



**DATE OF ISSUE: 29 AUGUST 2008**

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 35 OF 2008**

**1. Introduction**

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

**2. Directions to candidates**

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

**3. Directions to Departments/Provincial Administrations/Components**

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

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

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

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **29 SEPTEMBER 2008**

**AMENDMENTS** : **DEPARTMENT OF MINERALS AND ENERGY:** Kindly note that post 33/93 Driver (X2) is a contract post for 18 months.

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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.*

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 12 September 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and should be accompanied by a recent updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a certified copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

## OTHER POSTS

- POST 35/01** : **DEPUTY DIRECTOR (REF 388/2008)**  
Directorate: Food Safety and Quality Assurance
- SALARY** : All inclusive package of R344 052 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must be in possession of a national diploma or 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 products as well as applicable experience. Computer literate (MS Word, Excel, Power Point and Access). Work independently and effectively under pressure. Chair and address meetings and gatherings with related industries. Be prepared to travel and be in possession of a code EB driver's licence. Practical experience in food science (manufacturing, quality control, food safety). Must have experience in the management of human, financial and other resources.
- DUTIES** : The incumbent's responsibility will be to draft, develop, amend, administer and interpret as well as implement subordinate legislations relating to processed plant and animal products as promulgated under the Agricultural Product Standard Act, 1990 (Act No. 119 of 1990). Communicate and advise all stakeholders with regard to implementation and compliance with quality and food safety standards. The successful candidate will be expected to liaise nationally and internationally in order to develop norms and standards for animal and processed plant products. Manage human, financial and other resources within the Division.
- ENQUIRIES** : Mr A.M. Serumula, Tel. 012 3196004
- POST 35/02** : **DEPUTY DIRECTOR (REF 402/2008)**  
Directorate: Genetic Resources  
This is a re-advertisement of Ref.446/2006. Candidates who previously applied must re-apply
- SALARY** : All inclusive package of R344 052 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must be in possession of a B.Sc. (Hons) degree or B.Tech degree in Botany . Specialisation in plant systematic would be an advantage. Relevant experience with plant improvement, plant breeding, genetics or agricultural intellectual property rights. In depth knowledge and understanding and experience of the national and international policies relevant

to plant variety protection. Appropriate extensive formal work experience, with an appropriate management experience. Recognised formal qualification in evidence of computer literacy (MS Office and a good knowledge of database management), good communication (verbal and written) skills in English, a valid driver's licence and the ability to drive. The candidate must be prepared to travel countrywide and international to carry out his/her duties.

**DUTIES** : The incumbent will be responsible for the following: General management of the division: Variety Control. Formulate strategic outputs of the division Variety Control as per the priority programmes of the department. Monitor the performance of the division Variety Control in terms of the outputs as per strategic plan. Manage and coordinate all technical activities required for the granting of plant variety protection. Contribute towards the development and implementation of policies, legislation, norms and standards on plant variety protection. Draft documents as required by departmental administrative procedures and processes. Liaise with key stakeholders including farmers, farmer organisations, other government departments, international organisation. Manage the submission of reports and data as required by relevant international bodies such as the International Union of the Protection of New Varieties of Plants. Serve as departmental representative on relevant national, regional or international technical and standard setting bodies.

**ENQUIRIES** : Dr J.B. Jafftha Tel. 012 3196024

**POST 35/03** : **STATISTICIAN (REF 387/2008)**  
Directorate: Agricultural Statistics

**SALARY** : R217 482 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** :

The successful candidate must be in possession of an appropriate Bachelors degree with Statistics/Mathematical Statistics and Agricultural Economics/ Economics as major subjects (you are required to furnish a credit certificate and/or statement of results). Appropriate extensive work-related experience, especially in conducting of surveys and forecasting procedures, as well as statistical methodologies. Good verbal and written communication skills (Afrikaans and English). Must have a valid driver's licence and the ability to drive.

**DUTIES** : The incumbent will be responsible for the collection, processing, verification and interpretation of data for the calculation of area planted to and production of field crops. Evaluate and implement statistically sound methodologies based on scientific principles and professional ethics. Suggest ways to improve data and data systems. Perform secretarial duties to the Crop Estimates Committee (agenda, minutes, submissions and presentation). Maintain and expand stakeholder network through meetings/ workshops/ farmers days. Produce fluent and graphically illustrated reports.

**ENQUIRIES** : Ms Ellen Matsei, Tel. 012 3198454

**POST 35/04** : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 383/2008)**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R174 243 per annum  
**CENTRE** : Port Elizabeth  
**REQUIREMENTS** : The successful candidate must be in possession of an appropriate three year national diploma or B.Sc. in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as compulsory subjects or equivalent qualification with the same subject (you are required to furnish a credit certificate and/or statement of results). A valid code EB driver's licence and the ability to drive or the licence must be obtained within three months after the date of appointment. Good communication skills with special emphasis on conflict management, basic computer knowledge and experience. Must be capable and willing to conduct inspections inter alia in trucks, on trucks, ships, in containers, cold storages, etc. 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). The successful candidate must have appropriate extensive technical experience as well as supervising and law enforcement experience.

**DUTIES** : The incumbent's responsibility will be to conduct inspections, sampling and other necessary functions, including punitive measures and administration and play a leading role in the exercising of import and export over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984 (Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), Plant Improvement Act, 1976 (Act No. 53 of 1976), and various relevant international guidelines and rules. Functions will inter alia also

include training of and liaison with Customs and Excise, Domestic Affairs, SAPS, Importers/Exporters and their agents etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by sea. Supervising of personnel compiling personnel, financial and other advanced reports.

**ENQUIRIES**

: Mr W. Gentle, Tel. 021 4212108

**POST 35/05**

**CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (3 POSTS) (REF 367/2008)**

Directorate: Agricultural Product Inspection Services

**SALARY**

: R174 243 per annum

**CENTRE**

: Cape Town, Lebombo, Beitbridge

**REQUIREMENTS**

: The successful candidate must be in possession of an appropriate three year national diploma in Animal Health with Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results). A dog training or dog handling certificate. Knowledge of canine motivation, dog psychology, behaviour patterns, olfactory perceptions and abilities. The ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills and the ability to work under pressure will stand the candidate in good stead. Candidates with leadership abilities will be considered. Computer literacy. Possess a valid EB driver's licence and be able to drive. Prepared to travel and work away from home/office on short notice, work shifts at the ports as well as irregular hours.

**DUTIES**

: The incumbent's responsibility will be to handle detector dogs for the examination of passenger, baggage, cargo and international mail for regulated articles (in compliance to inter alia the Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984, (Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Agricultural Product Standard Act, 1990 (Act No. 119 of 1990) Plant Improvement Act, 1976 (Act No. 53 of 1976), Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and obligations. Interview passengers, inspect suspect baggage, cargo, trucks, busses and other vehicle and take appropriate risk management actions for non compliant regulated products. Need to be able to lead a team of subordinates. Need to be able to work with other Governmental Departments that is also responsible for international travellers. Assist AFQ technicians at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with the canine health, well being and training. Perform demonstrations or public relations activities when requested. Supervise dog handler's assistant(s). Represent the Department on forums and meetings.

**ENQUIRIES**

: Ms G. Smit, Tel. 012 3197049

**POST 35/06**

**CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 366/2008)**

Directorate: Agricultural Product Inspection Services

**SALARY**

: R174 243 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: The successful candidate must be in possession of an appropriate three year B.Sc. degree with at least one of the following subjects as a major: Entomology, Genetics, Horticulture/Botany, Microbiology/Biochemistry, Plant Pathology or Food Technology (you are required to furnish a credit certificate and/or statement of results). Applicable knowledge and experience in auditing of agricultural management systems. Applicable technical experience, law enforcement, supervising and leadership skills and experience. Knowledge and skills of the generic administrative function. Must be in possession of a valid code EB driver's licence. Good problem solving, planning, organising, interpersonal relations, conflict handling, report writing and communication skills. Knowledge of the following international agreements and standards: WTO-SPS, WTO-TBT and other related agreements. Basic computer skills in MS Office software.

**DUTIES**

: The incumbent's responsibility will be to conduct audits in terms of applicable agricultural legislation, policies and international agreements and standards to ensure that the quality, sanitary and phytosanitary status complies with requirements of the relevant risk and quality management systems. This includes the independent planning and conducting of inspections and audits of officials, clients and assignees. Comprehensive audit reports shall be drafted and communicated to the management and party audited. Activities may include testing, sampling and evaluating of agricultural products and marking requirements, the investigation of cases and administrative tasks related to

these functions. Where applicable the sale/movement of product will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to do audits/inspections/ render services on short notice and after hours at or away from his/her office station as well as to frequently overnight away from his/her office/home station when necessary. The candidate will be the supervisor of the officials in the audit unit and be responsible for the execution of the generic administrative procedures to ensure the orderly function of this unit. Supervision and training of staff will here applicable. Candidate may also be required to do regulatory services pertaining other legislation and international obligations.

**ENQUIRIES**

: Mr M.A. Holzhausen, Tel. 012 3196100

**POST 35/07**

: **CHIEF FOOD SAFETY AND QUALITY ASSURANCE OFFICER (2 POSTS)**  
**(REF 389/2008)**

Directorate: Food Safety and Quality Assurance

**SALARY**  
**CENTRE**

: R174 243 per annum

: Pretoria

**REQUIREMENTS**

: The successful candidate must be in possession of a national diploma or 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 products as well as applicable experience. Computer literate (MS Word, Excel, Power Point and Access). Work independently and effectively under pressure. Address meetings and gatherings 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. Practical experience in food science (manufacturing, quality control, food safety).

**DUTIES**

: The incumbent's responsibility will be to draft, develop, amend, administer and interpret as well as implement subordinate legislations relating to processed plant and animal products as promulgated under the Agricultural Product Standard Act, 1990 (Act No. 119 of 1990). Communicate and advise all stakeholders with regard to implementation and compliance with quality and food safety standards. The successful candidate will be expected to liaise nationally and internationally in order to develop norms and standards for animal and processed plant products. Execute administrative tasks, supervise and offer training to junior staff where necessary.

**ENQUIRIES**

: Mr A.M. Serumula, Tel. 012 3196004

**POST 35/08**

: **AGRICULTURAL ECONOMIST (REF 401/2008)**

Directorate: Agricultural Disaster Management

This is a re-advertisement of Ref 195/2008. Candidates who previously applied must re-apply.

**SALARY**  
**CENTRE**

: R174 243 per annum

: Pretoria

**REQUIREMENTS**

: 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). Extensive appropriate experience in applied economics analysis, knowledge in the use of methodologies and disaster risk management as well as excellent report writing skills, communication skills, computer literate and sound knowledge of Project Management. A valid driver's licence.

**DUTIES**

: The incumbent's responsibility will be to participate on behalf of Department of Agriculture in the National Regional and International Disaster Management forums. Liaison with various stakeholders involved in the Agricultural Risk and Disaster Management. Assist management in monitoring the economic impact that disasters have on sustainable development for assisting in building resilience to future disasters by affected farming communities. Implement, monitor and evaluate economic issues as they relate to early warning for natural hazards including climate change. Analyse, evaluate and verify data during disaster for early warning purposes. Collect information on market issues and contribute to the monthly National Agro – Meteorological Advisories. Focus in outwork promoting of the disaster risk reduction activities of the department.

**ENQUIRIES**

: Mr I.B. Kgakatsi Tel. 012 3197956

**POST 35/09** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF 386/2008)**  
 Directorate: Supply Chain Management  
 This is a re-advertisement of Ref 243/2008. Candidates who previously applied must re-apply.

**SALARY** : R174 243 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of an appropriate three year degree in Public Administration on level 8 coupled with extensive relevant experience in Demand and Acquisition Management or Grade 12 on level 8 coupled with extensive relevant experience in Demand and Acquisition Management. Sound administration of bids 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. Successful completion of Tender Administration related courses and/or Supply Chain Management course.

**DUTIES** : The incumbent's responsibility will be to ensure that the bid process is complied with, i.e. invitation, evaluation and adjudication of bids. Investigate the availability of the required source in market. Promoting and compliance of the Broad Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act (PPPFA) in the Department. Ensure that the optimal sourcing strategy and techniques are used. Establishment and maintenance of a database of suppliers when obtaining quotations. Management and maintenance of all acquisition contracts of the Department, National Treasury and SITA. Manage human, financial and other resources of the section.

**ENQUIRIES** : Mr R.K. Danster, Tel. 012 3197349

**POST 35/10** : **SENIOR EMPLOYEE RELATIONS OFFICER (REF 404/2008)**  
 Directorate: Human Resources Management

**SALARY** : R145 920 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of a three year degree in Human Resources Management or law or an equivalent qualification e.g. a national diploma in one of the following fields: Labour Relations, Law, Human Resources Management or Administration. He/she must have prior appropriate experience in labour law or law. Proficiency in English (verbal and written) as well as computer literacy (MS Word, Outlook) is required. He/she must be able to demonstrate good interpersonal skills. Good knowledge of labour law legislation and prescripts as well as other Public Service legislation is a prerequisite for the position. It is required that the successful candidate must travel and he/she must be in possession of a valid driver's licence.

**DUTIES** : The incumbent will be responsible for the promotion of sound labour relations in the Department through ensuring compliance with labour legislation, monitoring of fair labour practice and the implementation of departmental processes, procedures and systems in terms of labour law and Public Service prescripts. The successful candidate must be able to represent the Department in conciliation and arbitration cases as well as during bi-and multilateral meetings with trade unions. The incumbent in the post will act as Employer Representative and Chairperson in disciplinary hearings as well as acting as investigation officer in formal grievance cases. He or she will be responsible for keeping and maintaining of work registers on grievances, disputes, misconduct and labour unrest. The duties will also entail the capturing of disciplinary matters as well as grievance on PERSAL and other information management systems.

**ENQUIRIES** : Adv. J.F. Landman, Tel. 012 3197305  
**NOTE** : A pre-interview assessment will be conducted to assess required skills and knowledge.

**POST 35/11** : **VETTING OFFICER (REF 391/2008)**  
 Directorate: Security Services

**SALARY** : R145 920 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of an appropriate three year Bachelor's degree/national diploma in Humanities/Behavioural Science or equivalent qualification in the security vetting/ screening field. Security vetting and investigation experience. Good managerial and interpersonal skills. Ability to communicate effectively at all levels, both verbal and written. Computer literacy. A valid EB driver's licence.

|                            |   |   |
|----------------------------|---|---|
| <b><u>DUTIES</u></b>       | : | The incumbent's responsibility will be to manage the security vetting function in terms of the MISS. Conduct security clearances guided by NIA and its statutory mandate. Investigate non-compliance and to make recommendations to Director: Security Services regarding integrity and security competence. Support investigations in various cases of corruption and submit recommendations to law enforcement for prosecution. Interview references for collection of information for vetting purposes. Collect and compile vetting reports and forward to NIA for evaluation and issuing of security clearances. Conduct personnel vetting awareness programmes to officials. Monitor personnel security officials travelling abroad in terms of counter espionage/to protect personnel from being exposed to recruitment by foreign hostile intelligence organisations. Attend security vetting workshops, seminars, conferences etc. to keep to date with new trends in the vetting security risks and advice management. Ensure safe custody and protection of departmental records through MISS. Manage and execute and effective administrative support service.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms N. Tshetlo, Tel. 012 3197904   |
| <b><u>NOTE</u></b>         | : | Successful candidates will be subjected to a positive security clearance.   |
| <b><u>POST 35/12</u></b>   | : | <b><u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 371/2008)</u></b><br>Directorate: Agricultural Product Inspection Services  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum  |
| <b><u>CENTRE</u></b>       | : | Durban  |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate must be in possession of an appropriate three year diploma or degree in Agriculture with one of the following subject as a major: Plant Genetics, Biotechnology, Botany or Crop Production (Agronomy) (you are required to furnish a credit certificate and/or statement of results). The candidates must have sufficient applicable technical experience and knowledge of the work fields mentioned under duties below. Good skills in problem solving, planning, organising, interpersonal relations, conflict handling, communication and basic computer skills in MS Office. Must be in possession of a valid code B driver's licence. Knowledge and experience of law enforcement and relevant industries.  |
| <b><u>DUTIES</u></b>       | : | The incumbent will be responsible to enforce mainly the Plant Improvement Act, 1976 (Act No. 53 of 1976), Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), CBD, UPOV, ISTA to ensure that plants and products comply with the set plant improvement and quality requirements. This includes the independent planning and conducting of inspections and the auditing of assignees out in the trade. Inspection include sampling, conducting surveys and enforcing requirements of Control Measures and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to do inspections away from his/her station as well as to frequently overnight away from his/her station when necessary. It will be expected of the successful candidate to render services on short notice and after hours at or away from her/his station when necessary. Supervision and training of staff where applicable. The successful candidates may also be required to do regulatory services pertaining other legislation and international obligation. |
| <b><u>ENQUIRIES</u></b>    | : | Mr M. A. Holtzhausen, Tel. 012 3196100  |
| <b><u>POST 35/13</u></b>   | : | <b><u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 373/2008)</u></b><br>Directorate: Agricultural Product Inspection Services  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum  |
| <b><u>CENTRE</u></b>       | : | Durban  |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate must be in possession of an appropriate three year national diploma or B.Sc. degree with at least one of the following subjects as a major: Microbiology, Biochemistry, Food Technology, Horticulture, Pomology, Wine Technology, or Food law (you are required to furnish a credit certificate and/or statement of results). The candidates must have sufficient applicable technical experience and knowledge of the work fields listed under duties below. Good skills in problem solving, planning, organising, interpersonal relations, conflict handling, communication and basic computer skills in MS Office. Must be in possession of a valid code B driver's licence. Knowledge and experience of law enforcement and relevant industries.   |
| <b><u>DUTIES</u></b>       | : | The incumbent will be responsible to enforce mainly the Agricultural Product Standard Act, 1990 (Act No. 119 of 1990), WTO-SPS and WTO-TBT agreements and related policies and international agreements to ensure that  |



the Quality and Sanitary status of agricultural products complies with the prescriptions. This include the independent planning and conducting of inspections and auditing of assignees out in the trade. Inspections include testing, sampling and evaluating of agricultural products and marking requirements, the investigation of cases and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to do inspections away from his/her station as well as to frequently overnight away from his/her station when necessary. It will also be expected of the successful candidate to render services on short notice and after hours at or away from her/his station when necessary. Supervision and training of staff where applicable. The successful candidates may also be required to do regulatory services pertaining other legislation and international obligations.

**ENQUIRIES** : Mr M. A. Holtzhausen, Tel. 012 3196100

**POST 35/14** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (2 POSTS) (REF 372/2008)**

Directorate: Agricultural Product Inspection Services

**SALARY** : R145 920 per annum

**CENTRE** : Durban

**REQUIREMENTS** : The successful candidate must be in possession of an appropriate three year national diploma or B.Sc. degree with at least one of the following subjects as a major: Microbiology, Biochemistry, Food Technology, Horticulture, Viticulture, Pomology, Wine Technology, or Food/Liquor law (you are required to furnish a credit certificate and/or statement of results). The candidates must have sufficient applicable technical experience and knowledge of the work fields listed under duties below. Good skills in problem solving, planning, organising, interpersonal relations, conflict handling, communication and basic computer skills in MS Office. Must be in possession of a valid code B driver's licence. Knowledge and experience of law enforcement and relevant industries.

**DUTIES** : The incumbent will be responsible to enforce mainly the Agricultural Product Standard Act, 1990 (Act No. 119 of 1990), Liquor Products 1989 (Act No. 60 of 1989), WTO-SPS and WTO-TBT agreements and related policies and international agreements to ensure that the Quality and Sanitary status of agricultural products complies with the prescriptions. This include the independent planning and conducting of inspections and the auditing of assignees out in the trade. Inspection includes testing, sampling and evaluating of agricultural products and marking requirements, the investigation of cases and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to do inspection away from his/her station as well as to frequently overnight away from his/her station when necessary. It will also be expected of the successful candidate to render services on short notice and after hours at or away from his/her station when necessary. Supervision and training of staff where applicable. The successful candidates may also be required to do regulatory services pertaining other legislation and international obligation.

**ENQUIRIES** : Mr M. A. Holtzhausen, Tel. 012 3196100

**POST 35/15** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (6 POSTS) (REF 384/2008)**

Directorate: Agricultural Product Inspection Services

**SALARY** : R145 920 per annum

**CENTRE** : Port Elizabeth, East London, Durban, Nelspruit

**REQUIREMENTS** : The successful candidate must be in possession of an appropriate three year diploma or degree in Agriculture with one of the following subjects as a major: Plant Pathology, Plant/Crop Protection, Entomology, Horticulture, or Agronomy (you are required to furnish a credit certificate and/or statement of results). The candidates must have sufficient applicable technical experience and 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 B driver's licence. Knowledge and experience of law enforcement and relevant industries.

**DUTIES** : The incumbent will be responsible to enforce mainly the Agricultural Pests Act No. 36 of 1983, the provisions of the International Plant Protection Convention (IPPC) and WTO-SPS-Agreement to ensure that plants, plant products and regulated articles comply with the set phytosanitary requirements. This

includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, conducting surveys and enforcing requirements of Control Measures and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to do inspections away from his/her station as well as to frequently overnight away from his/her station when necessary. It will be expected of the successful candidate to render services on short notice and after hours at or away from her/his station when necessary. Supervision and training of staff where applicable. Candidates may also be required to do regulatory services pertaining other legislation and international obligation.

**ENQUIRIES**

: Mr M. A. Holtzhausen, Tel. 012 3196100

**POST 35/16**

: **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (2 POSTS) (REF 382/2008)**

Directorate: Agricultural Product Inspection Services

**SALARY**

: R145 920 per annum

**CENTRE**

: Durban, City Deep

**REQUIREMENTS**

: The successful candidate must be in possession of an appropriate three year national diploma or B.Sc. degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as compulsory subjects (you are required to furnish a credit certificate and/or statement of results). A valid code EB driver's licence and the ability to drive or the licence must be obtained within three months after the date of appointment. Good communication skills with special emphasis on conflict management, basic computer knowledge and experience. Must be capable and willing to conduct inspections inter alia in trucks, ships, containers, cold storages, etc. 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). The person must have applicable technical experience. Supervising and law enforcement experience.

**DUTIES**

: The incumbent's responsibility will be to conduct inspections, sampling and other necessary functions, including punitive measures and administration and play a leading role in the exercising of import and export over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984 (Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), Plant Improvement Act, 1976 (Act No. 53 of 1976), and various relevant international guidelines and rules. Functions will inter alia also include liaison with Customs and Excise, Domestic Affairs, SAPS, Importers/Exporters and their agents etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by sea. Supervising of personnel compiling personnel, financial and other reports.

**ENQUIRIES**

: Mr W. Gentle, Tel. 021 4212108

**POST 35/17**

: **SUPPLY CHAIN MANAGEMENT PRACTITIONER (REF 385/2008)**

Directorate: Supply Chain Management

**SALARY**

: R117 501 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: The successful candidate must be in possession of a Grade 12 certificate with relevant and sufficient experience with regard to LOGIS and Supply Chain Management processes. Good verbal and written communication skills.

**DUTIES**

: The incumbent's responsibility will be to ensure compliance to the prescribed Supply Chain Management prescripts. Provide guidance to and assist with functions on LOGIS/BAS. Verify and authorise actions of sub-ordinates on LOGIS/BAS, including service delivery, people management and development. Training, supervising and motivation of sub-ordinates.

**ENQUIRIES**

: Ms S. Makhafola, Tel. 012 3197199

**NOTE**

: This is a re-advertisement of Ref 242/2008. Candidates who previously applied must re-apply.

