practice and at least 3 years appropriate management experience. Specific competencies and skills required: • Strong leadership • Verbal and written communication skills (presentation and report writing) • Good personnel skills • Analysis and interpretation of financial reports • Knowledge of applicable legislation/ policies e.g. PFMA, MFMA and others • Ability to research and develop accounting policies • Computer literacy (MS office package) • Valid drivers licence.
<u>DUTIES</u>	:	Key performance areas: • Evaluate/ assess input received from Municipalities and compile input documents on the standardisation process to the National Treasury and the Accounting Standard Board • Assess and determine the capability and capacity of municipalities in relation to implementing accounting procedures and policies • Determine and implement relevant training and interventions • Advise and guide municipalities on accounting issues • Determine/ assess the compliance of municipalities on their monthly and quarterly reporting /visitation on Generally Accepted Municipal Accounting

		Practice (GAMAP) / Generally Recognised Accounting Practice (GRAP) • Assess whether municipalities implemented appropriate corrective measures to remedy the Auditor's General findings • Develop reporting framework templates for municipalities • Conduct research on accounting best practices for municipalities • Manage tasks by compiling project plans • Assess the financial health of municipalities in terms of sustainability and credibility to feed into the Local Government - Medium Term Expenditure Committee • Staff supervisory functions such as supervision of subordinates, performance management, coaching and mentoring.
<u>ENQUIRIES</u>	:	Ms N Oliphant, Tel. (021) 483-6684
<u>POST 33/229</u>	:	<u>SYSTEM ADMINISTRATOR: ENTERPRISE RISK ASSESSOR (ERA) REF NO: WCPT 22/02/08</u> Chief Directorate Financial Governance Directorate Corporate Governance
<u>SALARY</u>	:	R217 482 per annum In addition to the salary mentioned, this post offers competitive benefits which include an annual service bonus, conditional home owners allowance, pension and medical subsidies.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Minimum Qualification requirements and experience: • Tertiary or equivalent qualification in IT, internal audit or risk management • 3 – 5 years appropriate experience. Required knowledge, skills and competencies: • Risk Management • Project management • Project Co-ordination • Strategic Management • Financial Management • International, National and Provincial instruments and legislation pertaining to risk management issues • Analytical skills • Strategic thinking • Budgeting skills • Communication • Computer Literacy • Conflict resolution • Monitoring, Evaluation and Reporting • Presentation • Problem solving skills • Research • Statistical Analysis • Strategic management • Verbal exchange of highly specialised and complex information requiring difficult explanation as well as tact and diplomacy • Complex notes/ memos/ letters and reports • Negotiation/ Influencing • Management reporting • People Management. Personal attributes: • Self motivated • Innovative • Pragmatic • Creative • Assertive • Motivation.
<u>DUTIES</u>	:	Key duties: • Establishment and Maintenance of Data Platform and software maintenance and administration for Provincial Departments • Helpdesk/Training/Support iro Provincial Departments and Municipalities • Data Consolidation, analysis, interpretation and reporting iro PGWC Departments • ERM Web Site, maintenance and update • Project Management.
<u>ENQUIRIES</u>	:	Mr B Vink, Tel. (021) 483-6647

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

<u>APPLICATIONS</u>	:	The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street, Cape Town, 8000
<u>FOR ATTENTION</u>	:	Ms D Bowie
<u>CLOSING DATE</u>	:	22 August 2008

OTHER POST

<u>POST 33/230</u>	:	<u>MANAGER: ENTERPRISE RISK MANAGEMENT, REF NO: U2/08/148</u> Job purpose: To manage the component Enterprise Risk Management and perform risk management tasks of a complex and strategic nature It may be expected from candidates to undergo a behavioural and / or potential analysis.
<u>SALARY</u>	:	An all-inclusive negotiable salary package of R 344 052 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	The formal qualification for this post is appropriate tertiary qualification • valid drivers' license and willing to travel regularly also apply. Experience: managerial experience in all fields of Enterprise Risk Management. Competencies: Knowledge - • project management and coordination • policy development and analysis • enterprise risk management processes and techniques • budgeting process and financial management • national and provincial instruments and legislation pertaining to enterprise risk management. Skills - • analytical thinking and decision making skills • research and development skills • strategic thinking and planning • exceptional written and verbal communication skills • computer literacy e.g. MS Office, Visio and ERA risk management software • ability to analyze, conceptualize and implement policies conflict resolution • monitoring,

evaluation and reporting • presentation skills • problem solving • ability to effectively communicate on a high level • motivational skills • foster teamwork and innovative thinking

DUTIES

: Job functions: • management of component • develop, implement and advise on enterprise risk management systems • facilitate risk identification, the identification of control mitigating risks and control improvement • quality assurance of all enterprise risk management activities • analyse and report on consolidated departmental risk profile

ENQUIRIES

: Mr CR Ismay Tel (021) 483 2209