**POST 35/18**

: **ADMINISTRATIVE OFFICER (4 MONTHS CONTRACT) (REF 368/2008)**

Directorate: Strategic Planning

**SALARY**

: R117 501 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: The successful candidate must be in possession of a Bachelor's degree or diploma in Administration. Relevant experience in rendering administrative

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|                            | support services. Computer Literacy with knowledge in MS Word, MS Office, MS Excel and MS Power Point.  |
| <b><u>DUTIES</u></b>       | : The incumbent's responsibility will be to manage the administrative function of the directorate (finance, personnel and provisioning administration). Prepare information and supporting data for meetings, projects, preparation and reports. Supervise the Office Assistant. Maintain and improve a tracking system to monitor all incoming and outgoing post and follow up on outstanding matters. Compile budget inputs/ reports. Maintain the database of stakeholders and clients. Represent the directorate on internal committee. Render a secretariat function at meetings and handle any instructions generated during these meetings.  |
| <b><u>ENQUIRIES</u></b>    | : Ms M. Molotsi, Tel. 012 3197049   |
| <b><u>POST 35/19</u></b>   | : <b><u>KEY CONTROL AND CONTINGENCY PLANNING OFFICER (REF 392/2008)</u></b><br>Directorate: Security Services   |
| <b><u>SALARY</u></b>       | : R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : The successful candidate must be in possession of a Grade 12 certificate. Must have extensive experience on the level of Senior Security Officer. Applicants must have thorough knowledge of all security legislation including the MISS document, Health and Safety, Fire-fighting and First-Aid. Computer literacy, conflict resolution and negotiation skills. Knowledge of financial and human resource related matters as well as report writing skills. Knowledge of key control systems and contingency planning. Good communication skills, verbally and in writing. Good interpersonal relations.  |
| <b><u>DUTIES</u></b>       | : The incumbent will be responsible for compiling of a locking system policy. Establishing of key control register. Compiling of all routine letters and reports with regard to incidents and investigations. Investigation with regard to loss of keys reported or discovered. Compiling of inventories with regard to locks and keys together with regular inspection. Ensure compliance with regard to regulations about lock and keys with the Department. Conducting maintenance and operation of the Department's key depository (where keys to certain areas are issued and returned to the key custodian). Conduct periodic inventory inspection during which individuals are requested to verify possession of the key for which the record indicates they are responsible. Managing and storing of locks and keys. Compiling of monthly reports with regard to key control issues. Training with regard to the setting of safe combination. After hour visits to various security control points to determine if duplicate keys are managed correctly. Record keeping of statistics. Comprehensive contingency planning is done and then a contingency plan is drafted. Contingency officials receive adequate training to perform their duties and that all aspects of the plan are exercised regularly. Emergency equipment is maintained in a good condition and serviced regularly. Communication is effective and that instructions can be given to contingency officials in any part of the building without delay. All exits, evacuation routes and the location of fire-fighting and first-aid equipment are clearly marked. Regular feedback on the plan is given to the supervisor. The emergency plan is reviewed and updated regularly. Procedures are in place for mobilising the emergency management team. |
| <b><u>ENQUIRIES</u></b>    | : Mr M. Steffen, Tel. 012 3197338   |
| <b><u>NOTE</u></b>         | : The successful candidate will be subjected to a positive security clearance.  |
| <b><u>POST 35/20</u></b>   | : <b><u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (11 POSTS) (REF 370/2008)</u></b><br>Directorate: Agricultural Product Inspection Services  |
| <b><u>SALARY</u></b>       | : R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : Johannesburg, Durban, Lebombo and Beitbridge  |
| <b><u>REQUIREMENTS</u></b> | : The successful candidate must be in possession of an appropriate three year national diploma in Animal Health with Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results), a dog training or dog handling certificate. Knowledge of canine motivation, dog psychology, behaviour patterns, olfactory perceptions and abilities. The ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills and the ability to work under pressure. Computer literacy. In possession of a valid EB driver's licence and be able to drive. Prepared to travel and work away from home/office on short notice, work shifts at the ports as well as irregular hours.  |
| <b><u>DUTIES</u></b>       | : The incumbent's responsibility will be to handle detector dogs for the examination of passenger, baggage, cargo and international mail for regulated  |

articles (in compliance to inter alia the Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984, (Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Agricultural Product Standard Act, 1990 (Act No. 119 of 1990) Plant Improvement Act, 1976 (Act No. 53 of 1976), Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and obligations. Interview passengers, inspect suspect baggage, cargo, trucks, busses and other vehicles and take appropriate risk management actions for non compliant regulated products. Need to be able to work with other Governmental Departments that is also responsible for international travellers. Assist AFQ technicians at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with the canine health, well being and training. Perform demonstrations or public relations activities when requested. Supervise dog handler's assistant(s). Represent the Department on forums and meetings.

**ENQUIRIES** : Ms G. Smit, Tel. 012 3196161

**POST 35/21** : **ADMINISTRATIVE OFFICER (REF 399/2008)**  
Directorate: Plant Health

**SALARY** : R117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of a Grade 12 certificate/national diploma/degree in Public Administration with relevant experience in generic administrative processes. A good understanding and knowledge of financial and procurement systems and relevant policies. Good communication skills (written and verbal), record keeping, data systems maintenance and organisational skills. Good interpersonal relations. Ability to work independently. Good computer skills in MS Office software (preferably MS Word and Excel). The ability to compile documents such as reports, submissions, line documents independently. Supervisory responsibilities of office support personnel.

**DUTIES** : The incumbent will be responsible for assistance with regard to the following aspects: Human Resources Management, organisational management, maintenance of data systems, photocopying, distribution of information, Line function management. Financial management, budget keeping. Supply Chain Management with regard to provisioning and inventory control, transport and accommodation arrangements, checking of subsistence and transport claims, overtime and log sheets. Arrangement of meetings and venues, drafting and distribution of minutes and agenda.

**ENQUIRIES** : Ms T.R.M Nonqane, Tel. 012 3196213

**POST 35/22** : **PERSONAL ASSISTANT (REF 400/2008)**  
Directorate: Plant Health

**SALARY** : R117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of a national diploma with relevant, appropriate experience in a secretarial field and a valid code B driver's licence plus the following key competencies: Knowledge and practical expertise in respect of computer software (especially MS Word, Power Point, Excel, email, internet access) and typing, office and telephone etiquette, relevant office administration practices, document management, tracking and filing systems, minute taking and report writing. He/she should have excellent interpersonal relations and organising abilities, good communication (written and verbal), problem solving skills, and be able to work well under pressure. Understanding Public Financial Management Act and Procurement procedures.

**DUTIES** : The incumbent's responsibility will be to provide secretarial and office administrative support services to the director. He/she will manage mail, faxes and other documents, maintain an effective filing and document tracking system (electronic and physical), manage the Director's diary (electronic and paper) and maintain appropriate schedule for appointments, make and confirm travel/accommodation arrangements, deal with subsistence and travel claims, coordinate logistical arrangements for meetings/ workshops/ conferences and other functions, receive visitors, handle enquiries and liaise with clients and other stakeholders, draft and type correspondence and other documents, take minutes of meetings and compile reports as well as keep up to date on the relevant official prescripts/ policies and procedures that apply in order to ensure efficient and effective support.

**ENQUIRIES** : Ms Alice Baxter, Tel. 012 3196114

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| <b><u>NOTE</u></b>         | : | Short listed candidates will undergo a skills test.   |
| <b><u>POST 35/23</u></b>   | : | <b><u>TRAINING ADVISOR (REF 397/2008)</u></b><br>Directorate: Employee Development  |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate must be in possession of a degree or diploma in Human Resources Management or Human Resources Development and applicable experience in Training and Development. Must be computer literate in MS Word, MS Excel and MS Power Point. Must have presentation skills and good interpersonal skills. The candidate must be able to work independently and under pressure. Good communication skills (verbal and written) and above average planning and organising skills. Knowledge of the relevant legislation (Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Employment Equity Act, Basic Conditions of Employment Act). An understanding of the Public Service Regulations.   |
| <b><u>DUTIES</u></b>       | : | The incumbent's responsibility will be to assist in monitoring and co-ordinating generic courses and skills audit. Assist to compile the Workplace Skills Plan. Compile Quarterly and Annual Training Reports. Co-ordinate Learnerships and Management Development Programmes and advise employees on all HRD issues. Assist with the day to day administration of courses. Take minutes during meetings held with stakeholders. Conduct research.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms T. Makhado, Tel. 012 3198173   |
| <b><u>NOTE</u></b>         | : | This post is earmarked for disabled persons. This is a re-advertisement of Ref. 280/2008. Candidates who previously applied must reapply.   |
| <b><u>POST 35/24</u></b>   | : | <b><u>TRAINING ADVISOR (REF 398/2008)</u></b><br>Directorate: Employee Development  |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate must be in possession of a degree or diploma in Human Resources Management or Human Resources Development and appropriate experience. Must be computer literate in MS Excel, MS Word and MS Power Point. The candidate must have presentation skills and good interpersonal skills. Must be able to work independently and under pressure. Good communication skills (verbal and written) and above average planning and organising skills. Knowledge of the relevant legislation (Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act). An understanding of the Public Service Regulations. A valid driver's licence code B and willingness to travel. |
| <b><u>DUTIES</u></b>       | : | The incumbent's responsibility will be to assist in establishing and monitoring ABET centres/programmes. Co-ordinate the Orientation programmes. Co-ordinate short courses. Assist to compile the Workplace Skills Plan. Assist to compile training reports. Assist to co-ordinate learnership. Conduct research  |
| <b><u>ENQUIRIES</u></b>    | : | Mr I. K. Maponya, Tel. 012 3198282  |
| <b><u>NOTE</u></b>         | : | The successful candidate will be required to undergo a pre-interview test to assess the required knowledge.   |
| <b><u>POST 35/25</u></b>   | : | <b><u>SECURITY OFFICER (4 POSTS) (REF 390/2008)</u></b><br>Directorate: Security Services   |
| <b><u>SALARY</u></b>       | : | R54 879 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate must be in possession of a Grade 12 certificate. Appropriate extensive experience in the public sector. Extensive knowledge in security field. Computer literacy, conflict resolution, negotiation skills. Report writing skills. Must have a thorough knowledge of all security legislations including the MISS, Health and safety, fire-fighting and first-aid skills. Must be willing to work extensive hours. PSIRA Grade C registration certificate. Highly motivated and maintain discipline.  |
| <b><u>DUTIES</u></b>       | : | The incumbent's responsibility will be to perform access control duties, escort visitors, patrols and inspections. Write/report incidents or building defects onto the Occurrence Book. Update security registers, Check visitor's statistics on a daily basis. Protect personnel, information and state property. Safekeeping of keys. Reception duties. Prepare to work 24 hours shifts (night and day shifts). Check staff cards on a daily basis.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr N.F. Aphane, Tel. 012 3196673  |
| <b><u>NOTE</u></b>         | : | Successful candidates will be subjected to a positive security clearance.   |

**CENTRE FOR PUBLIC SERVICE INNOVATION**

**Unlocking Innovation for efficient and effective public service delivery *It is the intention of the CPSI to promote representation through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference***

- APPLICATIONS** : Applications can be delivered to Pinpoint one, First Floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenue, Hyde Park, Johannesburg or posted to P O Box 687, SAXONWOLD, 2132 or submitted via e-mail [response6@pinpointone.co.za](mailto:response6@pinpointone.co.za). To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101.
- CLOSING DATE** : Monday, 8 September 2008 at 17:00
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

**OTHER POSTS**

- POST 35/26** : **PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR: CENTRE FOR PUBLIC SERVICE INNOVATION (REF: CPSI/)**  
Personal Profile: Strong planning and organisational skills. Good verbal and written communication skills. Ability to work in a team environment; Ability to be creative, responsible, diligent and reliable.
- SALARY** : R117 501 per annum. Annual progression up to a maximum salary of R136 419 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Centurion, Pretoria  
Grade 10 or equivalent qualification plus ten years experience and more relevant experience in office administration in a government policy making environment; Knowledge of the Public Service and Treasury Regulations. Familiarity with the role that innovation can play in implementing public service policies. Knowledge of a service delivery innovation context. Sound knowledge of office management related software (word processing, spreadsheet, databases) and office equipment (fax, photocopier, etc). Ability to pay attention to detail and deal with confidential and sensitive matters.
- DUTIES** : Manage the Executive Director's diary and prioritise meetings. Remind and advise the ED regarding commitments and schedule appointments for and with the ED. Manage the office and handle correspondence. Screen and record incoming calls, route to line managers and follow up. Gather information and prepare briefing notes for the ED. Establish and maintain a filing and document management system in the Office of the ED. Undertake follow-ups on issues raised by the ED to stakeholders (internal and external). Draft summaries for the ED in relation to documents submitted for the ED's attention. Take minutes of, and handle all documents relating to the ED's meetings. Monitor the ED's budget and expenses. Draft itineraries and liaise with travel agent to co-ordinate travel and accommodation arrangements for the ED. Administer S&T claims. Remain abreast of the procedures and processes that apply in the office of the ED.
- ENQUIRIES** : Ms Yvonne van Dyk (012) 672 2783
- POST 35/27** : **ADMINISTRATOR: RESEARCH AND DEVELOPMENT (REF: CPSI/)**  
Personal Profile: Proactive individual with good verbal and written communication skills with the ability to communicate with external and internal partners and stakeholders
- SALARY** : R94 326 per annum. Annual progression up to a maximum salary of R109 515 per annum is possible, subject to satisfactory performance.

**CENTRE  
REQUIREMENTS**

- : Centurion, Pretoria
- : Minimum Grade 10 or equivalent qualification plus ten years experience in general office in general office administration •Knowledge of and experience in all aspects of office administration, organization and management •Good interpersonal skills to work in a team. Familiarity with an innovation environment •Ability to pay attention to detail and deal with confidential and sensitive matters •Good telephone etiquette •Ability to handle multiple tasks, manage time well and work under pressure. Understanding of the necessity for confidentiality. Understanding of the role of teamwork in providing a quality service •Computer literacy and proven experience in and knowledge of MS Office packages, (MS Word, PowerPoint, Excel, Outlook and the Internet).

**DUTIES**

- : Render administrative and secretarial support to the staff of the section, including, but not limited to general office management •Arrange meetings and workshops • Support the management of events •Prepare agendas, files and briefing documents •Take minutes •Manage the diary and phone calls of staff •Make travel and accommodation arrangements •Type documents •Process travel claims and invoices for services •Manage incoming and outgoing documents •Manage the filing system, including document filing •Manage stationery/equipment and component library •Assist with managing budget and budget expenditure •Conduct basic research activities •Respond to office queries telephonically and by mail.

**ENQUIRIES**

- : Mr Pierre Schoonraad tel. (012) 672 2855

## 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 35/28** : **CHIEF WORK STUDY OFFICER**

**SALARY** : R196 815 per annum  
**CENTRE** : Army Office, Management and Renewal Services, Pretoria.  
**REQUIREMENTS** : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.

**ENQUIRIES** : Col T.C.K. Wilken, Tel: (012) 355 1418  
**APPLICATIONS** : Department of Defence, SA Army office, (Directorate Management and Renewal Services), Private Bag X981, Pretoria, 0001.

**CLOSING DATE** : 9 September 2008, (Applications received after the closing date and faxed copies will not be considered).

**NOTE** : The candidates will be expected to do a competency test as part of the selection process.

**POST 35/29** : **SENIOR WORK STUDY OFFICER (2X POSTS)**

**SALARY** : R145 920 per annum  
**CENTRE** : Army Office, Management and Renewal Services, Pretoria.  
**REQUIREMENTS** : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.



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| <b><u>DUTIES</u></b>       | : | Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.  |
| <b><u>ENQUIRIES</u></b>    | : | Col T.C.K. Wilken, Tel: (012) 355 1418  |
| <b><u>APPLICATIONS</u></b> | : | Department of Defence, SA Army office, (Directorate Management and Renewal Services), Private Bag X981, Pretoria, 0001.   |
| <b><u>CLOSING DATE</u></b> | : | 9 September 2008 (Applications received after the closing date and faxed copies will not be considered).  |
| <b><u>NOTE</u></b>         | : | The candidates will be expected to do a competency test as part of the selection process.   |
| <b><u>POST 35/30</u></b>   | : | <b><u>SENIOR PERSONNEL PRACTITIONER (GRIEVANCES)</u></b>  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum  |
| <b><u>CENTRE</u></b>       | : | Defence HQ, Erasmuskloof, Pretoria.   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree (NQF Level 5 – 6): Preferable. Certificates in Labour Relations, Conciliation, Arbitration and Negotiations preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Communicate effectively (written & verbal)-, research-, negotiation-, dispute resolution-, presentation-, problem solving-, language proficiency-, planning-, organise- and analytical thinking skills. Must be able to obtain a confidential security clearance within a year.  |
| <b><u>DUTIES</u></b>       | : | Handle Grievances. Evaluate reports of investigating officers and make proposals to management. Formulate proposals to management for the selection of experienced investigation officers. Advise DOD personnel on the application or procedures of grievances. Formulate AOT Policy for grievances in the DOD. Evaluate reports, investigations against DOD Policy and fair labour practices. Resolve individual grievances.   |
| <b><u>ENQUIRIES</u></b>    | : | Lt Col A. Engelbrecht, Tel: (012) 355 6247  |
| <b><u>APPLICATIONS</u></b> | : | Department of Defence, Defence HQ, Director Labour and Service and Relations, Private Bag X910, Pretoria, 0001.   |
| <b><u>CLOSING DATE</u></b> | : | 9 September 2008, (Applications received after the closing date and faxed copies will not be considered)  |
| <b><u>POST 35/31</u></b>   | : | <b><u>SENIOR PERSONNEL PRACTITIONER (DISPUTES)</u></b>  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum  |
| <b><u>CENTRE</u></b>       | : | Defence HQ, Erasmuskloof, Pretoria.   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree (NQF Level 6): Essential. Certificates in Labour Relations, Conciliation, Arbitration and Negotiations preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Communicate effectively (written & verbal)-, research-, negotiation-, dispute resolution-, presentation-, problem solving-, language proficiency-, planning-, organise- and analytical thinking skills. Must be able to obtain a confidential security clearance within a year.   |
| <b><u>DUTIES</u></b>       | : | Ensure fair labour practice in dealing with disputes. Maintain an effective and efficient dispute resolution and communication structure. Advise DOD personnel wrt rights, responsibilities and processes. Prepare dispute cases for arbitration and conciliation. Assist in presenting cases at <i>quasi judicial fora</i> .   |
| <b><u>ENQUIRIES</u></b>    | : | Mr S.L. Faul, Tel: (012) 355 5099   |
| <b><u>APPLICATIONS</u></b> | : | Department of Defence, Defence HQ, Director Labour and Service and Relations, Private Bag X910, Pretoria, 0001.   |
| <b><u>CLOSING DATE</u></b> | : | 9 September 2008 (Applications received after the closing date and faxed copies will not be considered)   |
| <b><u>POST 35/32</u></b>   | : | <b><u>CHIEF ADMINISTRATION CLERK (PATIENT ADMINISTRATION) (2 X POSTS)</u></b><br>This post is advertised in the DOD and the Public Service.   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | SAMHS, Area Military Health Unit Gauteng, Rietondale  |
| <b><u>REQUIREMENTS</u></b> | : | NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of medical information system, sound patient administration background and accounting skills. Good communication (written and verbal) skills. Computer literate-, organising-, interpersonal relationships-, problem solving-, conflict-, management-, training- and facilitating skills. Must be able to function independently, maintain security measures within the subsection. Must be able to obtain a Confidential security clearance within a year. |

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| <b><u>DUTIES</u></b>       | : | Monitor and execute all patient administrative services. Manage confidential medical information relating to comprehensive health assessment and other medical examinations. Manage data capturing. Train and support sub-ordinates on the medical system. Control patient files, information and supervise the patient administration services to all approved clients. Assist in the performance assessments and performance incentives, evaluations and reports. Supervisory duties.   |
| <b><u>ENQUIRIES</u></b>    | : | Maj T.T. Sele, Tel: (012) 319 3290  |
| <b><u>APPLICATIONS</u></b> | : | Department of Defence, SAMHS, Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031.   |
| <b><u>CLOSING DATE</u></b> | : | 26 September 2008, (Applications received after the closing date and faxed copies will not be considered).  |
| <b><u>POST 35/33</u></b>   | : | <b><u>WORK STUDY OFFICER</u></b>  |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Army Office, Management and Renewal Services, Pretoria.   |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year. |
| <b><u>DUTIES</u></b>       | : | Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations bmo the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.  |
| <b><u>ENQUIRIES</u></b>    | : | Col T.C.K. Wilken, Tel: (012) 355 1418  |
| <b><u>APPLICATIONS</u></b> | : | Department of Defence, SA Army office, (Directorate Management and Renewal Services), Private Bag X981, Pretoria, 0001  |
| <b><u>CLOSING DATE</u></b> | : | 9 September 2008, (Applications received after the closing date and faxed copies will not be considered).   |
| <b><u>NOTE</u></b>         | : | The candidates will be expected to do a competency test as part of the selection process.   |
| <b><u>POST 35/34</u></b>   | : | <b><u>FOREMAN: GROUNDS SERVICES (9 X POSTS)</u></b><br>(Team Leader)<br>The post is advertised in the DOD and broader Public Service.   |
| <b><u>SALARY</u></b>       | : | R54 879 per annum   |
| <b><u>CENTRE</u></b>       | : | SA Army (ASB Potchefstroom)   |
| <b><u>REQUIREMENTS</u></b> | : | ABET (NQF Level 1 – 3). Must have knowledge regarding application and utilization of power equipment used for turf maintenance. Experience in gardening and turf maintenance will be a recommendation. Special requirements (skills needed): Ability to communicate effectively. Physical strength and fitness.   |
| <b><u>DUTIES</u></b>       | : | Manage landscape and turf maintenance. Control garden implements and tools by groundsman. Ensure maintenance on machinery used by team members. Supervisory duties.   |
| <b><u>ENQUIRIES</u></b>    | : | Capt L. van der Heever/Ms A.J. Weideman Tel: (018) 289 3433/3186.   |
| <b><u>APPLICATIONS</u></b> | : | Department of Defence, ASB Potchefstroom, Private Bag X2012, Potchefstroom, 2522.   |
| <b><u>CLOSING DATE</u></b> | : | 26 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 35/35** : **DEPUTY DIRECTOR: BUSINESS ANALYST: DIRECTORATE: PROJECT MANAGEMENT SYSTEM (THREE YEAR CONTRACT RENEWABLE BASED ON PERFORMANCE) (AP 540/2008)**

**SALARY** : Remuneration package of R407 745 per annum (including choice of basic salary between (70% and 76% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A three/four year degree or equivalent qualification in Information Technology. Extensive proven experience as a business analyst, knowledge of open source will be an advantage. Understanding and experience in Information Technology, system development life cycle, system integrated testing. Good interpersonal skills as well as good written and verbal communication skills. Strong computer skills (Microsoft Windows, Word, Excel). Knowledge of project management and database.

**DUTIES** : Analyse the business environment of the past, present and future. Elicit business systems requirements. Document requirements, including data modeling, interface layouts, data flows, screen and report layouts etc. Investigate and define requirements for business processes. Formulate strategies and guidelines to improve the business environment. Analyse existing and new business processes to determine problems, risks and opportunities for improvement. Facilitate the implementation of new / enhanced processes. Review processes on an ongoing basis, and conduct process audits. Render support and facilitate sessions to end-users. Work closely with the solution designers to design and implement the best possible solution within the limits of the tools available. Design new and improve existing processes. System and user acceptance testing. Implementation. Provide input for user training.

**ENQUIRIES** : Mr Manana Tel: 012 310 3623  
**APPLICATIONS** : To the Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.

**FOR ATTENTION** : Mr T Koena  
**CLOSING DATE** : 15 September 2008  
**NOTE** : Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST 35/36** : **LEGAL ADMINISTRATIVE OFFICER: LEGAL SERVICES (MR 5) X2**  
**REFERENCE NO: MCM 39/2008**

**SALARY** : Minimum R172 761 – Maximum R428 154 (Salary based on years of experience)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An LLB degree. At least eight (8) years appropriate post graduate experience in one or more of the following: administrative law, constitutional law, international law, environmental law, law of contract and delict, principles of interpretation of statutes. Possesses analytical thinking and research skills; excellent legal writing skills, and verbal communication skills; Good computer literacy and litigation management skills. Legislative drafting skills would be an advantage.

**DUTIES** : The incumbent will be required to draft and vet agreements; manage litigation matters, vet court pleadings and liaise with the State Attorney and counsel; comment on Bills, regulations, policies, permits, notices. Draft legal opinions on interpretation and questions of law, draft well reasoned administrative decisions in compliance with the Promotion of Administrative Justice Act and draft records

of decision for appeals and Promotion of Access to Information decisions. The incumbent will report to a Senior Legal Advisor, and will be expected to be able to work independently with minimal supervision and produce high quality work within required time frames.

**ENQUIRIES**  
**APPLICATIONS**

: Adv. Nicolette De Kock Tel – 021 402 3116  
: The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: 6<sup>th</sup> floor Registry: Integrated Human Resource  
: 22 September 2008  
: Shortlisted candidates will be subjected to screening and security vetting to determine suitability of employment and may be required to complete a written test.

**POST 35/37**

: **HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS AND CONDITIONS (AP105/2008)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R117 501 per annum (Total Package of R174 668 per annum)  
: Pretoria.  
: A Grade 12 certificate or an appropriate three-year tertiary qualification in Human Resources Management or related qualifications plus relevant experience in Service Benefits and Conditions. Good planning, organisational and problem solving skills. Good communication and interpersonal skills. A thorough knowledge and ability to interpret and give advice on government policies/ legislations and other directives related to human resources management in government. Good knowledge of the general human resource procedures and practices, Computer literate and extensive knowledge of the PERSAL system. A certificate in PERSAL Administration will be an added advantage.

**DUTIES**

: The incumbent will manage the implementation and payment of service benefits such as allowances, pensions, resettlement costs, medical assistance, overtime and long service recognition. Manage leave and service termination process. Monitor injury on duty. Compile and keep statistics on all issues of service benefits and conditions. Advise clients on service benefits matters.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. T Mabitsi, Tel (012) 310 3292  
: The Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.

**FOR ATTENTION**  
**CLOSING DATE**

: Mr V Blose  
: 19 September 2008

## DEPARTMENT OF HEALTH

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

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

## OTHER POSTS

- POST 35/38** : **ASSISTANT DIRECTOR: HEALTH PROMOTION (REF NO NDOH 168/2008)**  
Cluster: Environmental Health Promotion and Nutrition: Directorate: Health Promotion

- SALARY** : R174 243 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three-year Bachelor's degree in Health Sciences or equivalent qualification. Knowledge of and experience in HIV and AIDS related issues. Knowledge of and experience in Health Promotion, Financial Management(PFMA) and Project Management. Computer literacy skills. One-two years experience at management level. Good organisational and communication skills (written and verbal). Good interpersonal relation skills. The ability to work in a team and independently. The ability to work under pressure. The following are recommendations: knowledge of and experience in Human Resource Management, prepared to travel nationally (over the weekends and public holidays). Practical computer test will be conducted on the date of the interview. A valid code 08 (Code B) driver's licence.

- DUTIES** : \*Assist in collation, development and distribution of IEC materials to relevant settings \*Assist in the coordination of the Health Promotion aspects of the Comprehensive Plan for the Management, Treatment and Care of HIV and AIDS programme \*Assist in the coordination of Health Promotion aspects of Disease Prevention and Control \*Assist in the coordination of the health Promotion aspects of FIFA 2010 \*Assist in the coordination of the Health Promotion aspects of training in Quality Assurance Centres \*Assist in the coordination of the Healthy Lifestyles and other related campaigns.

- ENQUIRIES** : Ms V Moodley at Tel (012)312 0165.  
**CLOSING DATE** : 22 September 2008

- POST 35/39** : **ASSISTANT DIRECTOR: REVENUE REF NO NDOH 174/2008)**  
Cluster: Chief Financial Officer. Directorate: Revenue Related Issues

- SALARY** : R174 243 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in financial, economics, public, management or business related courses \*Three (3) to five (5) years relevant work and supervisory experience \*Functional knowledge and experience of the Public Finance Management Act (PFMA), Road Accident Fund (RAF), Workman's Compensation Act (WCA) and the Medical Schemes Acts \*Experience in policy implementation \*Vast knowledge of health care funding, RAF etc. \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good organisational and report writing skills \*Advanced computer literacy \*Ability to work with large databases and spreadsheets \*Ability to work under pressure \*Prepared to work irregular hours and to travel nation wide \*Valid code 08 (Code B) driver's licence. Candidates will be expected to undergo

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|                            |   | a competency assessment. The person appointed in this position will be subject to security clearance, the signing of a performance agreement and an employment contract.  |
| <b><u>DUTIES</u></b>       | : | *Participate in the review of standard fee schedules on a regular basis *Develop and maintain databases of relevant information *Perform statistical and other analysis of data *Provide helpdesk and other necessary support to public health service providers *Collect and collate relevant revenue information from provinces *Participate in the Uniform Patient Fee Schedule (UPFS) Steering Committee meetings *Participate as a member of the Social Health Insurance Directorate.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Ursula le Roux at Tel (012) 312-0550.  |
| <b><u>CLOSING DATE</u></b> | : | 29 September 2008   |
| <b><u>POST 35/40</u></b>   | : | <b><u>ASSISTANT DIRECTOR: HEALTH RISK MANAGEMENT TRAINING CO-ORDINATOR (REF NO NDOH 173/2008)</u></b><br>Cluster: Chief Financial Officer. Directorate: Revenue Related Issues  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum (plus competitive benefits)  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | *A Nursing degree/Four-year Nursing diploma or Radiography or equivalent qualification in a Health related field *Three (3) to five (5) years experience gained in a public and/or private hospital *Registration with the relevant statutory body *Functional knowledge of Uniform Patient Fee Schedule (UPFS), International Classification of Diseases (ICD-10) and Prescribed Minimum Benefits (PMB) *Sound knowledge of the Road Accident Fund (RAF), Medical Schemes Act, Workman's Compensation Act (WCA) and National Health Act *Knowledge of public healthcare financing *Ability to analyse wide range of statistical, financial and clinical information *Good interpersonal relations *Good communication skills (written and verbal) *Good organisational and presentation skills *Computer literacy *Good working knowledge of computer packages (MS Word, MS Excel) *Ability to work under pressure *Prepared to work irregular hours and to travel nation wide *Valid code 08 (Code B) driver's licence. Candidates will be expected to undergo a competency assessment. |
| <b><u>DUTIES</u></b>       | : | *Set up a training programme for both clinical and administrative public officials *Determine training needs of all provinces for clinical and non-clinical staff *Provide and facilitate effective and efficient training in the field of UPFS tariffs policies and procedures *Ensure all course material meets the required standards *Ensure that reimbursement are supportive of public healthcare financing and financial management *Ensure effective and efficient support regarding the implementation of the UPFS policy and related Billing Systems to clients *Manage and maintain the relation of UPFS tariff schedule to NHRPL collating and verification processes and present the information to management.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Ursula le Roux at Tel (012) 312-0550.  |
| <b><u>CLOSING DATE</u></b> | : | 29 September 2008   |
| <b><u>POST 35/41</u></b>   | : | <b><u>LOGISTICS OFFICER (ORDERS AND PAYMENTS) (REF NO NDOH 170/2008)</u></b><br>Cluster: Chief Financial Officer. Directorate: Supply Chain Management<br>(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).   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum (plus competitive benefits)  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | *An appropriate three-year Bachelor's Degree or equivalent qualification *Two years relevant and sufficient experience in LOGIS, Procurement Integration and Supply Chain Management *Appropriate understanding and experience in the application of PFMA, PPPFA and BAS *Good communication skills (written and verbal) *Good interpersonal relations *Good planning, organisational and problem solving skills *Analytical and numerical skills *Computer literacy *Ability to work under pressure *Valid code 08 (Code B) driver's licence.  |
| <b><u>DUTIES</u></b>       | : | *Co-ordinate orders and payments of Department of Health's outside offices *Verify correct information on Procurement Advices *Communicate with suppliers with regard to order information *Report Irregular Expenditure *Verify order information *Evaluate quotations *Verify and authorise payments *Verify suppliers information including banking details *Pre-authorise or final authorise payments *Handle day to day enquiries *Authorise journals *Liaise with Department of Health's outside offices with regard to the procurement of goods and services (these offices include Pretoria and Johannesburg Laboratories, the Medical Bureau for Occupational Diseases and the Commission for Compensation of Occupational Diseases) *Assess the performance of subordinates.  |

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| <b><u>ENQUIRIES</u></b>    | : | Mr Hlomelang Hlesesi at Tel (012) 312-3348.  |
| <b><u>CLOSING DATE</u></b> | : | 29 September 2008  |
| <b><u>POST 35/42</u></b>   | : | <b><u>SENIOR ARTISAN REF NO NDOH 172/2008)</u></b><br>Cluster: Chief Financial Officer. Directorate: Support Services<br>(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).   |
| <b><u>SALARY</u></b>       | : | R94 326 per annum (plus competitive benefits)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | *Senior Certificate (Grade 12) or equivalent qualification plus three years relevant experience or Junior Certificate (Grade 10) plus five years relevant experience<br>*Trade test certificate *Knowledge and experience in light maintenance *Ability to resolve job problems without assistance *Ability to plan own work and contribute to work processes *Ability to work with various hand tools and with maintenance supplies *Ability to communicate effectively in English *Ability to work with minimum supervision *Knowledge of safety standards.        |
| <b><u>DUTIES</u></b>       | : | *Perform inspections as well as general maintenance work in the buildings occupied by the department *Give feedback in findings of inspections to supervisor   |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Conradie at Tel (012) 312-3221  |
| <b><u>CLOSING DATE</u></b> | : | 22 September 2008  |
| <b><u>POST 35/43</u></b>   | : | <b><u>SENIOR ADMINISTRATION CLERK GRADE II (REF NO NDOH 171/2008)</u></b><br>Cluster: Pharmaceutical Policy and Planning. Directorate: Access Affordable Medicine<br>(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).   |
| <b><u>SALARY</u></b>       | : | R76 194 per annum (plus competitive benefits)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | *A Senior Certificate (Grade 12) or equivalent qualification *Experience in general office administration *Knowledge of and experience in filing systems *Basic experience in data capturing *Computer literacy (MSWord, Excel and Access) *Good communication skills (written and verbal) *Planning and organisational skills.  |
| <b><u>DUTIES</u></b>       | : | *Receive applications and capture all relevant information on electronic database *Update and maintain tracking records *Verify correctness of documents *Handle telephone enquiries and assist applicants *Photocopy, fax and distribute correspondence *File, type and distribute documents *Follow-up on outstanding documents *General procurement functions *Arrange and organise meetings and workshops *Assist with travel and subsistence requests and claims *Render administrative support to other sections when required *General administrative duties. |
| <b><u>ENQUIRIES</u></b>    | : | Ms H Nieuwoudt at Tel (012) 312 - 0378   |
| <b><u>CLOSING DATE</u></b> | : | 29 September 2008  |
| <b><u>POST 35/44</u></b>   | : | <b><u>PROVISIONING ADMINISTRATION CLERK GRADE II (REFERENCE NUMBER NDOH 169/2008)</u></b><br>Cluster: Financial Management. Directorate: Office Support<br>(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)   |
| <b><u>SALARY</u></b>       | : | R54 879 per annum (plus competitive benefits)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | *Senior Certificate (Grade 12) or equivalent qualification *Basic knowledge and experience in office administration *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations *Good telephone etiquette *Good organisational skills *Knowledge of Treasury Regulations and Logis will be added advantages.  |
| <b><u>DUTIES</u></b>       | : | *Report telephone problems and control changes on the system *Capture requisitions on LOGIS and follow up on accounts *Keep record and ensure payment of all private telephone debt *Update all the relevant registers *Maintain telephone equipment *Relief switchboard operators *Execute any additional tasks associated with the post.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms M P Mahlase at Tel (012) 312-3370   |
| <b><u>CLOSING DATE</u></b> | : | 29 September 2008  |

## DEPARTMENT OF HOUSING

**CLOSING DATE** : 12 September 2008

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

## MANAGEMENT ECHELON

**POST 35/45** : **DIRECTOR: STAKEHOLDER RELATIONS (DOH/176/2008)**  
Directorate: Stakeholder Mobilisation

**SALARY** : R540 429 per annum All-inclusive salary package

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a 3 year Construction economics/business management degree with a minimum of 3-5 years working experience at senior management level. Working experience in construction/development processes is a key requirement. Self assertion under pressure; Strong business acumen; proven strategic leadership and business partnering; Experience in consolidating disparate documents and information into reports that facilitate decision making by senior Management; Problem solving and decision making skills; Project management skills; Sound interpersonal and diversity management skills; ability to translate stakeholder interest into programmes; Ability to work independently and as part of a team; Participative; Adaptable; confident; Patient; Strategic management and policy formulation skills.

**DUTIES** : Manage the development, maintenance and implementation of the departmental construction/development sector liaison support and management strategy; manage the development of a database and support regular construction/development stakeholder forums; Liaise with Government departments, parastatals, civil society, organised commerce and industry and the private sector; oversee the activities of the directorate as well as the management of performance of the staff

**ENQUIRIES** : Mr W Jiyana. Tel (012) 421-1780

**APPLICATIONS** : ITP Response Handling, P O BOX 14587, Lyttelton, 0140 or FAX: 086 633 3009 or E-MAIL: [RESPONSE03@ITPHOLDINGS.COM](mailto:RESPONSE03@ITPHOLDINGS.COM) or Phone: 0860 103113

## OTHER POSTS

**POST 35/46** : **ASSISTANT DIRECTOR: HOUSING SCHOLARSHIP IMPLEMENTATION PROGRAMME (DOH/177/2007)**  
Sub-Directorate: Housing Scholarship Implementation Programme (Capacity Development)

**SALARY** : R174 243 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification in the Social Sciences plus more than three years experience working with institutions of higher learning and Bursary/Scholarship programmes. Candidates should also have knowledge of Government's policies, legislation, guidelines, standards and procedures. Facilitation skills, research skills, and financial management. Ability to interact with key stakeholders, ability to listen carefully and understand the needs of students, good verbal and written communication skills in English. A valid code 08 (EB) drivers' license, computer literacy (MS Word, Excel and PowerPoint).

**DUTIES** : Implement policy, guidelines and strategy for the successful growth of the Housing Scholarship Programme. Facilitate and implement the selection process of the applicants. Establish and maintain communication channels and working relationship with training and educational institutions as well as the provincial departments of Housing. Facilitate the placement of students. Ensure smooth



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|                            |   | communication with scholarship holders. Establish and facilitate a mentorship programme. Perform all administrative duties that relate to the scholarship programme. Maintain the database of the Housing Scholarship recipients.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms D. Nkambule, Tel: (012) 421-1394  |
| <b><u>APPLICATIONS</u></b> | : | ITP Response Handling, P O Box 14587, Lyttelton, 0140 or Fax: 086 633 3009 or E-MAIL: <a href="mailto:RESPONSE03@ITPHOLDINGS.COM">RESPONSE03@ITPHOLDINGS.COM</a> or Phone: 0860 103113   |
| <b><u>POST 35/47</u></b>   | : | <b><u>SENIOR SECRETARY GR IV TO THE DIRECTOR: INTERNAL AUDIT (DOH/175/2008)</u></b>  |
| <b><u>SALARY</u></b>       | : | R117 501 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of A Grade 12 Certificate /or equivalent and general office administration experience. • Computer literate with a good working understanding of MS Word, MS Excel and MS Powerpoint. Good communication skills (verbal and written), Interpersonal skills, above average planning & organising skills and knowledge of meeting procedures. • Be professional and must be able to work independently, under pressure and irregular hours. • An understanding of the public service systems and procedures.   |
| <b><u>DUTIES</u></b>       | : | •The incumbent will be responsible to provide an effective secretarial service and office administration support service to the Director. • Answering telephones • Recording messages • Fixing and confirming appointments for the Director (Diary management) • Types documents, arrange meetings, workshops and events for the director and only if required for other staff within the Directorates. Drafts routine correspondence, reports and presentations. Compile agendas and take minutes at identified meetings. Maintain an effective filing system for the Director • Receives, records and distributes all incoming and outgoing document (Office organization) • Making travel and accommodation arrangements for the Director and other personnel • Co-ordinate inputs within Directorate on documents with due dates • Ensuring administrative procedures are adhered to. • Handles the procurement of standard items like stationery, refreshment, petty cash, etc. • Remains abreast with the procedures and processes that apply in the office of the Director and the Chief Directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Mr T Mashabane Tel (012) 421-1414  |
| <b><u>APPLICATIONS</u></b> | : | National Department of Housing, P O Box X 644, Pretoria, 0001 Govind Mbeki House, 240 Walker street, C/o Troy and Walker, Sunnyside, Pretoria  |

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

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| <b><u>APPLICATIONS</u></b> | : | Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or Hand delivered to: Cnr Potgieter and Schoeman Street Pretoria  |
| <b><u>CLOSING DATE</u></b> | : | 12 September 2008  |
| <b><u>NOTE</u></b>         | : | Applications should be on a form Z83 obtained from any Public Service Department, Accompanied by comprehensive CV, certified copies of Qualifications. Applications should be accompanied by certified copies of Qualifications, ID and driver's license. If you have not been contacted within 3 months after closing date of this advertisement, please accept that your Application was unsuccessful, as communication will be Made with the short listed candidates only. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. |

**OTHER POSTS**

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| <b><u>POST 35/48</u></b>              | : | <b><u>DEPUTY MANAGER: INFORMATION TECHNOLOGY</u></b>  |
| <b><u>SALARY</u></b>                  | : | R344 052 per annum  |
| <b><u>CENTRE</u></b>                  | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>            | : | Degree or Diploma in Information Technology or MCSE Certificate Coupled with 5-10 years practical experience in the IT field. Background of Microsoft of environment, knowledge and skills of IT processes and business requirement as well as network management are compulsory. The ability to interpret IT and IS policies as stipulated by Government . Knowledge of IT and IS strategy and determining best practices through research to give proper advice to management . when required is essential. The ability to formulate strategy through analytical and innovative thinking, good communication skills and knowledge to correspond internal and external are important. The knowledge to compile/prepare tender document as well as the evaluation thereof, requisite. |
| <b><u>DUTIES</u></b>                  | : | Key competencies include: Manage and co-ordinate all IT system / applications Act as CITO Implementing a Master Systems Plan as well as a Disaster Recovery Plan Liaison between Department users and stakeholders such as SITA Implement the IT Security Policy Evaluate request for changes Compiling of tender documents and the evaluation thereof Compile the IT budget and manage expenditure in terms of all SLA's in the department. Manage ad hoc procurement Controlling of overtime, tariffs and invoices Accept and authorize invoices for payment on the departmental IT budget Liaison between the Department and stakeholders on existing as well as new IT/IS requirements, in accordance with the departmental Business Plan   |
| <b><u>ENQUIRIES FOR ATTENTION</u></b> | : | Mr Moses Dlamini Tel Number (012) 423 1445  |
|                                       | : | Ms A Nkosi  |
| <b><u>POST 35/49</u></b>              | : | <b><u>LIBRARIAN</u></b>   |
| <b><u>SALARY</u></b>                  | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>                  | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>            | : | A three year Bachelor's degree or equivalent qualification in Library services plus relevant experience. An understanding and knowledge of desktop publishing, knowledge of Micro-Soft Publisher and research skills are necessary. The candidates should preferably be familiar with computer programme such as Inmac, Isys, Jutastat, and Internet searching skills, research skills, while knowledge of Government publications will serve as a recommendation. The successful candidates must be able to work under pressure and be prepared to work irregular hours. Good verbal and written communication skills, willingness to travel and a valid code 08 driver's license will be an added advantage.  |
| <b><u>DUTIES</u></b>                  | : | Key competencies include: The successful candidates will act as a Liaison Officer in respect of the needs of the Library in consultation with the chairperson of the Library committee and the head of the Directorate, Placing of orders for books and renewal of submissions in line with the office's needs scrutinizing of invoices for payments thereof as in general administrative functions, Editing, writing, design layout and of internal and external publications of the Directorate: Research and Development, Supervision and Management of staff  |
| <b><u>ENQUIRIES FOR ATTENTION</u></b> | : | Mr M Dlamini (012) 320 0443   |
|                                       | : | Mr S Maeko  |

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| <b><u>POST 35/50</u></b>    | : | <b><u>HUMAN RESOURCE OFFICER: SERVICE DELIVERY &amp; TRAINING</u></b>  |
| <b><u>SALARY</u></b>        | : | R64 410 per annum  |
| <b><u>CENTRE</u></b>        | : | Pertoria   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate or equivalent qualification. An appropriate or relevant Post matric qualification will be an added advantage. Good interpersonal and communication skills (writing and verbal). Basic Knowledge of PERSAL, Knowledge of HRM prescripts and Computer Literacy, Understanding of Corporate Services environment, Knowledge and understanding of Skills Development, Knowledge and understanding of Batho Pele White Paper Knowledge and understanding of Bursary Administration Passionate about customer satisfaction. The successful candidates must Also have he ability to work under pressure and work overtime. |
| <b><u>DUTIES</u></b>        | : | Identification of training needs Development of Workplace Skills Plan Coordination of training courses and skills programmes Administer Bursaries Ensure customer satisfaction, Taking minutes during Training and Batho Pele Committee meetings General office administration   |
| <b><u>ENQUIRIES</u></b>     | : | MS M Phakathi Tel No: (012) 423 1441   |
| <b><u>FOR ATTENTION</u></b> | : | MR S Maeko   |

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**CLOSING DATE** : 15 September 2008

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be typed and completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

## OTHER POSTS

**POST 35/51** : **OFFICE MANAGER (2 POSTS) REF: 08/230/GP**

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

**CENTRE** : Family Advocate: Johannesburg

**REQUIREMENTS** : A Bachelor's Degree or equivalent qualification plus five years experience in Administration; Knowledge of the Public Service Regulations, Public Finance Management Act, Employment Equity Act, Skills Development Act and the Labour Relations Act; Knowledge of Core functions in the office of Family Advocate; Valid code EB driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Financial Management; Performance management; Good leadership and management skills; Inter and intra-personal skills; Public relation skills; Analytical and Presentation skills; Conflict management/resolution; Able to work under pressure; Negotiation and Numerical skills.

**DUTIES** : Ensure effective allocation of work among the support staff; Ensure service level agreements are adhered to; Ensure the management and development of staff; Ensure all staff are trained in all aspects of their functions in order to render an effective and efficient service to the office of the Family Advocates; Manage financial, assets, procurement and budget functions of the office of the Family Advocate/ offices of the Principal Family Advocate; Prepare all monthly statistical and financial reports for the office of the Family Advocate/ Offices of the Principal Family Advocate; Direct and manage projects aimed at improving the administrative efficiency of the office of the Family Advocate; Handle day to day management and disciplinary matters in the component.

**ENQUIRIES** : Adv. N Thokoane ☎ (011) 333 3724

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

**POST 35/52** : **SENIOR LAW RESEARCHER REF: 08/VA78/NW**

**SALARY** : R217 482 – 252 483 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mmabatho High Court

**REQUIREMENTS** : LLB Degree or four year recognize Legal qualifications; Three years experience as a Law Researcher; Skills and competencies: Excellent communication (oral and written) skills; Proven ability to analyse and conceptualize policies and to apply the successfully; Interpretation of Law; Computer literacy (MS Word, PowerPoint; Outlook, Internet ect.) Presentation skills; Problem Solving; Interpersonal relations.

**DUTIES** : Providing both verbal and written legal opinions to Judges after researching in statutes, journals and textbooks; Monitoring and bringing to attention of Judges new development in law and jurisprudence after researching in statutes, journals and textbooks; Citing of judgments; Writing of memoranda and letters e.g. Responding to correspondence from prisoners and members of the public;

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|                            |   | Liaising with Law researchers from other divisions for purposes of exchanging delivered judgements; Co-ordinate the work of the Law Researchers.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.  |
| <b><u>POST 35/53</u></b>   | : | <b><u>LAW RESEARCHER REF: 08/VA79/NW</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | Mmabatho High Court   |
| <b><u>REQUIREMENTS</u></b> | : | LLB Degree or four year recognize Legal qualifications; At least one year relevant experience; The applicants must have the ability to speak and write impeccable English. Skills and competencies: Computer literacy (MS Word); Report Writing; Research and analytical skills; Project Management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail   |
| <b><u>DUTIES</u></b>       | : | Provide professional legal research assistance to the respective courts; Conducting legal research as may be required from time to time by the court; Perform <i>quasi</i> judicial functions; Monitor and bring to the attention of judiciary new development in law and jurisprudence; Performing any court related work requested to improve the efficiency of the court.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.  |
| <b><u>POST 35/54</u></b>   | : | <b><u>PRINCIPAL LIBRARIAN REF: 08/320/LAS</u></b>   |
| <b><u>SALARY</u></b>       | : | R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | Office of the Chief State Law Adviser, Cape Town  |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor' degree/B Tech Library and Information Science qualification; Three years experience in a legal/law library; Knowledge of and experience in electronic information resources and online retrieval skills; Code 8 (EB) driver's license. Skills and Competencies: Communication (written and verbal)skills; Report writing skills; Supervision and leadership skills; Computer literacy (Ms Office, Internet and imagic); Research and planning skills; Problem solving and planning skills; Interpersonal relations skills; Creative and analytical thinking skills; Customer service orientation; Assertiveness and decisiveness.   |
| <b><u>DUTIES</u></b>       | : | Supervise the Library personnel; Catalogue all publications according to Anglo-American Cataloguing Rules (AACR); Classification of all publications (In-house classification systems); Index with "subject headings for the literature of law and International Law and index to LCK Schedules (in terms of a thesaurus of law subject terms); Process all catalogued materials; Conduct literature searches on Sabinet, Internet, Jutastat and My LexisNexis; Conduct in-service training of library personnel; Note amendments of the loose-leaf publications, journals and publications in the kardex (Z225 cards) as well as the commencement dates of the RSA Acts at the Acts; Evaluation of new publications for purchasing Accession of publications in the accession register (J542); Administer the library stock taking; Identify amendments on the Government Gazettes; Handle library correspondences; Renew annual standing orders (loose-leaf publications, journals and serials) Receive, control and rectify all invoices and record all amounts on an invoice book (for library budgetary control); Prepare the binding of publications. |
| <b><u>ENQUIRIES</u></b>    | : | G Masingi ☎ (012) 315 1893  |
| <b><u>APPLICATIONS</u></b> | : | 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.  |
| <b><u>POST 35/55</u></b>   | : | <b><u>ADMINISTRATION OFFICER REF: 08/314/SA</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 – R137 946 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | State Attorney, Kwazulu Natal   |
| <b><u>REQUIREMENTS</u></b> | : | A Bachelor's Degree or equivalent qualification; At least one your relevant experience; Knowledge of D.F.I., Treasury Regulations, PFMA and Performance Management; Knowledge of Procurement and Provisioning; Valid driver's license. Skills and Competencies: Managerial skills; Computer literacy (MS Office); Good communication (verbal and written) skills; Ability to interpret and  |

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|                                      | apply policy; Problem solving and interpersonal skills; Supervisory skills; Analytical skills; Attention to detail.  |
| <b><u>DUTIES</u></b>                 | : Supervision and oversee the following: Registry Section; Transport Officer; Messengers; Operators; Special projects such as Social Welfare matters and Home Affairs matters. Direct and manage the provisioning and procurement of Goods and Services; Asset and Stock Controller; Attend to Procurement and JYP (Justice Yellow Pages); Assist with Budget and compile Performance Reports; Co-ordinate of office functions, Conferences, Workshops, etc; Assist management   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : K Govender ☎ 031 365 2513<br>: Quoting the relevant reference number, direct your application to: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. or Physical address: 6 <sup>th</sup> Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001   |
| <b><u>POST 35/56</u></b>             | : <b><u>ADMINISTRATION OFFICER REF: 08/318/LAS</u></b>   |
| <b><u>SALARY</u></b>                 | : R117 501 – R137 946 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Office of the Chief State Law Adviser, Cape Town<br>: Three year relevant Degree or equivalent qualification; At least one relevant administrative experience; Knowledge of the PFMA; Knowledge of JYP in and BAS will be an advantage; A valid driver's license. Skills and Competencies: Computer literacy ; Good communication (written and verbal) skills; Good interpersonal skills; Organizational skills; Able to work under pressure and willingness to work irregular hours; Accuracy and attention to detail.  |
| <b><u>DUTIES</u></b>                 | : Co-ordinate the distribution of incoming and outgoing mail and keeping a register for the purpose; Perform tasks related to the acquisition and procurement of stores and equipment for the Unit; Make travel and accommodation arrangements for the Unit; Manage the cleaning and the courier services; Arrangement of meetings, minutes takings and events for the Office; The incumbent will be required to make arrangements for the events for the office; Perform miscellaneous job related duties as assigned; Supervise Administrative Staff.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mr S Radebe ☎ (012) 357 8240<br>: 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.  |
| <b><u>POST 35/57</u></b>             | : <b><u>CHIEF REGISTRY CLERK REF: 08/319/LAS</u></b>   |
| <b><u>SALARY</u></b>                 | : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Office Of The Chief State Law Adviser, Cape Town<br>: An appropriate tertiary qualification or Grade 12 plus ten years experience in Registry duties; The following will serve as a recommendation: Knowledge of Public Service Act and Regulations, Public Finance Management Act and Regulations; Knowledge of communication systems; Technical experience; Skills and Competencies: Effective communication (written and verbal)skills; Leadership skills; Interpersonal relations skills; Conflict and management skills; Analytical thinker; Technical judgment.  |
| <b><u>DUTIES</u></b>                 | : Ensure effective, efficient and accurate distribution of correspondences; Implementation of a filing system in line with the codified instructions of the Department; Proper monitoring of the filing system; Opening and registration of all correspondences from the Post Office or any other stakeholder; Maintain all files as prescribed by the National Archives and the Department's standards; Placement of correspondences in the correct files; Opening of new files in line with the codified instructions of the Department; Posting of various outgoing correspondence to the Post Office or any other stakeholders; Identify records due for disposal; Ensure the safeguarding of records. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : G Masingi ☎ (012) 315 1893<br>: 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.  |
| <b><u>POST 35/58</u></b>             | : <b><u>STATE ACCOUNTANT: THIRD PARTY FUNDS (MANAGEMENT OF MONIES TRUST) REF: 08/326/CFO</u></b>   |
| <b><u>SALARY</u></b>                 | : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.  |

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| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria   |
|                                      | : | B.Com Degree or equivalent qualification in finance; At least one year relevant experience; Advanced MS Excel course completed. Knowledge of the Public Finance Management Act and the National Treasury Regulations; The following will serve as recommendations: Experience in Third Party Funds administration at National or Regional level; Conversant in as many official languages as possible; Experience in bank and cashbook reconciliations; Experience on the Justice Deposit Account System (JDAS) will be an advantage. Skills and Competencies: Good communication (written and verbal) skills; Planning and organizing skills; Problem solving skills; Computer literacy and spreadsheet skills (will be tested); Ability to work under pressure and meet daily deadlines; Accuracy and attention to detail.  |
| <b><u>DUTIES</u></b>                 | : | Responsible for the payment, checking and authorization of maintenance beneficiary and Guardian's Fund payments through Electronic Funds Transfer (EFT); Check and authorize internal and external transfer of funds; Preparation and/or checking of bank reconciliations for main, interest and bank charges accounts and ensuring that all monies due to SARS in these accounts are paid over to the Vote Account monthly; Act as supervisor of Chief Accounting Clerks, Senior Accounting Clerks and Accounting Clerks by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to sub-ordinates; Provide daily, weekly and monthly reports to the Assistant Director; Ensure adherence to all applicable legislation, regulations, instructions, delegations and other prescripts; Verification, follow-up and compilation of monthly returns Assist with the compilation of monthly and Annual Financial Statements; Provide inputs on changes to the Departmental Financial Instructions as far as Third Party Funds is concerned; Management of signing authorities on departmental bank accounts in respect of Third Party Funds; Manage monthly confirmation of bank balances; Investigate and report weekly and monthly on exceptions on departmental bank accounts and monthly returns received from offices; Assist with the maintenance of the bank accounts database; Obtain financial management reports JDAS/JMIS; Monitor progress on investigations into all fraud, theft and losses of Third Party Funds; Report on bank reconciliations not committed on JDAS; Manage procurement and payments for the Chief Directorate in terms of Departmental delegations; Assist with and manage asset management for the Chief Directorate; Assist with responses to all Internal and External Audit queries; Manage the writing-off irrecoverable deferred fines; Assist with and offer support to the Management of Monies in Trust Public Private Partnership as and when requested to do so; Any other duties assigned. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | 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.   |
| <b><u>POST 35/59</u></b>             | : | <b><u>STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT (1 POST) REF 08/238/GP</u></b>  |
| <b><u>SALARY</u></b>                 | : | R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Regional Office Gauteng   |
|                                      | : | A Bachelor's degree or diploma in finance or Grade 12 plus minimum 5 years experience in a financial environment; Knowledge and understanding; Supply Chain Management (procurement of goods and services) and Third Party Fund Account; Valid drivers license. Skills and Competencies: Ability to manage Accounting and Administration functions effectively; Basic Accounting; Computer literacy (MS Office); Excellent communication skills (written and verbal); Ability to work with stake holders in a professional and empathetic manner; Good interpersonal relations; Accuracy and attention to detail.   |
| <b><u>DUTIES</u></b>                 | : | Obtaining quotations from suppliers or goods and services and prepare documentation for approval; Cancellation of all incorrect orders for goods and services for the Province; Process all request for booking of travel and accommodation; Follow to ensure all orders are delivered timeously and supplier's payments are processed within 30 days from receipt of invoice; Conduct daily checking of all records in office of the cashier to ensure reconciliation of the Petty Cash Account; Ensure checking and authorisation of all payments \ claims on BAS \ PERSAL; Reconciliation and consolidation of Third Party Fund Account.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. M Jooste ☎ (011) 223 7676   |
|                                      | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.   |

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| <b><u>POST 35/60</u></b>             | : | <b><u>CHIEF ADMINISTRATION CLERK: (1 POST) REF 08/231/GP</u></b><br>This is a re-advertisement, Candidates who previously applied need to re-apply   |
| <b><u>SALARY</u></b>                 | : | R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Daveyton  |
|                                      | : | A Bachelor's Degree or equivalent qualification or Grade 12 with ten years relevant experience. Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; Sound knowledge of Human Resources, Financial, Asset and Risk Management; A valid driver's license will serve as an advantage Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.                              |
| <b><u>DUTIES</u></b>                 | : | Render efficient and effective support to the courts, Maintain discipline and resolve complaints and grievances; Manage the Performance Management System in the office; Draft memoranda, submissions and reports; Control utilization and maintain the assets and accommodation of the office.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. TE Mashalaba ☎ (011) 746 7600  |
|                                      | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
| <b><u>POST 35/61</u></b>             | : | <b><u>HUMAN RESOURCE OFFICER: COMPETENCY DEVELOPMENT REF: 08/218/HR</u></b>  |
| <b><u>SALARY</u></b>                 | : | R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria  |
|                                      | : | National Diploma in Human Resources or equivalent qualification; Two years HR experience; Knowledge of the National Skills Development Strategy, Legislative impacting on skills development and regulations on Education and Training, Bodies and structures that deal with training and development and Human Resources issues and policies. Skills and Competencies: Good communication (verbal and written) skills; Interpersonal skills; Analytical skills; Planning and organizing skills; Computer literacy and numeracy skills.    |
| <b><u>DUTIES</u></b>                 | : | Update relevant skills development General Minutes; Compile the Workplace Skills Plan and the Annual Training Report; Liaise skills development issues with regional co-ordinators; Visit regions; Maintain directorate's database systems; Compile statistics and reports on projects for statutory bodies; Perform administration of Skills Programs; Liaise with Institutions of Higher Learning; Co-ordinate identified short courses and skills programs.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms K Ngomane ☎ 012 - 357 8661  |
|                                      | : | 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.   |
| <b><u>POST 35/62</u></b>             | : | <b><u>COURT INTERPRETER: (1 POST) REF 08/232/GP</u></b>  |
| <b><u>SALARY</u></b>                 | : | R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Vereeniging   |
|                                      | : | Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: A combination of any of the following eight languages: English, Afrikaans, IsiZulu, Isixhosa, Tswana, and South Sotho. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. |
| <b><u>DUTIES</u></b>                 | : | Interpret in Criminal Court, Civil Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. R Borman ☎ (016) 422 0071-4  |
|                                      | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |



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| <b><u>POST 35/63</u></b>             | : | <b><u>HUMAN RESOURCE OFFICER: GENERALIST HUB (3 X POSTS) REF: 08/327/HR</u></b>  |
| <b><u>SALARY</u></b>                 | : | R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria  |
|                                      | : | Grade 12 or equivalent qualification; Two years administrative experience working with Persal. Skills and Competencies: Good communication (verbal and written) skills; Interpersonal skills; Planning and organizing skills; Attention to detail.   |
| <b><u>DUTIES</u></b>                 | : | Administer Personnel administration functions; Capture transactions on Persal; Administer resettlement expenditure; Gather information to compile statistics.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms K Ngomane ☎ 012 - 357 8661  |
|                                      | : | 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.  |
| <b><u>POST 35/64</u></b>             | : | <b><u>HUMAN RESOURCE OFFICER REF: 08/330/MAS</u></b>   |
| <b><u>SALARY</u></b>                 | : | R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Master of the High Court: Grahamstown (1) and Kimberley (1)  |
|                                      | : | Grade 12 or equivalent qualification; Two years experience in Human Resource related work; The following will serve as a recommendation: Knowledge of the Public Service Act, Human Resource policies and Labour Relations; Knowledge of core functions of the Master's office. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good organizing; Ability to work under pressure; Good interpersonal relations; Accuracy and attention to detail.  |
| <b><u>DUTIES</u></b>                 | : | Deal with appointment of permanent and temporary staff; Handle performance agreements for staff; Process applications for leave; Ensure that staff is informed of new HR policies and changes; Conduct research on identified HR issues to respond to staff enquiries; Keep staff records and files; Keep record of circulars and general minutes related to HR.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | G Masingi ☎ (012) 315 1893   |
|                                      | : | 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.  |
| <b><u>POST 35/65</u></b>             | : | <b><u>HUMAN RESOURCE OFFICER REF: 08/05/CS</u></b>   |
|                                      | : | This is a re-advertisement; Candidates that applied previously are encouraged to re-apply.   |
| <b><u>SALARY</u></b>                 | : | R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrates Commission, Pretoria   |
|                                      | : | Grade 12 or equivalent qualification; Two years relevant HR experience; Knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations and Department Human Resource Policies; Knowledge of the Magistrate Acts, Regulations for Magistrate and their service benefits will be an added advantage; Experience in working on the PERSAL system and/or attendance of PERSAL courses. Skills and Competencies: Computer literacy (MS office and PERSAL). Good interpersonal relations; Communication skills (verbal and written); Fluency in at least two official languages, including English Accuracy and attention to detail. |
| <b><u>DUTIES</u></b>                 | : | Handle correspondence; Keeping of registers; Responsible for a variety of administrative duties related to the appointment of Magistrates Respond to verbal and written enquiries; Handling of S&T claims; Attending meetings of interviews for the filling of posts countrywide at certain intervals of the year.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms D M Goosen (012) 325 3951   |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal address: The Secretary: Magistrate Commission P O Box 9096, Pretoria, 0001. or Physical address: The Magistrate Commission, 5 <sup>th</sup> Floor, "Die Meent" Building, c/o Pretorius and Andries Street, Pretoria  |
| <b><u>POST 35/66</u></b>             | : | <b><u>SENIOR REGISTRY CLERK: (1 POST) REF 08/233/GP</u></b>  |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |

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| <b><u>CENTRE</u></b>       | : | Regional Office Gauteng  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification; Two years' applicable experience. Skills and Competencies: Computer literacy; Knowledge of registry procedures; Verbal and written communications skills; Good interpersonal relations; Good organizational skills; Ability to work under pressure, and as part of a team.   |
| <b><u>DUTIES</u></b>       | : | Open and sort incoming mail; File and bind documents on applicable correspondence file; Distribute work by hand/per trolley; Keep and update registers (Franking, Remittance, File, Disposal, Memorandum, etc); Maintain files; Deal with enquiries; Pend correspondence and files; Bind and distribute circulars, etc; Perform any other duties assigned to him/her in registry; Messenger, switchboard or reproduction services. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. A Hanekom ☎ (011) 331 0440   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
| <b><u>POST 35/67</u></b>   | : | <b><u>SENIOR TYPIST: (2 POSTS) REF 08/234/GP</u></b>   |
| <b><u>SALARY</u></b>       | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Benoni  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification with typing as a passed subject; Two years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; short listed candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Office); Accuracy and attention to detail; Ability to work under pressure.                                       |
| <b><u>DUTIES</u></b>       | : | Type reports; General correspondence; Answer telephone and take messages; and any other administrative duties.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. TE Mashalaba ☎ (011) 746 7600  |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
| <b><u>POST 35/68</u></b>   | : | <b><u>SENIOR ADMINISTRATION CLERK: (2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Johannesburg Ref: 08/235/GP (1 Post)<br>Magistrate Soshanguve Ref: 08/236/GP (1 Post)   |
| <b><u>REQUIREMENTS</u></b> | : | 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.   |
| <b><u>DUTIES</u></b>       | : | 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.   |
| <b><u>ENQUIRIES</u></b>    | : | Magistrate Johannesburg: Ms. V Sepuru ☎ (011) 491 5000<br>Magistrate Soshanguve: Ms C More ☎ (012) 730 1000  |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
| <b><u>POST 35/69</u></b>   | : | <b><u>SENIOR REGISTRARS CLERK: (1 POST) REF 08/237/GP</u></b>  |
| <b><u>SALARY</u></b>       | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | High Court Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | 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.   |
| <b><u>DUTIES</u></b>       | : | 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.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. D Mngomezulu ☎ (011) 332 8000  |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
| <b><u>POST 35/70</u></b>   | : | <b><u>LIBRARY ASSISTANT REF: 08/319/LAS</u></b>  |
| <b><u>SALARY</u></b>       | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Office of the Chief State Law Adviser, Cape Town   |

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| <b><u>REQUIREMENTS</u></b>           | : | Grade 12 or equivalent qualification; Two years relevant working experience; General knowledge of a legal library will be an advantage; Skills and competencies Communication skills (written and verbal); Computer literacy; Research and planning skills; Interpersonal skills; Customer orientation.   |
| <b><u>DUTIES</u></b>                 | : | Keep library statistics on a daily basis; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Bind and index Bills; Handle simple library inquiries; Bind local journals; Place publications back on the shelves; Bing and circulate Government Gazettes; Assist with library stock taking.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | G Masingi ☎ (012) 315 1893<br>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.   |
| <b><u>POST 35/71</u></b>             | : | <b><u>SENIOR ADMINISTRATION CLERK REF: 08/315/SA</u></b>  |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | State Attorney, Kwazulu Natal   |
|                                      | : | Grade 12 or equivalent qualification: Two years general office administrative experience; Knowledge of working in a legal office would be an advantage; Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal)skills; Interpersonal skills; Administrative, organizing and planning abilities; Attention to detail.  |
| <b><u>DUTIES</u></b>                 | : | Correspond with Government Departments; Prepare documents for the purpose of payments and disbursements; Maintain records for statistics purposes; Assist with transport and library duties; Assist with general administration duties; Assist with Registry duties.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | K Govender ☎ 031 365 2513<br>Quoting the relevant reference number, direct your application to: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. or Physical address: 6 <sup>th</sup> Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001  |
| <b><u>POST 35/72</u></b>             | : | <b><u>SENIOR ACCOUNTING CLERK: (5 POSTS) REF: 08/210/MAS</u></b>  |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria   |
|                                      | : | Grade 12 or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (with focus on Excel); Knowledge of BAS; Good communication (verbal and written); Good interpersonal relations; Ability to work under pressure and be self motivated; Basic Accounting knowledge.   |
| <b><u>DUTIES</u></b>                 | : | Administer and maintain the Guardians Fund Books and Registers; Responsible for the office safe; Manage and administer deposits and prepare the receipting of all deposits; Draw bank statements, check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense accounts; Capture and update accounting details; Manage and administer daily payments, compile payment sheets and covering letters; Write cheques, prepare a daily cheque list and update the cash book; Attend and respond to correspondence; Compile Statistics; Attend to client services and attend to public enquiries. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr G Masingi (012) 315 1893<br>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.   |
| <b><u>POST 35/73</u></b>             | : | <b><u>SENIOR REGISTRY CLERK (3 POSTS) REF: 08/313/SA</u></b>  |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | State Attorney, Durban  |
|                                      | : | Grade 12 or equivalent qualification: Two years appropriate experience; Knowledge or experience working in a legal office would be an advantage; Knowledge of Registry Procedures; Skills and competencies: Computer literacy (MS Office); Communication skills (verbal and written); Good interpersonal and organizational skills; Ability to work under pressure and in a team.   |

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| <b><u>DUTIES</u></b>       | : | Mail Administration – Receipt and Dispatch (Opening, Sorting, Recording, Distribution, Franking & Dispatch); Filing – Draw files, file and bind documents/correspondence on the applicable files, trace & maintain files; Filing of files in Archives; Keep and Update Registers; Provide support to Attorneys, Typists and office as a whole.  |
| <b><u>ENQUIRIES</u></b>    | : | K Govender ☎ 031 365 2513   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. or Physical address: 6 <sup>th</sup> Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001   |
| <b><u>POST 35/74</u></b>   | : | <b><u>SENIOR MESSENGER (2 POSTS) REF: 08/312/AIR</u></b>  |
| <b><u>SALARY</u></b>       | : | R54 879 – R63 717 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | National Office, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Adult Basic Education and Training (ABET) Level 5 / Grade 10; One year experience in rendering messenger services; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public; Ability to read and write clearly.                         |
| <b><u>DUTIES</u></b>       | : | Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials or stationery to various destinations.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Xundu ☎ (012) 315 1781   |
| <b><u>APPLICATIONS</u></b> | : | 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.  |
| <b><u>POST 35/75</u></b>   | : | <b><u>MESSENGER REF: 08/316/LAS</u></b>   |
| <b><u>SALARY</u></b>       | : | R54 879 – R63 717 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | Office of the Chief State Law Adviser, Cape Town  |
| <b><u>REQUIREMENTS</u></b> | : | Adult Basic Education and Training (ABET) Level 5/Grade 10; One year experience in messenger services; The ability to read and write clearly; A valid driver's license, obtained for at least one year. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public. |
| <b><u>DUTIES</u></b>       | : | Collect and deliver mail; Distribute mail to various offices; Make photocopies for the professionals; Transport officials to various destinations.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Masingi ☎ (012) 315 1893   |
| <b><u>APPLICATIONS</u></b> | : | 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.  |

## 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 I Tshabalala

**CLOSING DATE** : 12 September 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 35/76** : **DEPUTY DIRECTOR: ENVIRONMENT**

**SALARY** : R407 745 per annum (inclusive package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A post graduate qualification in the Natural Sciences or Environmental Disciplines with extensive experience in the field of mine environmental management. And experience in the South African mining industry from a Governmental perspective. PLUS the following key competencies: ☐ Knowledge of: • Environmental management systems • Environmental policies and legislation • Environmental impact assessments and remediation • Policy formulation process • Mining methodologies and/or procedures • Research and analysis of environmental matters • Sustainable Development in the mining sector • Project management • Budget process and financial control ☐ Skills: • High level of experience • Numeracy skills • Budget and financial management skills • Tender procedures and control • Project planning and co-ordination • Computer I literacy (including GIS interpretation and use) ☐ Communication: • Good verbal and written communication skills • Presentation and facilitation skills • Negotiation and conflict resolution abilities • Very good communicator ☐ Creativity: • Creative and innovative thinker to resolve challenges • Ability to bring ideas/concepts to fruition within existing legislative framework • Ability to work under pressure Recommendation/Note: It is recommended that the successful candidate should have a valid drivers' licence.

**DUTIES** : Conduct research to advise management/stakeholders on matters pertaining to sustainable development, environmental management and mine legacies of the past. • Co-ordinate sustainable development and mine environmental reporting to ensure the efficient management of Government projects and programmes. • Co-ordinate the development of strategies and measures for implementation to strengthen environmental requirements in terms of the MPRDA, 2002. • Participate in and co-ordinate activities relating to all related international and national processes and obligations. • Manage and co-ordinate State Assistance to mines regarding the pumping of extraneous water. • Contribute to the development review and amendment of mine environmental policy, legislation and advice thereon and ensure alignment of the MPRDA with National Environmental Management Act • Manage all aspects and responsibilities regarding the development of measures to address water ingress and decanting problems in South Africa. • Oversee and control the budget, exercise management level financial control over Government projects and programmes and motivate for additional funding from National Treasury. • Report regularly to top management and other role-players on project progress, both of the strategy at large and of specific projects tackled each year. • Facilitate and encourage liaison with role-players on all related matters. • Integrate tasks assigned by Parliament, the Minister and/or other top managers with regard to specific projects/programmes and the management of those tasks within the respective strategy framework and responsibilities. • Supervise subordinates within the Sub-directorate.

**ENQUIRIES** : Ms Stephinah Mudau ☎ (012) 317 8032

**POST 35/77** : **DEPUTY DIRECTOR: MINERAL LAW ADMINISTRATION (WESTERN REGION)**

**SALARY** : R407 745 per annum, (inclusive package)

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| <b><u>CENTRE REQUIREMENTS</u></b>        | : Mineral Regulation, Pretoria<br>: Applicant must be in possession of an appropriate Degree in Law coupled with extensive relevant experience PLUS the following key competencies:<br>☐ Knowledge of: • Knowledge of Mineral and Petroleum Resources Development Act and other legislation • Understanding of Policies, Rules and Regulations • Compilation of management reports • PFMA Treasury Regulations • Minerals Act 1991 (Act 50 of 1991) ☐ Skills: • Interpersonal Skills and management leadership • Ability to negotiate and resolve conflict situations • Computer literacy and good writing skills ☐ Communication: • Ability to interact with persons on various levels • Good communication and negotiation skills ☐ Creativity : • A creative assertive and confident approach • Work under pressure Recommendation/Note: A valid Code 08 Driver's Licence is also essential   |
| <b><u>DUTIES</u></b>                     | : Promote and regulate small scale mining • Investigate illegal mining and take corrective action • Peruse and evaluate prospecting contracts and mineral lease agreements • Supervising the process and finalisation of all applications received, preparation And compilation of reports • Processing applications in respect of mining rights and collecting royalties • Supervisory functions  |
| <b><u>ENQUIRIES</u></b>                  | : Mr D Richards ☎ 012-3178000  |
| <b><u>POST 35/78</u></b>                 | : <b><u>ASSISTANT DIRECTOR: SMALL-SCALE MINING (X2)</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R217 482 per annum,<br>: Durban Regional Office • North-West Region<br>: A Bsc in Geology or equivalent qualification coupled with knowledge of the mining industry and a valid driver's licence PLUS the following key competencies: ☐ Knowledge of: • Government policy and procedures • South African Mining Industry Legislation and Economics • Mining technical knowledge • Budget control • Project management ☐ Skills: • Negotiation skills • Report writing and formulation skills • Ability to recognize and evaluate viable mining business opportunities • Computer literacy ☐ Communication: • Ability to communicate at all levels (verbally and in writing ☐ Creativity: • Innovative thinker • Ability to lobby support and motivate role-players   |
| <b><u>DUTIES</u></b>                     | : Plan the deliverable, required results and timeframes for the provision of external service to small-scale mining sector on an advanced level • Compile the small-scale mining project plans and co-ordinate the implementation of the projects • Receive and evaluate small-scale mining application for assistance • Prepare report to inform the stakeholders about small-scale mining and other activities • Contribute to or align the framework activities with other programmes established to directly or indirectly promote rural and economic developments, etc • Receive and evaluate small-scale mining applications for assistance • Give direction to external service providers to ensure appropriate service delivery to client.   |
| <b><u>ENQUIRIES</u></b>                  | : Mr. PG Kwata ☎ (012) 317-8672 or 317-8772  |
| <b><u>POST 35/79</u></b>                 | : <b><u>ASSISTANT DIRECTOR: STATISTICS</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R217 482 per annum<br>: Pretoria<br>: An appropriate three year Bachelor's degree or equivalent qualification with substantial appropriate experience in data collection, analysis, statistics or related fields. PLUS the following key competencies: ☐ Knowledge of: • The South African minerals/mining industry. • Database design and maintenance • Statistics • Administrative management ☐ Skills: • Excellent Computer literacy, numerical analysis, problem solving and organisational abilities • Management and research skills • Good time management • Strong focus on quality and attention to detail • Ability to recognise and correct errors in documents and data sets ☐ Communication: • Excellent written and verbal communication skills • Well developed report writing abilities • Competent negotiator and presenter • Good interpersonal and conflict resolution skills ☐ Creativity: • Able to conceptualise innovative solutions to problems • Self driven with a high level of initiative Recommendation/Note: Ability to work under pressure and meet tight deadlines, as well as a valid driver's license are essential. Understanding of economic principles will serve as a recommendation. The candidate will be expected to travel locally to carry out some of the duties. Short listed candidates must be willing to undergo a competency assessment exercise. |
| <b><u>DUTIES</u></b>                     | : Assist with the development and implementation of data management policies for the Directorate. • Monitor mining industry compliance and manage data collection. • Compile monthly and quarterly mining production and labour  |

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|                            |   | statistical reports for clients • Maintain, check and verify information in the database. • Quality assurance and quality control. • Supervise and develop staff. • Attend to ad hoc tasks and minerals/mining related queries  |
| <b><u>ENQUIRIES</u></b>    | : | Mr M D Kohler ☎ (012) 317 8000  |
| <b><u>POST 35/80</u></b>   | : | <b><u>ASSISTANT DIRECTOR: MINERAL LAW (WESTERN REGION)</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum,   |
| <b><u>CENTRE</u></b>       | : | Mineral Regulation, Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | Applicant must be in possession of an Appropriate Degree in Law coupled with extensive relevant experience PLUS the following key competencies: ☐ Knowledge of: • Mineral and Mining Policy and Legislation • Understanding of Policies, Rules and Regulations • Compilation of management reports • PFMA Treasury Regulation ☐ Skills: • Ability to interpret and apply policy and legislation • Computer literacy and good writing skills ☐ Communication: • Ability to interact with persons on various levels • Good communication and negotiation skills ☐ Creativity: • A creative assertive and confident approach • Work under pressure Recommendation/Note: A valid Code 08 Driver's Licence is also essential   |
| <b><u>DUTIES</u></b>       | : | Develop directives regarding the exercising and the allocation of prospecting and Mining rights and monitor application thereof • Perform quality control on applications for the licensing of prospecting and mining • Projects in terms of the Minerals and Petroleum Resources Development Act, Act No. 28 of 2002 • Provide a general information service on legislation/ regulation to the public, Senior Managers, Public Entities, Other Government Documents, Mining Companies and the Minister • Render an administrative/ line function support service to the sub-directorate  |
| <b><u>ENQUIRIES</u></b>    | : | Mr D Richards, ☎ 012-3178000  |
| <b><u>POST 35/81</u></b>   | : | <b><u>ENVIRONMENTAL OFFICER</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Witbank   |
| <b><u>REQUIREMENTS</u></b> | : | A recognized, appropriate Bachelor's degree in Natural Sciences, Environmental Management or equivalent qualification ☐ Knowledge of: • Environmental management and the functioning of ecological processes; • Earth sciences; • Various mining and mineral processing methods and environmental impacts thereof; • Mitigation methods, goals, standards and actions, including rehabilitation and pollution control measures; • Relevant legislation in environmental management and conservation and economic development fields; ☐ Skills: • Ability to interpret & analyze legislative requirements; • Sound communication skills [verbal and written] • Computer skills • Negotiation and conflict resolution skills ☐ Communication: • Sound written and verbal communication skills essential ☐ Creativity: • Must be able to function independently when necessary; • Ability to analyse problems and recommend innovatively corrective actions; • Exert vision and foresight in dynamics of mining and environmental management. Recommendation/Note: Must be in possession of a driver's licence and ability to function within a team. Be prepared to drive long distances. Applicants with experience in environmental management field will receive preference. |
| <b><u>DUTIES</u></b>       | : | Evaluate environmental technical reports such as Environmental Management Plans/Programmes, Scoping Reports, Closure Reports, Performance and Assessment Reports etc. submitted in respect of the Mineral and Petroleum Development Act, 2002 (Act 28 of 2008) and its Regulations; Investigate and resolve problems, enquiries and complaints laid by the public or mining industries; Ensure that the planning and implementation of all mining development in Mpumalanga Province take environmental consideration into account; Environmental Management Plans/Programmes and the environmental laws; Provide technical advice to the officers and management within the Directorate; Represent the Department into environmental forums taking place within Mpumalanga Province.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms N.S. Chipu ☎ (013) 656 1448  |
| <b><u>POST 35/82</u></b>   | : | <b><u>SENIOR ACCOUNTING CLERK (GENERAL EXPENDITURE) (X2)</u></b>  |
| <b><u>SALARY</u></b>       | : | R94 326 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A Senior Certificate and a 1 year certificate/diploma plus 3 years experience PLUS the following key competencies: ☐ Knowledge of: • PFMA • Treasury Regulations • Basic Accounting System ☐ Skills: • Numeric skills • Accounting  |

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|                            |   | abilities • Computer literacy • Communication: • Good verbal & written communication skills • Good interpersonal relations • Creativity: • Innovative thinking • Organizing & Record keeping • Prioritising   |
| <b><u>DUTIES</u></b>       | : | Process payments & Reconcile statements • Maintain registers & create entities on BAS • Capture Bank Detail verifications • Compile & submit monthly statistics   |
| <b><u>ENQUIRIES</u></b>    | : | Mrs M Jonker, ☎ 012 3178082   |
| <b><u>POST 35/83</u></b>   | : | <b><u>SECRETARY</u></b>   |
| <b><u>SALARY</u></b>       | : | R76 194 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office - Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 (with a typing as a subject or any other appropriate training course / qualification PLUS the following key competencies: Knowledge of: • Ms Office Packages (Word, PowerPoint, Excel, e-mail, Internet, etc • Office/Telephone etiquette • Public Relations • Document tracking • Administrative practice • Filing systems Skills: • Excellent organisational Skills • Interpersonal skills • Good people skills • Ability to act with tact discretion Communication: • Ability to communicate well with people at different • Levels and from different background • Ability to maintain high level of confidentiality • Creativity: • Problem solving capability • Able to work under pressure • Innovative and creative thinking demands • |
| <b><u>DUTIES</u></b>       | : | Provide Secretarial support to the manager • Rendering administration support services to the manager/unit • Keep up to date with regard to the applicable prescripts, policies and procedures to ensure efficient and effective support to the managers • Supports manager with the administration of the budgets  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Sydwell Dondolo ☎ (012) 317 8000   |
| <b><u>POST 35/84</u></b>   | : | <b><u>ADMINISTRATION CLERK: EXPEDITING (ORDERS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R64 410 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office - Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate or equivalent qualification with appropriate relevant experience in SCM Plus the following key competencies: Knowledge of: • LOGIS PI • Supply Chain Management SCM • Public Finance Management Act PFMA • Preferential Procurement Policy Frameworks PPPFA • Treasury Regulation TR Skills: • Computer Literacy • Good Verbal and Written Communication • Ability to communicate at all levels • Financial skills Communication: • Telephone etiquette • Liaising with end Users • Ability to negotiate • Creativity: • Prioritising of tasks • Problem Solving • Record keeping • Ability to work under pressure   |
| <b><u>DUTIES</u></b>       | : | Expedite orders • Receive requisition from the user • Verify budget allocations & allocate correct item codes from SCOA • Record & update requisition and order on requisition register • Record order number and forward to the supplier • Confirm delivery or service date with the supplier • Advice users with regard to SCM, PPPFA frameworks and treasury prescripts • Attend to all enquiries from clients (Internal and external clients)   |
| <b><u>ENQUIRIES</u></b>    | : | Sello Maluleka ☎ 012 317 8034   |



## NATIONAL TREASURY

**CLOSING DATE** : 5 September 2008 at 12:00 No late applications will be considered  
**NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POSTS

**POST 35/85** : **SENIOR ECONOMIST: AFRICA PROGRAMME REFERENCE: S187/2008**  
 Division: International and Regional Economic Policy  
 Purpose: To support National Treasury's involvement in the African continent, in order to promote domestic and continental economic growth and South Africa's influence in continental institutions such as the African Union and the African Development Bank.

**SALARY** : R217 482 per annum (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A degree or equivalent qualification in Economics or related field • A sound understanding of the debates and issues in the international economic arena • Extensive experience in economic or political economy • Good verbal and written communication skill • Computer literacy as well as ability to work in a team.

**DUTIES** : It will be expected from the successful candidate to: • Assist in the management of South Africa's relationship with the African Development Bank (AfDB), African Union (AU), United Nations Economic Commission for Africa (UNECA) and the NEPAD and other international finance and development agencies • Conduct research and draft analytical papers, briefing notes and policy recommendations to the Minister and Senior Managers in preparation for the annual meetings of AU, UNECA, AfDB and any meeting that these institutions may organize • Support the Ministry with submissions and written responses to correspondence received from other departments, particularly in areas of the Directorate's area of responsibility.

**APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to [recruit.epifr@treasury.gov.za](mailto:recruit.epifr@treasury.gov.za) . Applications can also be faxed to (012) 315 5557

**POST 35/86** : **FINANCIAL ADMINISTRATION SPECIALIST: BUDGETS REFERENCE: S186/2008**  
 Division: Corporate Services

**SALARY** : R145 920 per annum (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : • A tertiary or equivalent qualification in Financial Management • Extensive knowledge and experience in financial management • Sound knowledge of BAS (Basic Accounting System) and PERSAL • Knowledge of the PFMA (Public Finance Management Act) and Treasury Regulations • Advanced computer literacy skills in MS Word and MS Excel • Good oral and verbal communication skills, commercial awareness, action orientation, flexibility and personnel motivation.

**DUTIES** : • It would be expected from the candidate to: • Compile the internal budget of the National Treasury • Ensure an accurate and reliable costing database • Analyse budget information requirements as per Directorate • Request and consolidate budget inputs from programmes and budget managers • Update and maintain the in-year-monitoring mechanism.

**APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to [recruit.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za) Applications can also be faxed to (012) 315 5557

**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 15 September 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 may also be required to undergo a competency assessment.

**MANAGEMENT ECHELON**

- POST 35/87** : **CHIEF DIRECTOR: GOVERNANCE MONITORING (REF: CD/GM08)**  
Job Purpose: To assist the Branch: Monitoring and Evaluation to provide professional advice to the PSC and the Public Service on effective Monitoring and Evaluation practices.
- SALARY** : All inclusive remuneration package of R 635 874 per annum (The package includes a basic salary (60% of package), State's contribution to Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable guidelines). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: •An appropriate post graduate degree or equivalent qualification in the fields of Public Administration/Management, Development Studies, Project Management or Human Resource Management •Extensive senior management experience in programme and project management •Skills and Competencies: In-depth knowledge of Public Service Regulatory Frameworks, monitoring and evaluation best practices •Proven experience in and knowledge of public service monitoring and evaluation systems, administrative and human resource practices, corporate governance and the Public Finance Management Act •People management, project management, presentation, excellent writing and communication skills •Sufficient computer skills in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint.
- DUTIES** : Key Performance Areas: Promote the implementation of monitoring and evaluation practices in the public service •Management of the Public Service Monitoring and Evaluation System •Management of Programme Evaluation functions •Provide professional advice to the PSC and the Public Service on compliance with Public Service regulations •Conduct specific audits/reviews/evaluations on public service delivery programmes •Building and strengthening sound working relationships with key stakeholders involved in projects of the Chief Directorate •Provide support to the PSC in developing its policy directives.
- ENQUIRIES** : Mr M Diphofa (012) 352 1021

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail [response6@pinpointone.co.za](mailto:response6@pinpointone.co.za). To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 8 September 2008 at 17:00
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

## OTHER POSTS

- POST 35/88** : **DEPUTY DIRECTOR: GENERAL BENEFIT**
- SALARY** : An all-inclusive remuneration package of R407 745 per annum Annual progression up to maximum salary of R472 758 per annum is possible subject to performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- REQUIREMENTS** : Minimum B-degree or equivalent qualification in Human Resource Management or legal fields (preferably labour law) or related fields. Extensive knowledge on a wide range of conditions of service/related matters, e.g. working time, leave and absenteeism management. Extensive knowledge of and exposure to the processes in policy analysis and policy development. Initiate new ideas and actions through analytical and innovative thinking. The ability to provide specialized and sound advice on policies and procedures pertaining to a wide range of conditions of service in general. In-depth knowledge of the applicable legal framework, as well as the Public Service Financial and HR management framework. Highly developed writing, presentation and facilitation skills. Sound managerial skills and the ability to manage staff and specialized consultants. Personal qualities: Possess initiative, be motivated, self driven and results oriented. Sound interpersonal skills. A team player, able to work independently and under sustained pressure. Ability to meet deadlines and accept responsibility. Computer literacy with knowledge of Microsoft Office Software. A valid driver's license (light motor vehicle).
- DUTIES** : Provide advice and assistance to the Minister for Public Service and Administration and the DPSA Management in the determination and maintenance of conditions of service in general. Assist with the development and implementation of policy related to conditions of service. Provide advice and assistance to Departments and other stakeholders on the interpretation and of policies related to conditions of service in general. Participation in projects, task teams and other administrative tasks with a variety of subject areas as specified.
- ENQUIRIES** : Ms Christa Brink, tel. 012-336 1099/0829089410
- NOTE** : The successful candidate is expected to travel from time to time.
- POST 35/89** : **SPECIALIST: NEGOTIATIONS**
- SALARY** : An all-inclusive remuneration package of R344 052 per annum Annual progression up to maximum salary of R398 805 per annum is possible subject to

performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.

**CENTRE  
REQUIREMENTS**

- : Pretoria
- : Three year degree, diploma or equivalent qualification and/or appropriate experience. Extensive knowledge of and experience in collective bargaining in a highly unionized environment. An in-depth knowledge of labour legislation and integrated human resource and labour relations policies and practices. Ability to research, develop, implement, monitor and maintain labour relations policies and practices. Excellent communications skills (written and verbal). Computer literacy. A valid driver's license (Code 08).

**DUTIES**

- : Assist and support the Chief Negotiator of the State and the Chief Negotiator of the GPSSBC in negotiating salaries and conditions of service in the PSCBC and GPSSBC as well as the determination/development/negotiation/implementation of policy frameworks in the public service. On the authority of the MPSA and/or the Mandating Committee and in close co-operation with departmental policy sections, develop positions and advise on negotiations strategies and approaches aimed at advancing the interests of the State as an Employer. Maintaining sound labour relations in the public service. Provide advice and co-ordinate the approach to negotiations with the relevant bargaining structures. Ensure the implementation of agreements concluded in the PSCBC and GPSSBC. Advise national departments and provincial administrations on transformation and restructuring programmes in the public service. Monitor, evaluate and report on implementation of agreements as well as transformation and restructuring initiatives. Advise on corrective measures where necessary. Contribute to the continual improvement of labour relations by improving the structures of negotiating, establishing appropriate strategies and maintaining constructive relationships with public service unions. Render an advisory and interpretation service to national and provincial departments regarding all resolutions and collective agreements reached at PSCBC, sectors and various committees/task teams. Further, to assist national and provincial departments with respect to arbitrations and/or legal actions emanating from the negotiations process at central level or the implementation of DPSA developed policy.

**ENQUIRIES**

- : Ms M. Ntshikila, tel. (012) 336 1325

## 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](mailto:response11@konesolutions.co.za) (MS Word). Enquiries: Nubia Wymers, tel: (011) 257 8036
- CLOSING DATE** : 12 September 2008
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department.

## OTHER POSTS

- POST 35/90** : **DEPUTY MANAGER: (ASSISTANT DIRECTOR LEVEL)**  
Directorate: Monitoring and Reporting
- SALARY** : R174 243 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three- year degree in Social Science/ Political Science / Development Studies: The appointee should have extensive research, co-ordination, communication, writing and organisational skills. The incumbent should have appropriate experience in public sector monitoring, reporting and evaluation. Experience in multi-stakeholder communication and interaction. Information and data management skills. Knowledge of governance, development and inter-governmental relations' issues in the public sector is important. Computer literacy, ability to travel and work independently are critical. Driver's license is a requirement.
- DUTIES** : The successful candidate appointed for this position will assist with the coordination and monitoring of the 5-Year Local Government Strategic Agenda. Communicate and follow up on the reports submitted by various stakeholders. Be secretariat to the DPLG as well as the national Monitoring, Reporting and Evaluation Forum. Organise workshops for the Chief Directorate both internally and externally and provide secretariat support at such meetings/workshops. Assist with data collation, identification of gaps and interpretation in preparation for report writing. Provide administrative support for writing of memos, letters, submissions, presentations and documentation for MinMec, PCC and other intergovernmental forums/meetings. Foster partnerships and develop co-ordination mechanisms with other national government departments and relevant government agencies. Assist with the coordination of monitoring, reporting and evaluation capacity building initiatives. Design, develop and maintain data management system for the Directorate.
- ENQUIRIES** : Enquiries: Ms Zandile Nkonyane Tel: (012) 395 4688

## 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.*

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 12 September 2008
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. ☐ It will be required of the successful candidate to undergo an appropriate security clearance. ☐ An indication in this regard will facilitate the processing of applications. ☐ Applicants must please note that they will be required to show proof of original qualifications during the selection process. ☐ Correspondence will be limited to successful candidates only. ☐ If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. ☐ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). ☐ Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## MANAGEMENT ECHELON

- POST 35/91** : **CHIEF DIRECTOR: NON PROFIT ORGANISATIONS**  
Branch: Integrated Development
- SALARY** : R635 874 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.
- CENTRE REQUIREMENTS** : Pretoria  
☐ An appropriate Bachelors Degree or equivalent qualification, PLUS sufficient experience in the various aspects of the Non Profit Organisations (NPO's). ☐ A post graduate qualification will be an added advantage. ☐ Knowledge and experience in the management of the NPO's. ☐ Knowledge of the NPO Act. ☐ Knowledge and experience in policy development. ☐ knowledge of the Public Service Legislative Framework. Competencies needed: ☐ Strategic capability and leadership skills. ☐ multiple programme and project management skills ☐ Presentation skills ☐ Computer literate. ☐ Quality Management Skills. ☐ Presentation skills. ☐ Communication (Written and verbal) skills. ☐ People management and empowerment skills. ☐ Planning and organising skills. ☐ Analytical skills. ☐ Problem solving skills. ☐ Financial Management skills. ☐ Facilitation skills. ☐ Negotiation skills. Attributes: ☐ Good interpersonal relationship. ☐ Ability to work under pressure. ☐ Innovative and creative. ☐ Ability to work in a team and independently. ☐ Cultural sensitivity. ☐ Adaptability. ☐ Confident. ☐ Compliant. ☐ Political sensitivity.
- DUTIES** : Key responsibilities: ☐ Manage the administration of the NPO Act. ☐ Facilitate the registration of organisations as legal entities in terms of the NPO Act. ☐ Develop and manage capacity building of NPO's. ☐ Monitor registered organisations in compliance with the NPO Act. ☐ Create an environment within which the public may access information on registered organisations. ☐ To facilitate the process for developing and implementing policy in terms of the NPO Act.
- ENQUIRIES** : Ms V Nhlapo Tel: (012) 312-7662

## OTHER POSTS

- POST 35/92** : **SOCIAL WORK MANAGER: PROGRAMME DEVELOPMENT AND IMPLEMENTATION**  
Directorate: Substance Abuse & Central Drug Authority
- SALARY** : R407 745 p.a. 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.
- CENTRE** : Pretoria

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| <b><u>REQUIREMENTS</u></b> | : | <p>□Appropriate recognized Bachelors Degree (or equivalent qualification) in social work and registration with the South African Council for Social Services Professions PLUS sufficient experience in programme development and implementation. □Extensive knowledge and understanding of human behaviour and social systems. □Advanced knowledge of legislation pertaining to the field of Substance Abuse. □Willingness to travel. Competencies needed: □Project management skills. □Programme development skills. □Analytical skills. □Monitoring and evaluation skills. □Communication (written and verbal) skills. □Financial management skills. □Planning and organizational skills. □Presentation skills. □Negotiation skills. □Counselling skills. Attributes: □Willingness to work in a team and independently. □Self-starter. □Assertive. □Diversity commitment. □Willingness to work under pressure.</p> |
| <b><u>DUTIES</u></b>       | : | <p>Key Responsibilities: □ Manage the development, implementation, monitoring and review of substance abuse programmes. Manage the development of frameworks for the development and implementation of substance abuse programmes. □Manage the development, review and monitoring of minimum norms and standards for substance abuse programmes and services. □Coordinate the development of reviewing and facilitation of the implementation of welfare sectoral business plan within the context of the National Drug Master Plan. □Coordinate the management and administration of national projects and National Councils. □Coordinate drug related research. □Assist with international liaison as it relates to Substance Abuse.</p>   |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Kalaeamodimo Tel: (012) 312-7448  |
| <b><u>POST 35/93</u></b>   | : | <b><u>ASSISTANT DIRECTOR: CO-ORDINATION AND PROGRAMME SUPPORT</u></b><br>Directorate: Care and Support   |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | <p>□An appropriate Bachelor's degree in Social Sciences (or equivalent qualification) PLUS sufficient experience in the field of HIV and AIDS. □Knowledge of HIV/AIDS within the Social Development Sector. Competencies needed: □Computer literacy. □Problem solving. □Planning, coordinating and organising skills. □Policy Analysis and development. □Presentation skills. □Communication (written, verbal and liaison) skills. Interpersonal and liaison skills. □Well developed report writing skills. □Time management. □Training and motivation skills. □Project management skills. Attributes: □Self starter. □Team player. □Ability to work under pressure. □Ability to work independently. □. Innovative and creative.</p>   |
| <b><u>DUTIES</u></b>       | : | <p>Key Responsibilities: □Support the Deputy Director in facilitating and maintaining coordination between development agencies and donors activities within the care and support programme. □Coordinate meetings and workshops of the coordinating structures at national, provincial and district levels. □Prepare and present reports on donor and development agencies' activities within the care and support programme. □Assist in the facilitation and development of strategic partnerships with donors and development agencies to strengthen programmes and address gaps. □Provide administrative and logistical support within the care and support programme. □Participate and represent the care and support programme in stakeholder forums.</p>   |
| <b><u>ENQUIRIES</u></b>    | : | Ms J De Beer Tel: (012) 312-7309   |

## STATISTICS SOUTH AFRICA

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|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | Applications can be forwarded by • Posting to: The Recruitment Manager, Stats SA, Private Bag X 44, Pretoria, 0001 • Applications can be delivered at: Corner Andries & Vermeulen street, De Bruyn Park building Pretoria   |
| <b><u>CLOSING DATE</u></b> | : | 12 September 2008   |
| <b><u>NOTE</u></b>         | : | Required documents: • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of qualifications, certificates, and copy of ID. Important note: • If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. • Correspondence will be entered into with short listed candidates only • Stats SA reserves the right not to make an appointment. • Appointment is subject to security clearance, the signing of a performance agreement, the verification of applicant's documents, and reference checking • It is applicants responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA) • Applications received after the closing date will not be considered • Please clearly indicate the position you are applying for in your application and applicant must submit separate application for each position where several positions are advertised. NB: Applicants risk being disqualified for failing to submit all the required documents Faxed or emailed applications will not be considered. |

## OTHER POST

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| <b><u>POST 35/94</u></b>   | : | <b><u>RECORDS MANAGEMENT OFFICERS REF NO: 16/09/08</u></b><br>Three permanent positions in the Human Resources Division at Head Office within the Benefit Administration Component   |
| <b><u>SALARY</u></b>       | : | R94 326 p.a.   |
| <b><u>REQUIREMENTS</u></b> | : | Prerequisites: A minimum of a senior certificate/Gr. 12 • Experience in office or general administration and record keeping • Computer literate in MS Office • Knowledge of the National Archive • Knowledge of the Persal System will be an added advantage. Person attributes: This position will suit persons who have excellent interpersonal, communication and organising skills. Ability to work under Pressure and meet deadlines • Ability to work under pressure and meet deadlines • Ability to work as part of a team.   |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Keep record and avail all relevant and appropriate HR records • File all personnel records of employees and other relevant documentation • Open new files for new appointees within the organisation • Receive and sort all leave forms coming to Registry • Issue the sorted leave form to the relevant HR practitioners for Capturing • Accordingly file all the captured leave forms • Update and assure the quality of the content of HR files to ensure compliance with Stats SA 's approved file plan • Render a customer service to internal and external clients. |
| <b><u>ENQUIRES</u></b>     | : | Lucas Tsebe at (012) 310 8319  |
| <b><u>NOTE</u></b>         | : | Short-listed applicants must be willing to undergo a competency exercise as part of the selection process  |



## 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.*

**CLOSING DATE** : 12 September 2008

**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 35/95** : **CHIEF DIRECTOR: INTERNAL AUDIT**  
(5 Years Contract)

**SALARY** : R635 874 per annum (all inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised Bachelor's degree or a diploma in the Commercial or Economic Sciences with Accounting and Auditing as major subjects or equivalent qualifications. Proven managerial expertise. Strong Leadership skills. Excellent sense of judgement. Well proven internal auditing and related skills. Sound knowledge of risk management, corporate governance and internal controls. Sound interpersonal skills and influencing abilities. Extensive experience and excellent understanding of the strategic role of internal audit. Ability to engage line managers on a strategic level.

**DUTIES** : Key Performance Areas: This capable manager will head the Chief Directorate: internal Audit, report to the Audit Committee and DG and will: Develop and implement internal audit policies and plans. Develop and monitor formalised risk-based three year strategic audit plan based on internal audit assessment of key risk areas. Ensure that regular audits are performed on key functions of the optimum service levels by eradicating malpractice and promoting a professional ethos throughout the organisation.

**ENQUIRIES** : Ms P. Yako, Tel: (012) 336 8726

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

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

**POST 35/96** : **DIRECTOR: CENTRAL OPERATIONS**  
(5 year contract)

**SALARY** : R626 538 per annum (all inclusive salary package) (The successful candidate will be required sign a performance agreement)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Technician or Engineering qualification or equivalent. Appropriate experience or be able to show significant proficient in this area. Ability to facilitate technician, financial and corporate services planning and implementation. Policy and Strategy interpretation skills. Advance management skills. Presentation negotiation skills. Skills development knowledge. Legal administration. Leadership skills. Programme and project management. Excellent verbal and written communication skills.

**DUTIES** : Key Performance Areas: Manage the implementation of the water resources infrastructure operations, maintenance and betterments plans, including general maintenance of related facilities. Provide leadership and direction in the Area Office. Develop and Manage Revenue and Expenditure budgets. Responsible for financial management and corporate support in the Area Office. Responsible for all technical activities in the Area Office. Responsible for implementing effective dam safety practices and emergency preparedness plans. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring, evaluation and reporting of Area Office activities. Manage administrative and technical staff. Promote good relations with stakeholders. Ensure customer-focused service delivery. Promote transformation in the Area Office and maintain asset register

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| <b><u>ENQUIRIES</u></b>     | : | Mr S Moloi Tel (012) 336 8092   |
| <b><u>APPLICATIONS</u></b>  | : | Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Building Room 610  |
| <b><u>POST 35/97</u></b>    | : | <b><u>DIRECTOR: HYDROLOGICAL ENGINEERING SUPPORT</u></b><br>(National Water Resource Infrastructure)<br>(5 year contract)   |
| <b><u>SALARY</u></b>        | : | R626 538 per annum (all inclusive salary package) (all inclusive salary package)<br>(The successful candidate will be required sign a performance agreement)  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | An accredited degree in Science or Engineering as prescribed in the Engineering Profession Act (Act No. 46 of 2000). Registration with the Engineering Council of South Africa (ECSA) as a Professional Civil Engineer. Applicants must provide proof of their registration with ECSA as a Professional Engineer. Sound managerial experience, communication and administrative skills and demonstrate a commitment to service delivery. A valid code 08 driver's licence. Computer literacy. Ability to write technical reports. Knowledge of hydrology, including flood management, hydrological assessments; current design and calibration standards and practice with reference to hydraulic structure, e.g. flood outlets and gauging weirs; and appropriate hydraulic and hydrological analyses and computer application and software used for this purpose. Knowledge of modelling of hydraulic structures construction consulting engineers, dam safety, environment al and other legal aspects, managing consulting engineers, contract administration and resolution of claims. Knowledge of the Water Act, 1998 (Act No. 1 of 1998), dam safety legislation, Public Finance Management Act, 1999 (No. 1 of 1999 as amended by Act 29 of 1999) and other pertaining legislation. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently at an advanced level in hydrological engineering. s |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Responsible for the overall management of the Directorate: Hydrological Engineering Support. The successful candidate will be responsible for providing strategic leadership and effective management in the Directorate: Hydrological Engineering Support. Managing specialist functions in the hydrological field required for the design of all projects for the development of water resources and the supply of water. Optimising the design and cost-effectiveness of new projects as well as betterments/alterations/decommissioning of existing hydraulic structures. Evaluating, editing and authorising all design, reports, engineering drawings and specifications of hydraulic structures. Providing professional and technical advice as well as hydrological engineering support services to other directorates and organisations. Providing hydrological engineering support to project management during all phases of projects. Keeping abreast with the latest developments in the fields of dam safety, dam and water engineering and formulating new policies and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administrations and resolution of claims. Mentoring and training Hydrologists, Engineers and Technicians. Managing administrative, financial and personnel-related functions.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms H Anderson Tel (012) 336 8511  |
| <b><u>APPLICATIONS</u></b>  | : | Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Building, Room 610   |
| <b><u>POST 35/98</u></b>    | : | <b><u>DIRECTOR: TECHNICAL ENGINEERING SUPPORT SERVICES</u></b><br>(National Water Resource Infrastructure)<br>(5 year contract)   |
| <b><u>SALARY</u></b>        | : | R626 538 per annum (all inclusive salary package) (The successful candidate will be required sign a performance agreement)  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | Registered with ECSA as accredited degree in Engineering e.g. BSc Eng, B Tech. Registration with the Engineering Council of South Africa (ECSA) as a Professional Civil Engineer or Technologist. Applicants must provide proof of their registration with ECSA as a Professional Engineer or Professional Technologist. Sound managerial, administrative skills and demonstrate a commitment to service delivery. A valid code 08 driver's licence. Computer literacy. Ability to write technical reports and compile engineering drawings. Knowledge of current engineering standards and practices, contracts, construction techniques of hydraulics structures and building materials, as well as computer applications. Knowledge management and data management. Knowledge of safety, health, risk, environment and quality requirements and  |

standards and relevant legislation and the application thereof. Managing consulting engineers, contract administration and resolution of claims. Knowledge of Public Finance Management Act, 1999 (No.1 of 1999 as amended by Act 29 of 1999), financial management and budgeting. Knowledge of the National Water Act, 1998 (Act No. 36 of 1998), dam safety legislation and other pertaining legislation. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently at an advanced level in technical support services required for bulk infrastructure design and related engineering including contract documentation, standards, specifications and quality control.

## **DUTIES**

: Key Performance Areas: Responsible for the overall management of the Directorate: Technical Support Services. The successful candidate's responsibilities will be to manage, plan, supervise, implement, audit and report on functions relating to Technical Support Services projects and activities. Managing specialist functions in the technical support services field required for the all bulk water resource infrastructure projects for the development of water resources and the supply of water. Optimizing technical support services and ensuring cost-effective services provided for new projects as well as betterment/alterations/decommissioning of existing bulk water infrastructure. Providing technical support services for all documents including contracts, designs, reports, engineering drawings and specifications as required by other directorates. Providing professional and technical advice as well as technical support services within the Directorate as well as other directorate and organizations. Providing appropriate technical and office support services required for project management. Keeping abreast with the latest developments in the fields of risk, dam and water engineering and formulating new policies and standards to reflect the latest trends, managing consultants, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians and other personnel Managing technical, administrative, financial and personnel-related functions.

## **ENQUIRIES**

: Ms H Anderson, tel. (012) 336-8511.

## **APPLICATIONS**

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

## **FOR ATTENTION**

: Ms C Mazibuko, ZwaMadaka Building Room 610.

## **POST 35/99**

: **DEPUTY DIRECTOR: STREAM FLOW REDUCTION**  
(Directorate: Water Abstraction & Instream Use)

## **SALARY CENTRE**

: R 540 429 per annum (all inclusive salary package)  
: Pretoria

## **REQUIREMENTS**

: An applicable three-year BSc degree (NQF Level 6) or equivalent qualification in one of the following fields: Surface Water Hydrology; Earth Sciences; Water Resources Management/Engineering; Aquatic Sciences; Natural Sciences; Environmental Management and Physical Geography or any related sciences PLUS proven appropriate experience. A postgraduate degree in any of the above relevant field(s) will be an added advantage. Excellent knowledge and understanding of Hydrological modelling, Forest Hydrology modelling, Reserve determinations as well as resource classification and Low Flow Methodologies. Demonstrable skills in application and evaluation of Strategic Assessments, such as Strategic Environmental Assessment, Environmental Impact Assessment, and Environmental Management Plan. Thorough understanding of forestry practices including principles of Genus and Area Exchanges, crop rotations and periods as well as the Forestry Sector Transformation Charter. Sound technical skills related to Integrated Water Resource Management; resource protection, assessment, planning and monitoring; water use authorisation and best environmental management protocols related to stream flow reduction activities – Stream Flow Reduction Activities. Excellent knowledge and understanding of the water sector: relevant legislations (National Water Act and National Environmental Management Act, 1998) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring; corporative governance and stakeholder engagement. Experience in technology transfer and curriculum development or development of training materials according to the National Qualifications Framework as well as South African Qualifications Authority Act (1995) accreditation processes and requirements. Verifiable ability to: identify and solve problems using critical and creative thinking; collect, organise and critically evaluate information and manage knowledge and ability to work under pressure. Sound strategic planning and project management skills; proven experience in compilation, implementation, monitoring and reporting on business plans and budgets as well as human management skills (in a multidisciplinary environment); proven experience in procurement and management of contracts, PSPs and associated budgets. Sound interpersonal; conflict resolution and leadership skills as well as excellent

communication, report writing, presentation and ICT skills. A valid Code 8 (EB) driver's licence. Experience and knowledge of Agricultural, Forestry and Resource Economics; and familiarity and application of Geographic Information Systems and remote-sensing technologies.

#### **DUTIES**

: Key Performance Areas: The successful candidate will be required to provide clear leadership and direction to the Sub-directorate: Stream Flow Reduction (Stream Flow Reduction) and perform the following key functions: give guidance and expertise in formulation and implementation of policies, regulations, guidelines, strategies, protocols, norms and standards, regarding authorisations of Stream Flow Reduction Activities (SFRA) applying technical expertise in IWRM; access and evaluate biophysical, social and economic information with regard to land use and licence applications, in order to advise the Licence Assessment Advisory Committees (LAACs) on allocation of water to SFRA and on the advisability of issuing new water use licences or altering existing licences; assist in the implementation of the Forestry Sector Charter Flagship project from a SFRA perspective; assist in hydrological assessments and modelling with regards to SFRA and water use authorisations in catchment management and water management planning initiatives; assist in the development of water management planning and conservation planning through Strategic Assessment approaches; initiate and manage the development and implementation of water resource protection and best environmental management protocols related to SFRA; implement remote-sensing methodology in dealing with unlawful SFRA water use; provide ongoing technical support to the Department and its agents regarding SFRA; determine feasibility of declaring further SFRA crops; develop training materials and conduct training of relevant departmental and water management institutional personnel in the field of SRF; liaise with other role players in the implementation of legislation and SFR policies and related processes and procedures; manage contracts including review and approval of work and associated budgets; ensure financial budgeting and control of programmes; act as DWAF's representative in various research projects, such as those with the Water Research Commission (WRC). Develop and guide further policy and regulation research projects, as may seem necessary. Attend meetings and perform work around the country, which may entail long and inconvenient travel and working hours

#### **ENQUIRIES**

: Mr. Charles M'Marete, Tel: (012) 336-8806

#### **APPLICATIONS**

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

#### **FOR ATTENTION**

: Ms C Mazibuko, ZwaMadaka Building, Room 610

### **OTHER POSTS**

#### **POST 35/100**

#### **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT**

#### **SALARY**

: R407 745 per annum (all inclusive salary package)

#### **CENTRE**

: Pretoria

#### **REQUIREMENTS**

: An appropriate three year degree/diploma in Human Resource Management plus experience in the implementation of the Performance Management in the Public service. Project management skills. Ability to perform efficiently in a highly pressured environment. Proven analytical, report writing, presentation, planning and coordination skills. Advanced computer literacy. Good interpersonal relation and strong communication skills. Leadership and managerial skills. Results driven, assertive, professional, proactive and highly motivated. Knowledge of Public Service Act, Public Service Regulations and relevant legislation and prescripts.

#### **DUTIES**

: Key Performance Areas: The successful candidate will be responsible for the following: providing expert advice on performance management in the department; monitoring and evaluating the current policy and service delivery improvement; provide ongoing training and implementation on PMDS; provide leadership and direction to the sub-directorate; manage data on PMDS and provide direction on training needs from PDPs; provide feedback to senior management on compliance and conformity to PMDS principles; and continually monitor procedures, policy and practices of PMDS.

#### **ENQUIRIES**

: Mr TD Muzwayine Tel: (012) 336 7459

#### **APPLICATIONS**

: Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.

#### **FOR ATTENTION**

: Ms C Mazibuko, ZwaMadaka Building Room 610

#### **POST 35/101**

#### **DEPUTY DIRECTOR: LEADERSHIP DEVELOPMENT**

#### **SALARY**

: R407 745 per annum (all inclusive salary package)

#### **CENTRE**

: Pretoria

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| <b><u>REQUIREMENTS</u></b>  | : | An appropriate three year degree/diploma in Human Resource Development or Leadership plus experience in the leadership development. Project management skills. Ability to perform efficiently in a highly pressured environment. Proven analytical, report writing, presentation, planning and coordination skills. Advanced computer literacy. Good interpersonal relation and strong communication skills. Leadership and managerial skills. Results driven, assertive, professional, proactive and highly motivated. Knowledge of Public Service Act, Public Service Regulations and relevant legislation and prescripts. Knowledge of SMS competencies as prescribed in Chapter 4 of the SMS Handbook.   |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: The successful candidate will be responsible for the management of the Sub-directorate: Leadership Development within the Directorate: Talent Management in overseeing the development of critical and strategic skills for leadership. Plan and manage budget. Provide strategic direction and guidance. Planning and development of leadership programme. Development of competency profiles for all levels of leadership. Management and development of succession plan. Monitor and evaluate the impact of intervention. Development and revision of policies and procedures. The analysis, interpretation, development, implementation and monitoring of relevant HR policies. Managing the personnel of the Sub-directorate. Recommend the budget and monitor the expenditure of the Sub-directorate. |
| <b><u>ENQUIRIES</u></b>     | : | Mr TD Muzwayine Tel: (012) 336 7459  |
| <b><u>APPLICATIONS</u></b>  | : | Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Building Room 610   |
| <b><u>POST 35/102</u></b>   | : | <b><u>DEPUTY DIRECTOR: WATER REGULATION</u></b>  |
| <b><u>SALARY</u></b>        | : | R407 745 per annum (All inclusive package)   |
| <b><u>CENTRE</u></b>        | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b>  | : | A relevant Diploma or Degree in relevant field plus appropriate experience, Knowledge of relevant Acts specifically National Water and Water Services Acts , Knowledge of Integrated Water Resources Management , Project and programme management skills Policy and Strategy Implementation skills , Practical knowledge of inter governmental relations Leadership Human resource management skills General management, presentation, negotiation, communication and interpersonal skills ,Computer literacy Good understanding of Intergovernmental relations and co-operative governance Willingness to travel ,Valid drivers license.   |
| <b><u>DUTIES</u></b>        | : | Facilitate equitable water allocation. Manage water use registration & licensing. Coordinate water allocation processes and report on progress. Implement water authorization tracking system. Implement Water Allocation Reform strategy within the region and report on targets and progress. Implement compulsory licensing. Support to resource poor farmers. Ensure integrated water resource planning. Plan water for growth and development. Regulate water resource protection. Implement water conservation and Demand management strategies for all sectors and monitor. Report on WC/DM measures and progress. Communicate WC/DM targets and measures with stakeholders in all sectors. Manage the personnel, budget, finances and activities of the Sub-Directorate.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. L. Snyders – Tel: 053 – 830 8800   |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300   |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.  |
| <b><u>POST 35/103</u></b>   | : | <b><u>DEPUTY DIRECTOR: WATER SECTOR DATA MANAGEMENT</u></b>  |
| <b><u>SALARY</u></b>        | : | R407 745 per annum (All inclusive package)   |
| <b><u>CENTRE</u></b>        | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b>  | : | A relevant Diploma or Degree in relevant field plus appropriate experience. Knowledge of relevant Acts specifically National Water and Water Services Acts Knowledge of Integrated Water Resources Management. Project and program management skills , Policy and Strategy Implementation skills. Practical knowledge of inter governmental relations Leadership Human resource management skills General management, presentation, negotiation, communication and interpersonal skills Computer literacy, Good understanding  |

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|                             |   | of Intergovernmental relations and co-operative governance. Willingness to travel. Valid drivers license.   |
| <b><u>DUTIES</u></b>        | : | Establish and maintain surface and ground water observation networks for water sector to observe water quantity and quality in the Northern Cape region. Observe water resources and services at ambient, regional and local level. Observe and monitor water resource reaction and impact of drought, flood, human activities and climate change. Coordinate and integrate water observation personnel and activities. Establish and maintain specialized water observation equipment. Establish and maintain water sector data management information systems for surface and groundwater. Disseminate water sector data to ensure planning and management of water resources and services. Communicate and liaise with water data users like water managers, local government, other government departments and water users. Manage the personnel, budget, finances and activities of the Sub-Directorate. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. J. Streit – Tel: 053 – 830 8800   |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300  |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels   |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/104</u></b>   | : | <b><u>ASSISTANT DIRECTOR (INSTITUTIONAL AND SOCIAL DEVELOPMENT)</u></b>   |
| <b><u>SALARY</u></b>        | : | R217 482per annum   |
| <b><u>CENTRE</u></b>        | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : | Tertiary qualification in Social Sciences or Community Development and four to five years' experience in Community Development Knowledge of the water and sanitation business. A self-starter who is able to work independently and irregular hours. Assertiveness Valid drivers license and willingness to travel extensively, presentation skills, communication skills, interpersonal skills, policy and strategy development, Knowledge of relevant Acts, Project and programme management, knowledge and understanding of Local Government and the Water Sector Ability to interact and liaise at various levels with roleplayers in Local Government and the Water Sector   |
| <b><u>DUTIES</u></b>        | : | Collaborate, co-ordinate and communicate with the Water Sector role-players within the relevant legal and policy guidelines. Provide relevant support, including intervention support to Local Government and the broader Water Sector Overall management of the Sub-directorate• Represent the Sub-Directorate in various Water Sector for a and relevant engagements Training and capacity build in municipalities. 2020 Vision for water and Sanitation in schools. Ensure and oversee the implementation of the relevant education programmes Gender Mainstreaming. Civil Society, Liaise with other Government departments and other stakeholders', Manage personnel and finances, provide direction in Section 78 process, develop and manage budget for ISD section  |
| <b><u>ENQUIRIES</u></b>     | : | Mr K. Streuders - Tel: (053) 830-8800.  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag X6101, Kimberley 8300,   |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W.Appels  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/105</u></b>   | : | <b><u>ASSISTANT DIRECTOR: WAR &amp; RPF</u></b>   |
| <b><u>SALARY</u></b>        | : | R 217 482 per annum   |
| <b><u>CENTRE</u></b>        | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : | A relevant Diploma or Degree in relevant field plus appropriate experience, Knowledge of relevant Acts specifically National Water and Water Services Acts , Knowledge of Integrated Water Resources Management , Project and programme management skills Policy and Strategy Implementation skills , Practical knowledge of inter governmental relations Leadership Human resource management skills General management, presentation, negotiation, communication and interpersonal skills, Computer literacy Good understanding of Intergovernmental relations and co-operative governance Willingness to travel .Valid drivers license.  |

**DUTIES** : Implement Water Allocation Reform Strategy within the Region. Measure progress made with WAR against indicators. Facilitate Water Authorization to promote WAR targets. Liaise with other government departments and private initiatives to identify WAR opportunities. Influence authorization process and initiate compulsory licensing to promote WAR. Implement strategies to support resource poor farmers. Create awareness regarding RPF support. Facilitate application by RPF's for support. Measure RPF assistance and ensure sustainable water use.

**ENQUIRIES** : Mr. A. Abrahams – Tel: 053 – 830 8800

**APPLICATIONS** : The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300.

**FOR ATTENTION** : Ms. W. Appels

**NOTE** : The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.

**POST 35/106** : **ASSISTANT DIRECTOR: DWQ**

**SALARY** : R217 482 per annum

**CENTRE** : Kimberley

**REQUIREMENTS** : A relevant Diploma or Degree in relevant field plus appropriate experience, Knowledge of relevant Acts specifically National Water and Water Services Acts, Knowledge of Integrated Water Resources Management ,Project and programme management skills Policy and Strategy Implementation skills, Practical knowledge of inter governmental relations Leadership Human resource management skills General management, presentation, negotiation, communication and interpersonal skills, Computer literacy Good understanding of Intergovernmental relations and co-operative governance Willingness to travel .Valid drivers license.

**DUTIES** : Establish and maintain the Drinking water quality program in the region. Monitor compliance of Drinking water with the Nation Regulatory framework. Support Local Authorities in monitoring drinking water quality. Ensure operation and maintenance of DWQ database. Plan intervention for poor performance with regard to poor compliance. Facilitate the National Drinking Water Quality program and monitor. Liaise with other Government Departments Agencies to support District and Local Authorities on drinking, waste and pollution minimization and prevention. Maintain services for monthly monitoring of Municipal Drinking Water and Waste Water Quality. Communicate possible non compliance to Drinking and Waste Water to prevent health risks. Maintain Laboratory Services Providers.

**ENQUIRIES** : Mr. J. Streit – Tel: 053 – 830 8800

**APPLICATIONS** : The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300.

**FOR ATTENTION** : Ms. W. Appels

**NOTE** : The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.

**POST 35/107** : **CHIEF DEVELOPMENT EXPERT: CAPACITY BUILDING AND TRAINING**  
(National Sanitation Programme)

**SALARY** : R217 482 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate and recognised three year Bachelor's degree in Natural Science/Social Science/ Environmental Science or equivalent qualification. Appropriate working experience in the water and sanitation field or municipal service sector. Extensive knowledge of sector capacity building and training. Knowledge of water and sanitation related legislation and policies. Knowledge of Skills Development Act, SETA and SAQA processes. Ability to interact stakeholders at National, Provincial and Local levels. Excellent verbal and written communication, including presentation skills. Proficiency in English and at least one other official language. Project Management, organisational, coordination and facilitation skills. Computer Literacy, including Ms PowerPoint, Excel and Word. Willingness to travel and work irregular hours. A valid driver's license.

**DUTIES** : Key Performance Areas: The successful candidate's duties will be primarily Sanitation Capacity Building and Training. The successful candidate will implement Sanitation Skills Development and Training to the Water Services

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|                             |   | <p>Authorities and Water Services Institution. The implementation will be aligned with DWAF, SALGA, DPLG and SETA targets in relation to: support the Water Services Authorities (WSAs) through Regional Offices regarding scarce and critical skills; ensure that the WSAs have sanitation skills development and training component within their Workplace Skills Plan; Ensure that sanitation training within the municipality are aligned with JIPSA and ASGISA objectives; facilitate provision of property skilled and trained personnel in the sanitation sector; facilitate sanitation training materials development process with the relevant stakeholders; coordinate with other relevant stakeholders and sector partners to align sanitation related training. Ensure the accreditation of all sanitation training and training providers; and provide inputs into various sanitation capacity building and training related documents</p> |
| <b><u>ENQUIRIES</u></b>     | : | Mr T Modau Tel (012) 36 6859  |
| <b><u>APPLICATIONS</u></b>  | : | Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Building, Room 610   |
| <b><u>POST 35/108</u></b>   | : | <b><u>CHIEF DEVELOPMENT EXPERT: SOCIAL DEVELOPMENT SUPPORT AND CROSS-CUTTING ISSUES</u></b>   |
| <b><u>SALARY</u></b>        | : | R 217 482 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | An appropriate Social Sciences Degree or Development Studies. Proven track record (at least three (3) years ) in Water Sector. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Experience on strategic facilitation. Computer literacy. Possession of a valid code 08 driver's license.   |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Facilitate capacity building of Civil Society Organisations (CSO's) for meaningful participation in the sector and increase the pool of CSO's participating in the broader water sector. Facilitate establishment of sound working relationship with key stakeholders in the sector and provision of tools to facilitate engagement. Manage the National CSO support programme and establish linkages with Provincial programmes. Facilitate provision of skills to CSO's to acquire accreditation with the appropriate SETA. Facilitate capacity building, knowledge sharing and lesson learnt to civil society organisations in the SADC Region.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms R Simelane Tel: (012) 336-8662   |
| <b><u>APPLICATIONS</u></b>  | : | Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Building, Room 610   |
| <b><u>POST 35/109</u></b>   | : | <b><u>DATA MANAGER (WORKING FOR WATER)</u></b><br>(5 year contract)   |
| <b><u>SALARY</u></b>        | : | R 209 150 (All inclusive)   |
| <b><u>CENTRE</u></b>        | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : | A recognized three year degree/ diploma in Natural Sciences, GIS or Forestry with extensive experience in the following fields; GIS and database administration. Understanding of analysis, network windows technology and ArcView. Computer literacy with ArcView 9.0 and GIS competency. Demonstrated analytical and systematic competencies. A valid drivers license and a willingness to travel. One years experience in Microsoft Sequel. Sound knowledge of mapping, mapping software and GPS's. Excellent communication (both written and verbal) skills, reports and presentations, people management skills as well as administrative and financial skills will be advantageous. Knowledge of mapping. Recommendations: the ability to speak at least two of the official languages spoken in the Northern Cape.   |
| <b><u>DUTIES</u></b>        | : | Identify mapping needs in the projects. Manage mapping staff. Modify methods and systems to improve workflow and. Ensure that raw data received from project managers is accurate and according to WFW standards. The data manager is responsible and accountable for the completeness and quality of the database and that managers are informed of any database – related problems. Compile reports and maps to assist managers in region. Identify gaps, errors and inconsistencies in the databases and put procedures in place to rectify these gaps/errors. Ensure that WFW workflows are maintained. Ensure that the data capturer is entering data correctly. Ensure that data is backed up. Assist managers in annual plans of operation generation. Help plan areas to be mapped by project managers and assist with mapping where needed.  |
| <b><u>ENQUIRIES</u></b>     | : | Mrs. D. Sharp: Tel no. 053 831 2273   |



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| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: Department of Water Affairs and Forestry, Private Bag X6101, Kimberley 8300   |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W Appels  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/110</u></b>   | : | <b><u>OFFICE ADMINISTRATOR</u></b><br>(National Water Resource Infrastructure)  |
| <b><u>SALARY</u></b>        | : | R 174 243 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12/STD 10 Certificate / National Diploma or Degree in Office or Public plus appropriate working experience in a similar environment. Knowledge of Public Service; general business of the Department of Water Affairs and Forestry (understanding the core business of the National Water Resources Infrastructure Branch will be an advantage); excellent secretarial and office management abilities; good verbal and written communication skills; minute-taking and document drafting and tracking; computer literacy; relationship management; valid driver's licence; willingness to work extended hours ;confidentiality   |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Office and administrative management; frontline reception and communication; meeting facilitation including secretariat services; diary co-ordination; document management; handling of queries;   |
| <b><u>ENQUIRIES</u></b>     | : | Ms H Rodkin Tel (012) 336 8600  |
| <b><u>APPLICATIONS</u></b>  | : | The Deputy Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001  |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Building Room 610  |
| <b><u>POST 35/111</u></b>   | : | <b><u>ASSISTANT DIRECTOR: ADMINISTRATION (3 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>        | : | Hartbeespoort (1 Post), Groblersdal (1 Post) and Tzaneen Area Office (1 Post)   |
| <b><u>REQUIREMENTS</u></b>  | : | A B Com degree or a Bachelor degree in Public Administration. Administrative experience in the areas of basic Project Management, Financial Management and Personnel Administration. Knowledge of Public Finance Management Act (PFMA),Treasury Regulations, procurement policies and procedures, Supply Chain Management (SCM),Revenue Collection, Asset management and Risk Management. Excellent interpersonal skills. Strong verbal and written communication skills. Computer Literacy preferably in Microsoft Office and a valid driver's license.  |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Coordination of financial, Corporate Service and Administration key performance functions. Management the Asset Management, Risk management, Revenue Collection and supply chain management. Coordinate good governance and ensure that all policies are implemented, monitored and reviewed.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr M R Williams, Tel (012) 253 1093   |
| <b><u>APPLICATIONS</u></b>  | : | Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216  |
| <b><u>FOR ATTENTION</u></b> | : | Mr M R Williams, Tel (012) 253 1093   |
| <b><u>POST 35/112</u></b>   | : | <b><u>SENIOR GEOGRAPHER</u></b>   |
| <b><u>SALARY</u></b>        | : | R 145 920 per annum   |
| <b><u>CENTRE</u></b>        | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : | An appropriate 3 year degree/diploma in Natural Science, Engineering or equivalent Qualification. Computer Literacy, Supervisory skills, Understanding planning issues in the water sector and knowledge of ArcView.  |
| <b><u>DUTIES</u></b>        | : | Assist with the maintenance of the regional GIS database by storing all electronic files In a directory structure in accordance with DWAF standards. Enter and regularly revise all metadata in a data catalogue in accordance with DWAF standards and ensure that all Electronic data is regularly backed up. Expand and improve the regional database by identifying gaps and sources of additional water sector data in the region. Generate the production of spatial information in map format by performing customised queries on the GIS and related database. Add to electronic data through capturing data by means of digitising from paper maps. GPS technology and aerial photo and satellite images, when required. Assess digital database to ensure a high level of accuracy of data available at all time. Design and implement a data quality improvement plan. Assess and process the application received from public requesting. Government |

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|                             | Information, thus ensuring the effective, implementation of promotion of access to information Act. Scan photo to populate a comprehensive database on all images Available in the region. Administrative responsibilities such as maintaining a record of Monthly logsheet for GIS task, GIS equipment and stock level of GIS consumables.   |
| <b><u>ENQUIRIES</u></b>     | : Mr. K. Streuders – Tel: 053 – 830 8800  |
| <b><u>APPLICATIONS</u></b>  | : The Chief Director, Northern Cape, Department Water Affairs and Forestry Private Bag X6101, Kimberley, 8300   |
| <b><u>FOR ATTENTION</u></b> | : Ms. W. Appels   |
| <b><u>NOTE</u></b>          | : The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/113</u></b>   | : <b><u>CHIEF INDUSTRIAL TECHNICIAN</u></b>   |
| <b><u>SALARY</u></b>        | : R145 920 per annum  |
| <b><u>CENTRE</u></b>        | : Hartbeespoort Area Office   |
| <b><u>REQUIREMENTS</u></b>  | : Appropriate National Diploma in Mechanical Engineering (S4).B Tech Degree with relevant experience in water related Engineering .Registered with the Engineering Council of South Africa. Appropriate experience in water-related engineering. A valid driver's licence.  |
| <b><u>DUTIES</u></b>        | : Key Performance Areas: Develop three month Dam Safety reports. Interpret and implement Dam Safety report from national Dam Safety Office. Develop Civil maintenance inspections and reports. Develop systems and programmes for Dams, Weir and other Civil structures. Manage and develop Human and Financial Resources. Ensure that OHSA occupational Health and Safety be implemented. Manage contractors and PSP.  |
| <b><u>ENQUIRIES</u></b>     | : Mr M R Williams, Tel (012) 253 1093   |
| <b><u>APPLICATIONS</u></b>  | : Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216  |
| <b><u>FOR ATTENTION</u></b> | : Mr M R Williams, Tel (012) 253 1093   |
| <b><u>POST 35/114</u></b>   | : <b><u>CHIEF NETWORK CONTROLLER</u></b>  |
| <b><u>SALARY</u></b>        | : R145 920 per annum  |
| <b><u>CENTRE</u></b>        | : Hartbeespoort: Northern Operations  |
| <b><u>REQUIREMENTS</u></b>  | : An appropriate, recognized Tertiary qualification (or equivalent) qualification in IT plus relevant experience. A+ and N+ qualification will be an added advantage. Analytical skills, customer relationship management, planning and organizational skills and good communication (verbal and written) skills. Valid driver's license is essential.  |
| <b><u>DUTIES</u></b>        | : Key Performance Areas: Provide technical support and maintain desktops/and other hardware for all users in the Directorate. Monitor the ICT connectivity environment and resolve LAN connectivity issues at the Director's Office and Area Offices. Manage virus treats, effectively attend to and report on user complaints according to developed standards. Ensure effective system maintenance. Installation, configuration and testing networking of new ICT equipment. Generally be involved in the day to day operation issues of the Directorate. |
| <b><u>ENQUIRIES</u></b>     | : Mr M R Williams, Tel (012) 253 1093   |
| <b><u>APPLICATIONS</u></b>  | : Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216  |
| <b><u>FOR ATTENTION</u></b> | : Mr M R Williams, Tel (012) 253 1093   |
| <b><u>POST 35/115</u></b>   | : <b><u>HEALTH AND SAFETY OFFICER</u></b>   |
| <b><u>SALARY</u></b>        | : R145 920 per annum  |
| <b><u>CENTRE</u></b>        | : Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : Appropriate degree/diploma or tradesman certificate. At least 3-5 years experience in the implementation and maintenance of Safety, Health, Environment and quality system. Knowledge of familiarity with OHS Act. Well-based with the compilation of Health and Safety plans. Sound knowledge of all other Health and Safety functions. Computer literate and a code 8 drivers licence.  |
| <b><u>DUTIES</u></b>        | : Manage Health and Safety Environment within the Region and give advice to Management .Train line managers and employees in the Health and Safety Environment management field, conduct incident investigation / Audits And report to management as well as other relevant players, communicate Constantly with security manager with regard to security measurers, plan And coordinate  |

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|                             | action taken in the day to day running of the Health and Safety Environment management programmes.  |
| <b><u>ENQUIRIES</u></b>     | : Mr. GJP Lincks Tel: (053) 830 8800  |
| <b><u>APPLICATIONS</u></b>  | : The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300  |
| <b><u>FOR ATTENTION</u></b> | : Ms. W. Appels   |
| <b><u>NOTE</u></b>          | : The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/116</u></b>   | : <b><u>CHIEF INDUSTRIAL TECHNICIAN</u></b>   |
| <b><u>SALARY</u></b>        | : R145 920 per annum  |
| <b><u>CENTRE</u></b>        | : Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : Degree or N. Diploma in Engineering Civil, Experience in Hydrology, Computer literacy with HYDSTRA knowledge, a valid Drivers Licence, Willingness to travel and work away from the office for extended periods   |
| <b><u>DUTIES</u></b>        | : Calibration of gauging points, Hydrological monitoring, management of Hydrological data, Survey of gauging points, Stream flow gauging (conventional & ADP), Calibration and maintenance of electronic data logging instruments Report writing, management of maintenance work at gauging sites.  |
| <b><u>ENQUIRIES</u></b>     | : Mr. O.D Thebe - Tel: (053) 830 8800   |
| <b><u>APPLICATIONS</u></b>  | : The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300.   |
| <b><u>FOR ATTENTION</u></b> | : Ms. W. Appels   |
| <b><u>NOTE</u></b>          | : The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/117</u></b>   | : <b><u>OFFICE ADMINISTRATOR (FINANCE)</u></b>  |
| <b><u>SALARY</u></b>        | : R145 920 per annum  |
| <b><u>CENTRE</u></b>        | : Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : A relevant three year qualification in accounting, administration and appropriate working experience in public sector financial management. Extensive knowledge of financial administration in a public sector environment. Strong numerical, financial administration and budgeting skills. Excellent verbal and written communication skills. Ability to perform administrative and clerical duties with speed and accuracy. Strong computer skills especially Ms Excel and Word. Ability to work independently and to maintain a good working relationship with all co-workers and the general public. Proficiency in English and at least one other language. Do procurement submission for the directorate.  |
| <b><u>DUTIES</u></b>        | : Key Performance Areas: The successful candidate will be a self motivation individual who will join the Policy and Strategy Directorate whose objectives is to monitor and administrate the budget of the Directorate including Professional services. The incumbent will be located at Head Office in Pretoria Central where he/she will be advising the manager and deputy managers on the following work related areas: cash flow projections; financial reporting; monitoring and tracking of expenditure and payments; checking of invoices received from consultants; monitoring the Directorate's budget, including personnel professional services provider and provisioning; Providing financial inputs into the compilation of the budget. Co-ordinate meeting, workshops and seminars for the Directorate. Development and maintenance if internal directorate filling system. Assisting with Human Resource and finance tasks for the directorate. Implement financial policies and regulation. Participate in financial meetings. |
| <b><u>ENQUIRIES</u></b>     | : Ms A Manus Tel (012) 336 6502   |
| <b><u>APPLICATIONS</u></b>  | : Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.   |
| <b><u>FOR ATTENTION</u></b> | : Ms C Mazibuko, ZwaMadaka Room 610   |
| <b><u>POST 35/118</u></b>   | : <b><u>DATA CLERK (NC. WORKING FOR WATER)</u></b><br>(5 year contract)   |
| <b><u>SALARY</u></b>        | : R 124 549 per annum (all inclusive)   |
| <b><u>CENTRE</u></b>        | : Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : A grade 12 certificate with extensive relevant experience in similar field. Proven above average computer proficiency in MS Office and Windows 2000.Good  |

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|                             |   | written and verbal communication skills. Proven analytical, systematic and meticulous approaches to data capture. Ability to work with minimum supervision, use own initiative and perform multiple tasks. Willingness to develop a comprehensive understanding and knowledge of the field operations.  |
| <b><u>DUTIES</u></b>        | : | Key performance areas: Provide support to the Data Manager by capturing all non-spatial data for projects managed by Working for water regional offices. Maintain and update database. Pro-actively identify discrepancies in the documents. Electronic and hard copy filing of all relevant documentation. Generation of reports for regional Management. General administrative support functions.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. L. Ferreira, Tel (053) 831 8359.  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: Department of Water Affairs and Forestry, Private bag, X6101, Kimberley, 8300   |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels   |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/119</u></b>   | : | <b><u>CHIEF ACCOUNTING CLERK (ACCOUNTS PAYABLE)</u></b>   |
| <b><u>SALARY</u></b>        | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>        | : | Upington Office   |
| <b><u>REQUIREMENTS</u></b>  | : | An appropriate 3 year diploma in Finance or a Senior Certificate (Grade 12) plus 5 – 10 Relevant experience. A valid driver's licence. Sound knowledge of the PFMA, Financial Rules, Treasury Regulations etc. Computer literate (Word Excel). Knowledge of BAS, PERSAL (Knowledge of SAP will be an advantage). Good interpersonal skills, Accounting skills (GAAP, GRAP).   |
| <b><u>DUTIES</u></b>        | : | Budget management, Expenditure control, General Ledger, Suspense Account management. Cash Flows, Inputs for compilation of budgets, Authorizing of Financial transactions on BAS, Persal and SAP, Verify telephone accounts, Franking Machine, Payrolls, Personnel Management, Handling of Financial and Audit enquiries.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. S.J. Malan – Tel: 053 – 830 8865  |
| <b><u>APPLICATIONS</u></b>  | : | The Deputy Director, Department of Water Affairs and Forestry Private Bag X5912, Upington, 8800   |
| <b><u>FOR ATTENTION</u></b> | : | Mrs. CTP Kotze  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/120</u></b>   | : | <b><u>SECRETARY TO WATER SECTOR REGULATION AND USE</u></b>  |
| <b><u>SALARY</u></b>        | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>        | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 with typing as subject Or any training course/qualification that will enable performing of the work. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literate. Sound organizational skills. Good people skills and reliable. Basic writing communications skills. Ability to act with tact and discretion. Well groomed and represent able. Proficient in at least 2 official languages spoken in Northern Cape. Valid drivers license. |
| <b><u>DUTIES</u></b>        | : | Give administrative support to the section. Operate office equipment like fax machines and photocopiers. Arrange and minute at meetings. General document filing. Prepare correspondence and reports. Maintain general office databases. Correspond and liaise with sect oral partners  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. L. Snyders – Tel: 053 – 830 8800  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels   |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |

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| <b><u>POST 35/121</u></b>   | : | <b><u>CHIEF WATER CONTROL OFFICER</u></b>  |
| <b><u>SALARY</u></b>        | : | R117 501 per annum   |
| <b><u>CENTRE</u></b>        | : | Luvuvhu Dam  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 or equivalent qualification with Mathematics as a subject or a Senior Certificate and a Departmental Water measurement and distribution test course certificate. Appropriate experience is required. A valid driver's license is essential. Supervisory experience. The following will serve as recommendations: Thorough knowledge of Dam Safety; computer literacy; dam basin control; a boat handling certificate; procurement procedures; National Water Act; good verbal and written communication and facilitation skills, be able to manage conflict and work under stressful situations.  |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Exercise control to ensure that water distribution functions on Government Water Schemes in a sub-area are executed efficiently and cost effectively. Train and evaluate staff on an ongoing basis. Promote work satisfaction and the optimal development and utilisation of staff. Ensure that dams and canals are operated according to operating rules and are well maintained. Liaise with Control Water Control Officer regarding refurbishment and maintenance programs. Keep accurate records of water usage. Investigate complaints and water distribution problems. Enforce the National Water Act and ensure compliance with the Occupational Health and Safety Act. Undertake Dam Safety Inspections and submit written reports. Relief duties in the area of responsibility of the Area Offices |
| <b><u>ENQUIRIES</u></b>     | : | Mr M R Williams, Tel (012) 253 1093  |
| <b><u>APPLICATIONS</u></b>  | : | Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216   |
| <b><u>FOR ATTENTION</u></b> | : | Mr M R Williams, Tel (012) 253 1093  |
| <b><u>POST 35/122</u></b>   | : | <b><u>INDUSTRIAL TECHNICIAN X2</u></b>   |
| <b><u>SALARY</u></b>        | : | R 94 326 per annum   |
| <b><u>CENTRE</u></b>        | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b>  | : | National Diploma in Engineering and a valid code 8 driver's licence.   |
| <b><u>DUTIES</u></b>        | : | Assist in the process to register all existing lawful water users in terms of section 21 of The NWA (no. 36 of 1998). Give technical support to the licence process and to Coordinate and monitor the compliance of all issued licences. Assist with the Verification and investigation process to comply with section 22 of the NWA(no.36 of 1998). Technical assistance to Water Management Institutions regarding the Evaluation of water management plans and water conservation strategies. Have to exercise dam safety inspections according to applicable regulations To the required frequency and extend. Technical support to promote Water Resource Management in the Lower Vaal Management Area.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. G Janse van Noordwyk - Tel : 053 – 830 8800  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Northern Cape, Department of Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.  |
| <b><u>POST 35/123</u></b>   | : | <b><u>SENIOR PROVISIONING ADMINISTRATION CLERK (3 POSTS)</u></b>   |
| <b><u>SALARY</u></b>        | : | R94 326 per annum  |
| <b><u>CENTRE</u></b>        | : | Hartbeespoort Area Office  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 with appropriate asset management experience. Good communication skills, computer literacy, problem solving skills, ability to translate policy, SAP knowledge will be an additional recommendation. Recommendations: Bachelors degree or diploma with Supply Chain Management background would be an added advantage. A valid driver's licence.  |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Maintain and update the asset register, perform relevant reconciliation, verify movable asset register, administer property and lease contracts, monitor compliance to lease agreements, compile documents for disposal committee, reports on disposal items to the committee, inspect items for reuse. Filing of all lease contracts, completion of disposal documents   |
| <b><u>ENQUIRIES</u></b>     | : | Mr M R Williams Tel, (012) 253 1093  |
| <b><u>APPLICATIONS</u></b>  | : | Director Northern Operations NWRI – Branch, Private Bag X352, Hartbeespoort, 0216  |
| <b><u>FOR ATTENTION</u></b> | : | Mr M R Williams, Tel (012) 253 1093  |

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| <b><u>POST 35/124</u></b>   | : | <b><u>SENIOR ARTISAN: ELECTRICAL</u></b>   |
| <b><u>SALARY</u></b>        | : | R94 362 per annum  |
| <b><u>CENTRE</u></b>        | : | Groblersdal Area Office  |
| <b><u>REQUIREMENTS</u></b>  | : | Applicants must have completed an appropriate apprenticeship and relevant Trade Test Certificate with appropriate experience. A valid code EB driver's license is essential. Must be prepared to travel long distances to dams and work and stay out of office. Personnel management experience.   |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Electrical maintenance and repair work on motors, switchgear and transformers. Fault finding and maintenance of control circuit panels, valve actuators, electric hydraulic valves, overhead cranes and generator sets. Maintenance and installation work on general power distribution, mini-sub, housing, offices and single quarters. Comply with the Occupational Health and Safety Act and any other relevant act.. Personnel Management.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr M R Williams, Tel (012) 253 1093  |
| <b><u>APPLICATIONS</u></b>  | : | Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216   |
| <b><u>FOR ATTENTION</u></b> | : | Mr M R Williams, Tel (012) 253 1093  |
| <b><u>POST 35/125</u></b>   | : | <b><u>SENIOR PERSONNEL OFFICER GRADE III</u></b><br>(Sub-directorate: HR Information)  |
| <b><u>SALARY</u></b>        | : | R94 326 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate or equivalent qualification. Knowledge of Public Service Regulations, Public Service Act will be an advantage. Ability to work under pressure. Thorough knowledge of the PERSAL system. Knowledge of Excel will be an added advantage.  |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Implementation and maintenance of the establishment on Persal. Migration of staff, pay point changes. Correcting Budget codes (Responsibility & Objective codes). Interact with clients on the implementation procedure of the placement of staff. Sound written and verbal communication skills. Compile daily statistics and update databases.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms L Nilson Tel (012) 336 7625   |
| <b><u>APPLICATIONS</u></b>  | : | Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Room 610  |
| <b><u>POST 35/126</u></b>   | : | <b><u>SENIOR ADMINISTRATION CLERK</u></b>  |
| <b><u>SALARY</u></b>        | : | R 76 194 per annum   |
| <b><u>CENTRE</u></b>        | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 (or equivalent certificate). Recommendations: At least 3 years experience in general office management and administration is recommended. A valid driver's license is an added recommendation. The following attributes may count in favour of the applicant but are not requirements: knowledge of the National Water Act (Act No. 36 of 1998) and other relevant legislation; computer literacy particularly the use of Microsoft Office and database administration  |
| <b><u>DUTIES</u></b>        | : | The incumbent will be responsible for: providing assistance in preparation of information documents such as briefs, posters and pamphlets; liaison with stakeholders during water management institution establishment processes; maintaining and updating stakeholder databases for the Lower Vaal Water Management Area; collating and summarizing information received from stakeholders during water management institution establishment processes; providing general office administrative support; filing and retrieval of documentation; participating actively in the Department's transformation process |
| <b><u>ENQUIRIES</u></b>     | : | Mr. A. Abrahams – Tel: 053 – 830 8800  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Department of Water Affairs and Forestry, Private Bag X6101 Kimberley, 8300  |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.  |
| <b><u>POST 35/127</u></b>   | : | <b><u>SENIOR ADMINISTRATION CLERK</u></b>  |
| <b><u>SALARY</u></b>        | : | R76 194 per annum  |
| <b><u>CENTRE</u></b>        | : | Kimberley  |

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| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 (or equivalent certificate) Recommendations: At least 3 years experience in general office management and administration is recommended. A valid drivers license is an added recommendation. The following attributes may count in favour of the applicant but are not requirements: knowledge of the National Water Act (Act No. 36 of 1998) and other relevant legislation; state finance, computer literacy particularly the use of Microsoft Office and database administration  |
| <b><u>DUTIES</u></b>        | : | The successful candidate will be responsible for: general office administration for the registration of water use in terms of the National Water Act (Act No. 36 of 1998); handling enquiries and other communication with water users; gathering and processing information from water users for the licensing and registration of water use applications; filing and retrieval of various registration and licensing documents and maintaining and updating licensing and registration data on the water administration registration and management system.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. A. Abrahams – Tel: 053 – 830 8800   |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Department of Water Affairs & Forestry, Private Bag X6101, Kimberley, 8300  |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels   |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.   |
| <b><u>POST 35/128</u></b>   | : | <b><u>SENIOR ACCOUNTING CLERK GRADE III (2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>        | : | R76 194 per annum   |
| <b><u>CENTRE</u></b>        | : | Hartbeespoort Area Office and Groblersdal Area Office   |
| <b><u>REQUIREMENTS</u></b>  | : | Applicants must be in possession of a Senior Certificate with accounting as a passed subject, supplemented by appropriate experience. Experience in the finance field, computer literacy, code 08 Driver's license and experience in PERSAL. Knowledge of the PFMA, Treasury Regulation and financial policies.   |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Check and capture of PERSAL transactions e.g. Overtime, Standby, night shift allowance and camping allowance. Capturing of allowances and deductions, payrolls, deal with queries related to PERSAL transactions and functions. Compile and capture payments, S&T advances, receipts and journals. Compile and capture fleet journals. Request all SAP related reports. Suspense account, queries relating to SAP transactions and functions. Order and distribute all face value books and documents. Perform cashier duties with petty cash, receiving and banking of state money and issuing of receipts. |
| <b><u>ENQUIRIES</u></b>     | : | Mr M R Williams Tel (012) 2531093   |
| <b><u>APPLICATIONS</u></b>  | : | Director Northern Operations NWRI – Branch, Private Bag X352, Hartbeespoort, 0216   |
| <b><u>FOR ATTENTION</u></b> | : | Mr M R Williams, Tel (012) 253 1093   |
| <b><u>POST 35/129</u></b>   | : | <b><u>SECURITY OFFICER (2 POSTS)</u></b><br>Safety and Security Management  |
| <b><u>SALARY</u></b>        | : | R64 410 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The applicant must be in possession of a grade 12 or equivalent certificate; Private Security Regulation Authority, Grade C certificate only; good communication skills (verbal and written); willingness to work shifts; must be able to work under pressure; driver's license highly recommended. Record checks will be conducted on successful candidates.   |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: Control of movement of personnel, visitors and assets on premises. Patrolling of premises and buildings. Escorting of visitors and VIP's. Reporting of incident to senior personnel. Monitoring of CCTV Cameras  |
| <b><u>ENQUIRIES</u></b>     | : | Ms SE Arrow Tel (012) 336 8190  |
| <b><u>APPLICATIONS</u></b>  | : | Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms C Mazibuko, ZwaMadaka Room 610   |
| <b><u>POST 35/130</u></b>   | : | <b><u>MESSENGER</u></b>   |
| <b><u>SALARY</u></b>        | : | R54879 per annum  |
| <b><u>CENTRE</u></b>        | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b>  | : | A Grade 10 certificate or equivalent qualification OR Abet level 4.   |
| <b><u>DUTIES</u></b>        | : | Collect and distribute of faxes, Photo copying and binding of documents, Driver's licence is essential, collection of files from offices. Maintenance photocopy   |

|                             |   |  |
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|                             | : | machine, fax and printing machine. Deliver and collect official documents in and out of the department within a walking distance. Collect the postal bag from the Post Office. Deliver the postal bag from the registry to the Post Office.  |
| <b><u>ENQUIRIES</u></b>     | : | Mrs. Y. Gool – Tel: 053 – 830 8800   |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Department of Water Affairs and Forestry, Private Bag X6101 Kimberley, 8300  |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.  |
| <b><u>POST 35/131</u></b>   | : | <b><u>GENERAL WORKER (50 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R47 787 per annum  |
| <b><u>CENTRE</u></b>        | : | Hartbeespoort Area Office (30 posts) and Groblersdal (20 posts)  |
| <b><u>REQUIREMENTS</u></b>  | : | Matric (Grade 12) with Science and Maths or N4, N5 and N6. Physical fitness. A valid driver's license will be an added advantage.  |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: The successful candidate will be responsible for the following: Execution of various basic routine functions, maintenance of structures and equipment on GWS.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. M. R Williams Tel (012) 253 1093   |
| <b><u>APPLICATIONS</u></b>  | : | Director Northern Operations NWRI – Branch, Private Bag X352, Hartbeespoort, 0216  |
| <b><u>FOR ATTENTION</u></b> | : | Mr. M. R Williams, Tel (012) 253 1093  |
| <b><u>POST 35/132</u></b>   | : | <b><u>GENERAL WORKERS (4 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R47 787 per annum  |
| <b><u>CENTRE</u></b>        | : | Hartbeespoort Area Office  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 8 (Standard 6) certificate. Relevant experience in electrical maintenance and general workshop practices. Good verbal, writing and reading skills. Valid code 8 or higher driver's licence. Knowledge and/ or certificate in basic Health and Safety, valid crane operator- and/or rigging certificates. The successful applicant will be required to work overtime including on weekends and public holidays, to travel to remote areas and to overnight away from home from time to time as circumstances may require. Applicants must not have any phobias and be able to work on elevated and exposed work areas and in confined spaces. |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas : The successful candidate shall assist and support the artisan and other technical personnel to ensure that the Departments bulk water equipment is serviced and maintained.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. M. R Williams Tel (012) 253 1093   |
| <b><u>APPLICATIONS</u></b>  | : | Director Northern Operations NWRI – Branch, Private Bag X352, Hartbeespoort, 0216  |
| <b><u>FOR ATTENTION</u></b> | : | Mr. M. R Williams, Tel (012) 253 1093  |
| <b><u>POST 35/133</u></b>   | : | <b><u>CLEANER</u></b>  |
| <b><u>SALARY</u></b>        | : | R47 7 87 per annum   |
| <b><u>CENTRE</u></b>        | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b>  | : | Abet   |
| <b><u>DUTIES</u></b>        | : | Cleaning of offices, Boardroom, Kitchen, Toilets, Window panes, Floors and to assist with the preparation of the boardroom whenever there is a meeting or after the meeting.   |
| <b><u>ENQUIRIES</u></b>     | : | Mrs. Y. Gool   |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director, Department Water Affairs and Forestry, Private Bag x 6101, Kimberley, 8300   |
| <b><u>FOR ATTENTION</u></b> | : | Ms. W. Appels  |
| <b><u>NOTE</u></b>          | : | The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. Employees who have been declared in excess will receive high priority.  |



**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
OFFICE OF THE PREMIER**

*The Office of the Premier is an equal opportunity affirmative action employer, females and disabled persons are encouraged to apply.*

- APPLICATIONS** : Applications quoting the relevant reference number and the name of publication in which you saw this advertisement should be forwarded Private Bag X0047, Bhisho, 5605. Alternatively, applications can be hand delivered to Office No. 2078, 2<sup>nd</sup> floor, ECDC Building, Independence Avenue, Bhisho.
- FOR ATTENTION** : Senior Manager, Human Resources
- CLOSING DATE** : 12 September 2008
- NOTES** : All applications must be submitted on a Z83 form which is obtainable from any Public Service Department and must be completed in full accompanied by certified copies of ID, driver's license (all applicable) and qualifications together with your recent Curriculum Vitae, stating the reference number and the post which is being applied for. No faxed/mailed or late applications will be considered.

**OTHER POSTS**

- POST 35/134** : **SENIOR CONSULTANT: EMPLOYEE & ORGANIZATIONAL WELLNESS**  
Component: Todcos: Social Needs Cluster
- SALARY** : R217 482 per annum
- CENTRE** : Bhisho, Eastern Cape
- REQUIREMENTS** : A three year degree or equivalent qualification majoring in Human Resources Management (HRM), Organizational Development (OD) or any related field At least three to five years appropriate experience in a variety of HRM aspects and /or Organizational development environment including Employee Wellness & Diversity Management Project Management experience Knowledge and understanding of policy development, implementation and evaluation A good grasp of the character and nature of the public service , its legislative framework, HR related legislation and the role of the Office of the Premier Analytical and report writing skills Computer literacy is critical Strategic capability would be an added advantage
- DUTIES** : Key Responsibility Areas: Establish partnerships and good working relations with the assigned departments Render consultancy support services to assigned departments on various aspects of Employee and Organizational Wellness Conduct regular analyses on the state of HR and OD in the client departments and submit reports that reflect key findings, challenges and recommended solutions Co- facilitate implementation of mutually agreed Employee and Organizational Wellness initiatives and programmes Participate in facilitating the creation of a workplace environment that is conducive to effective and efficient service delivery Manage assigned projects on the basis of project management principles Advise the assigned department accordingly during policy development in order to align departmental policies to related legislation and to ensure mainstreaming of EW into strategic and operational planning Participate in the co-ordination, monitoring and evaluation of the implementation of provincial and national programmes relevant to Employee and Organizational Wellness
- ENQUIRIES** : Ms. Sisonke Pota at 040 6096204.
- POST 35/135** : **ASSISTANT MANAGER: PROVINCIAL GIS (DATA HOSTING)**  
Component: PIMU  
Job Purpose: To provide effective technical support for the distribution of all available provincial and departmental spatial information for the Eastern Cape Province.
- SALARY** : R174 243 per annum
- CENTRE** : Bhisho – Eastern Cape
- REQUIREMENTS** : 3 year Diploma/Degree in Geographic Information Systems or Information Systems relevant certificates in ARCSDE and ARCIMS will be an added advantage. Minimum of three years of appropriate use of GIS technology, experience in the use of GIS software specifically ARCSDE and SQL Server. Understanding of Spatial Information legislature, i.e. SDI Act Valid Code 08 drivers license
- DUTIES** : The incumbent will be required: Assist in the establishment of Metadata standards for data sharing across the Internet Ensure the Provincial Spatial Database is fully functional and updated with the latest available data Establish a link between ArcIMS and ArcSDE to ensure the latest and most accurate

datasets are published on the Internet Assist Provincial Departments and Municipalities in any GIS related applications Ensure awareness and usage of GIS by relevant stakeholders through carrying out the GIS awareness and usage campaign Explore the possibilities of GIS in Open Source and Open Source GIS programme

**ENQUIRIES** : Ms. Sisonke Pota at 040 6096204.

**POST 35/136** : **LIAISON OFFICER**  
Component: Intergovernmental Relations

**SALARY** : R117 501 per annum  
**CENTRE** : Bhisho – Eastern Cape  
**REQUIREMENTS** : All applicants must be in possession of a Matric certificate plus a Diploma in Public Administration or Development Studies At least 2 years practical experience in the relevant field Knowledge of IGR Policies and Legislation 2 years active valid driver's licence essential Report writing skills.

**DUTIES** : Key Performance Areas: Assist in the Coordination and facilitation of the seating and productivity of the District IGR Forum Establish and maintain a database of all relevant contacts in the Intergovernmental Relations Sub-Directorate Assist in the management of the District protocol needs Incumbent must be familiar with the Local Government Follow up on IGR Programmes within the District Submit monthly reports to the Supervisor Good communication skills Assist in the implementation of the IGR Framework Act no 13 of 2005

**ENQUIRIES** : Ms. Sisonke Pota at 040 6096204.

#### **DEPARTMENT OF ROADS AND TRANSPORT**

*The Department of Roads and Transport is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, female applicants are especially invited to present their candidature.*

**APPLICATIONS** : The Superintendent-General, Department of Roads and Transport, Private Bag X0023, Bhisho 5605. Hand delivered applications can be submitted to 39 Cowan Close, Stellenbosch Park, Schornville, King Williamstown at office no A42

**FOR ATTENTION** : Superintendent - General

**CLOSING DATE** : 12 September 2008

**NOTE** : Applications: Applications must be submitted on form Z.83 obtained from any Public Service department and should be accompanied by certified copies of qualifications and ID document and a comprehensive CV. Forward your application, clearly indicating the position you are applying for, reference number and the name of the publication in which you saw this advertisement, Should you not receive any correspondence 60 days after the closing date please consider your application as being unsuccessful.

#### **OTHER POST**

**POST 35/137** : **ASSISTANT MANAGER (REF E30515)**  
Component: Operator Safety & Compliance

**SALARY** : R174 243 per annum  
**CENTRE** : King Williamstown  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years experience in public transport or B. Degree/Diploma in with 3 to 5 years experience in public transport. Skills: •Computer literacy in MS Word, Power Point, Excel, MS Project. • Good verbal and written communication skills. • Proven applied policy implementation skills. • Proven applied resource management skills, including among others team and people management skills. •Proven applied conflict resolution skills. Proven self-management ability.

**DUTIES** : •Arrange training for Minibus Taxi Industry role players. •Hold meetings with Taxi Industry role players to explain government policies and legislations. •Represent the department in all transport forums in the districts. • Supervise the operations of the transport inspectors and guide the planning of their activities. •Facilitate negotiations/discussions towards resolution of conflicts in taxi industry. • Ensure the adherence to the requirement of PMDS by the staff in the section. • The overall management of the section including its budget, equipment and personnel.

**ENQUIRIES** : Mr Tshatshu at 043 6047523

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

***GSSC is an equal opportunity employer. All appointments will be made in accordance with the equity targets of the department. Preference for this position will be given to a female candidate.***

**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.

**OTHER POSTS**

**POST 35/138** : **SERVICE MANAGER REF: 70053367**  
Directorate: Procurement  
Person Profile: Results oriented, Problem solver, Self driven. This is a 5 year fixed term performance based contract

**SALARY CENTRE REQUIREMENTS** : R407 745 – R 472 758 per annum (All inclusive)  
Johannesburg  
B Comm degree or sufficiently progressed towards B Comm or equivalent qualification, 2 years similar experience in a supply chain environment.

**DUTIES** : Monitoring and measuring service delivery according to the SLA. Ensure continuous improvement on all services rendered by the Procurement Business Unit in line with customer needs. Make tangible contribution in building the GSSC brand and change negative perceptions. Facilitate service focus groups and ensure implementation of customer care strategies. Customer management. Support to managers and deputy managers on strategic and operational issues. Resolve and reduce customer queries. United team management. Manage and improve partnership between GSSC and departments.

**ENQUIRIES CLOSING DATE** : Namhla Siqaza (011) 689 6459  
12 September 2008

**POST 35/139** : **SPECIALIST: TRANSFORMATION REF: 70053366**  
Directorate: Strategy and Innovation  
Person Profile: Written and verbal communication, presentation skills, analytical and conceptual reasoning, diversity management, interpersonal and communication skills.  
This is a 3 Year Fixed Term Performance Based Contract

**SALARY CENTRE REQUIREMENTS** : R 407 745 – R472 758 per annum (total package)  
Johannesburg  
Relevant post graduate qualification or equivalent NQF qualification. Compliance with Security Clearance by National Intelligence Agency (NIA). Minimum of 3-5 years in a role relating to organisational transformation and managing projects..

**DUTIES** : This role focuses on assisting the department to design, develop and implement leading edge transformational service delivery solutions. It largely focuses on the identification , developing business cases and implementation of strategic initiatives within the department. The transformation projects processed by this role focus on: departmental strategy development, process reengineering, shared services strategies and designs, outsourcing advisory services and legislative regulations. Transformation Strategy Management. Compliance to Legislative Regulations. Process and quality assurance. Administrative responsibilities. Coordination of sub-directorate budget. Liaise with the Chief Executive Officer, GSSC General Managers, GSSC Senior Managers/Supervisors/Team Leaders, Other departments HOD, Executive Team Members.

**ENQUIRIES CLOSING DATE** : Zukiswa Ncunyana (011) 689 8450  
12 September 2008

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 35/140</u></b>  | : | <b><u>TECHNICAL / INFRASTRUCTURE ARCHITECT REF NO.70053238</u></b><br>Directorate: Technology Support Services<br>Person Profile: Business Acumen, Analytical, Decision making, Customer management, initiative, Negotiation, Results / quality oriented.<br>This is a 5 Year Performance Based Fixed Term Contract  |
| <b><u>SALARY</u></b>       | : | R 407 745 – R 472 758 per annum (all inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | Applicable relevant qualification, Bachelor degree in Computer Science, Engineering or related discipline (MCSE, etc) or equivalent. Extensive and related project management experience. Five to seven years experience in IT, with a minimum of two years in domain architecture design (Networks, platforms, applications, security, middleware, etc). In-depth experience designing and implementing information solutions.  |
| <b><u>DUTIES</u></b>       | : | Develop infrastructure architecture including setting of technology standards. Provide IT best practices, research, advice and recommendation. Provide technology inputs in projects. Construct, refine, and maintain models to meet business requirements. Establish audit objectives and devise audit plan to ensure continued data and interface integrity. Establish guidelines for reporting procedures. Engage in business analysis, information acquisition analysis and desire, data access analysis and design, archive and recovery strategy, security, and change management. Assist in post-implementation continuous improvement efforts to enhance performance and provide increased functionality. Interface with business community and provide ongoing status reports. Interface with architecture standards and review boards. Manage various other technical staff (Technical engineers, Architects, etc). Liaise and communicate with various departments to define and design technical architecture that meets their strategic objectives. |
| <b><u>ENQUIRIES</u></b>    | : | Madoda Cakata, Tel No: (011) 689 -8358   |
| <b><u>CLOSING DATE</u></b> | : | 10 September 2008  |
| <b><u>NOTE</u></b>         | : | Females will be preferred.   |

#### **DEPARTMENT OF HEALTH**

|                            |   |   |
|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | 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   |
| <b><u>NOTE</u></b>         | : | 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**

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 35/141</u></b>  | : | <b><u>DIRECTOR: NURSING REF NO: 70053290</u></b><br>Directorate: Nursing Services<br>This post is a re –advertisement, the previous advert was placed with an incomplete telephone number of the enquiry person.   |
| <b><u>SALARY</u></b>       | : | R 540 429 per annum (all inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Dr George Mukhari Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Nursing Degree (Masters Degree will be an advantage). 3 -5 (Five years experience as Deputy Director Nursing in the Hospital Management Team. In depth knowledge and understanding of the Public Service Legislative Framework. Ability to work independently and as part of a team, work under constant pressure and meet deadlines. Leadership, people management and management abilities. Communication skills ( written and verbal) and high level of interpersonal skills. Computer literate. A valid drivers license.  |
| <b><u>DUTIES</u></b>       | : | Plans, directs and coordinates the work functions and activities of Nursing service and other clinical units to assure a clear line of responsibility and accountability. Directs and maintains a comprehensive quality improvement program to ensure programs and services meet the accreditation standards. Develops and manages the budget for a specialized area, analyzing expenditures and variances as it relates to the complete organization, and allocates funds within the budget. Performs as an established member of the nursing structure, developing and implementing professional standards for various components of nursing service. Develop strategic and fiscal and program planning which includes developing and completing objectives, and future planning, mobilizes resources to improve and maintain professional delivery of |

patient care system. Directs the performance, evaluation programme for the entire operations and directly develops the evaluations for the subordinates( junior) Managers in some specialized personal support staff. Determines, prioritize policies and procedures to efficiently and effectively accomplish the organizational objectives for nursing care. Designs an organizational approach for the orientation, training and development of employees to ensure coordination across individual programmes and long range capability of the organization to function effectively. Interviews and selects employees for Nursing Operations Manager and / or other specialized staff. Represents the organization in the negotiations and resolutions of the employee's grievances and establishes the organizational policy regarding the handling of employee grievances. Authorizes disciplinary actions and establishes organizational policy regarding employee discipline within the parameters of Public Service Regulations and Health Professional Council. Arbitrates conflicts between both external and internal groups in the interest of maintaining the organizational goals and objectives. Delegates responsibilities and authority over operational functions to subordinates( juniors), Managers and Supervisors. Provides full performance level professional nursing work. Enhances professional growth and development through participation in educational programmes, reviewing current literature and attending in service meetings and workshops.

**ENQUIRIES** : Mr Modise Makhudu, Tel No: (012) 529 3879  
**CLOSING DATE** : 12 September 2008

#### OTHER POSTS

**POST 35/142** : **SENIOR SPECIALIST (INTERNAL MEDICINE) REF NO: 70053291**  
 Directorate: Clinical Services  
 This post is a re –advertisement, the previous advert was placed with an incorrect discipline, salary, the enquiry person and contact numbers.

**SALARY** : R424 149 per annum (all inclusive package)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as a Specialist in Internal Medicine. A minimum of 3 years experience preferably in an academic environment. plus extensive post registration experience, including teaching under and post - graduate levels at a tertiary institution. A proven publication and research record.

**DUTIES** : Perform clinical duties of a more complex nature. Teach undergraduate and post graduate students. Supervise graduate students. Participate in research and research projects. Supervise and evaluate sub-ordinates. Take responsibility for general inventory including making sure that relevant documents as per the Mental Care Act are completed. Facilitate an outreach programme.

**ENQUIRIES** : Prof O. Mzileni, Tel No: (012) 521 4584  
**CLOSING DATE** : 12 September 2008

**POST 35/143** : **SENIOR SPECIALIST (ORTHOPAEDICS) REF NO: 70053368**  
 Directorate: Medical

**SALARY** : R407 745 – R472 758 (all inclusive)  
**CENTRE** : Tembisa Hospital  
**REQUIREMENTS** : MbchB and registered with the Health Professions Council of South Africa as a Specialist in Orthopaedics plus a minimum of 2 years experience post registration. Recommended Requirements: Sound knowledge of current health and Public Service Legislation and policy, as well as medical ethics.

**DUTIES** : Rendering services 24 hours in and outpatient clinical care in the department of orthopaedics. Assist with the management of the department. Participate in the development and provision of services in Orthopaedics. Teaching at under – and postgraduate level as well as other allied health professionals. Participate in the department's clinical audits and research programmes.

**ENQUIRIES** : Dr, M.S. Malebo, Tel No: (011) 923-2000  
**CLOSING DATE** : 15 September 2008

**POST 35/144** : **SPECIALIST (ORTHOPAEDICS) REF NO: 70053408**  
 Directorate: Medical

**SALARY** : R391 026 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Appropriate tertiary qualification. Registration as an Orthopaedic Specialist with the Health Professions Council of SA. Recommendations: Appropriate experience.

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| <b><u>DUTIES</u></b>       | : | Render a comprehensive clinical service to patients in the department. Responsible for all forms of Orthopedics trauma, including multiple trauma. Actively involve in undergraduate and postgraduate training. Involvement in research programmes.  |
| <b><u>ENQUIRIES</u></b>    | : | Dr N.S. Motsitsi or Dr N. Soma Tel No: (012) 373 1017 or (012) 318 6503  |
| <b><u>CLOSING DATE</u></b> | : | 15 September 2008  |
| <b><u>POST 35/145</u></b>  | : | <b><u>PRINCIPAL MEDICAL OFFICER: ORTHOPEADIC &amp; SURGICAL (2 POSTS)</u></b><br><b><u>REF NO: 70053279</u></b>  |
| <b><u>SALARY</u></b>       | : | R344 052 per annum (all inclusive packages)  |
| <b><u>CENTRE</u></b>       | : | Pholosong Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | MBCHB, Registration with HPCSA. Experience in Surgical discipline. Managerial experience. Minimum of five years experience post community service. Computer literacy.  |
| <b><u>DUTIES</u></b>       | : | Be prepared to work under Specialty Surgical, Develop protocols to ensure clinical standards, Responsible treasury plan and monitor doctors work schedules during core working and overtime in surgical discipline. Be prepared to be part of the broader management of the hospital and to present the institution in surgical cluster meetings. Do after hours duties on the premises. Ensure quality of service through planning ,implementation, Monitoring and evaluation of clinical Protocols in Surgical/Orthopeadic department. |
| <b><u>ENQUIRIES</u></b>    | : | Dr. G.S Maseko, Tel No: (011) 812-5152   |
| <b><u>CLOSING DATE</u></b> | : | 12 September 2008  |
| <b><u>POST 35/146</u></b>  | : | <b><u>SENIOR MEDICAL PRACTITIONER ( EMS) REF NO: 70053281</u></b><br>Directorate: Medical Services   |
| <b><u>SALARY</u></b>       | : | R 217 482 – 252 483 per annum (plus benefits)  |
| <b><u>CENTRE</u></b>       | : | Edenvale General Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate medical qualification. Professional registration with the Health Professions Council of South Africa. Casualty experience will be advantageous. Advanced Cardiovascular Life Support and or ATLS certificate/s will be advantageous. Perform commuted overtime   |
| <b><u>DUTIES</u></b>       | : | Render clinical services: consult and treat patients. Perform minor surgical procedures. Compliance with policies, protocols and hospital programmes. Financial management control.  |
| <b><u>ENQUIRIES</u></b>    | : | Dr N.P. Kernes, Tel No: (011) 321 6001   |
| <b><u>CLOSING DATE</u></b> | : | 15 September 2008  |
| <b><u>POST 35/147</u></b>  | : | <b><u>LECTURER PN-D 1/ 2 (17 POSTS) REF NO: 70053419</u></b><br>Directorate: Nursing Services  |
| <b><u>SALARY</u></b>       | : | R178 318 – 284 550 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Chris Hani Baragwanath Nursing College   |
| <b><u>REQUIREMENTS</u></b> | : | Registered with the S.A.N.C. as a General Nurse, Midwifery, Psychiatric Nurse and Community Nurse. Degree/ Diploma in Nursing Education. Valid drivers' licence is essential. Computer literate. Will be required to be involved in Academic Support programmes. Must be prepared to teach in all the following fields: General, Psychiatric, Community, Midwifery, Biological and Social Sciences.  |
| <b><u>DUTIES</u></b>       | : | Participate in policy development. Plan and conduct Student Assessment in theory and clinicals. Plan and implement subject specific academic support. Develop, review and evaluate the Curriculum. Participate in and encourage research. Teach and accompany learners in the clinical areas (General, Psychiatric, Community and Midwifery). Must be prepared to travel regularly to accompany students.  |
| <b><u>ENQUIRIES</u></b>    | : | Mrs. S. Peters, Tel No: (011) 983 - 3009   |
| <b><u>CLOSING DATE</u></b> | : | 17 September 2008  |
| <b><u>POST 35/148</u></b>  | : | <b><u>PRINCIPAL SOCIAL WORKER REF NO: 70053271</u></b><br>Directorate: Social Work   |
| <b><u>SALARY</u></b>       | : | R174 243 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Pretoria Academic Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree in Social Work. Registration with the SACSSP. Minimum 7 years experience in the field of Social Work. Minimum 5 years experience in Social Work in Health Care. Effective advanced assessment and counselling skills. Management, supervision, research and training.  |
| <b><u>DUTIES</u></b>       | : | Principal Social Worker to perform advanced assessment and counseling with clients. Produce a minimum of 40 % patient care. Extensive involvement with   |

management of the Social Work Department and subordinates. Supervision of Junior, Senior Social Workers and Students. Training to be offered to the Social Work Team, the hospital Staff, Students and Communities where indicated. Research involvement where indicated. Knowledgeable regarding the acts relevant to health care and social development. Extensive knowledge regarding resources in the community to assist effective service delivery to patients. Network with team members, communities and resources in the community to assist the client population effectively. Effective administration skills, record-keeping and completion of compulsory statistics.

**ENQUIRIES** :  
**FOR ATTENTION** :  
**CLOSING DATE** :

Dr Tanna / Annikie Mashego, Tel No: (012) 354 1212  
 Ms Victoria Skosana  
 12 September 2008

**POST 35/149** : **CLIENT LIAISON OFFICER REF NO: 70053369**  
 Directorate: Quality Management

**SALARY** : R145 920 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Hospital  
**REQUIREMENTS** : Grade 12, computer literacy. Experience in a health related environment. Knowledge about quality assurance and accreditation. Good communication skills, conflict management and interpersonal relationships.

**DUTIES** : Ensure that the institution meets the standard set for quality health services. Collection and collation of data for accreditation reports. Identify areas which need improvement so as to improve quality of services. Playing an advisory and consultation role in quality related matters. Facilitating hospital awareness and involvement of all staff in quality related matters. Implementing Quality Assurance procedures in other business units to set delivery norms and standards. Implement systems which will enhance service delivery. Interact with relevant stakeholders for purposes of quality improvement. Management of waiting times.

**ENQUIRIES** :  
**CLOSING DATE** :

Mrs M.B. Morudu, Tel No: (012) 529 3420  
 12 September 2008

**POST 35/150** : **SENIOR ADMIN OFFICER (SECURITY) L8 REF NO: 70053890**  
 Directorate: Ekuruleni Sedibeng Health Region

**SALARY** : R145 920 per annum (plus benefits)  
**CENTRE** : Germiston Hospital  
**REQUIREMENTS** : Grade 12 with relevant experience in security /risk management/ loss control, finance procurement and internal control systems. Relevant B. degree / diploma and grade A/B security certificate will be an added advantage. computer literate. Written & communication skills (continuation of requirements)

**DUTIES** : Develop and implement security and risk management strategies in the institution. Manage SLA for private security. Supervision of private security personnel. Implementation of fraud prevention plan. Submit relevant reports on security incidents. Losses and internal control challenges. Manage loss control processes and registers. Write reports extensively. Liaise with internal stakeholders including SAPS. Manage the risk register as a risk champion. Develop and implement security and risk management strategies in the institution. Manage SLA for private security. Supervision of private security personnel. Implementation of fraud prevention plan. Submit relevant reports on security incidents. Losses and internal control challenges. Manage loss control processes and registers. Write reports extensively. Liaise with internal stakeholders including SAPS. Manage the risk register as a risk champion

**ENQUIRIES** :  
**FOR ATTENTION** :  
**CLOSING DATE** :

Mr MN Gumbi, Tel No (011) 345-1285  
 M Diane Samuels  
 12 September 2008

**POST 35/151** : **DATA TECHNOLOGIST / DATA ADMINISTRATION REF NO: 70053272**  
 Directorate: Information Technology

**SALARY** : R145 920 per annum (plus benefits)  
**CENTRE** : Pretoria Academic Hospital  
**REQUIREMENTS** : Grade 12 plus relevant Data management qualification. Minimum 2 years working experience in DHIS, NTSG and HIS. Computer literate with extensive knowledge of MS-Excel, Word 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 plus experience in a Hospital environment will be advantageous.

**DUTIES** : Maintain all departmental database such as DHIS, NTSG and Medicom. Ensure that data flow at all levels is adhered to. Co-ordinate and facilitate data

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|                             |   | management programmes and projects as assigned, to the department's needs. Ensure data quality (timeliness, completeness and validity). Compiling of relevant monthly reports for Hospital Management. Support and training of end users on Information Systems. Assist in user support on Medicom.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms. M. Myburgh, Tel No: (012) 354- 3928  |
| <b><u>FOR ATTENTION</u></b> | : | Ms. Victoria Skosana   |
| <b><u>CLOSING DATE</u></b>  | : | 12 September 2008  |
| <b><u>POST 35/152</u></b>   | : | <b><u>PROFESSIONAL NURSE REF NO: 70053282</u></b>  |
|                             |   | Directorate: ARV Clinic  |
| <b><u>SALARY</u></b>        | : | R117 501 – 135 894 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Edenvale General Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Registration with the South African Nursing Council as registered nurse and midwife. Certificate in HIV counselling and comprehensive care and management of HIV/ AIDS and treatment. Applicable experience will be advantageous. Possess supervisory skills. Have good interpersonal relations.   |
| <b><u>DUTIES</u></b>        | : | Counselling of HIV / AIDS infected and affected individuals. Implement protocols, procedures and policies for quality nursing care of HIV clients according to National Guidelines. Participation in training and research. Maintain professional growth, ethical standards and self development. Be able to maintain confidentiality. Be able to use equipment and supplies cost effectively.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms N.R Aphiri, Tel No: (011) 321 6025  |
| <b><u>CLOSING DATE</u></b>  | : | 15 September 2008  |
| <b><u>POST 35/153</u></b>   | : | <b><u>SENIOR PHYSIOTHERAPIST REF NO: 70053370</u></b>  |
|                             |   | Directorate: Allied Services   |
| <b><u>SALARY</u></b>        | : | R117 501 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Helen Joseph Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Degree/ National Diploma in Physiotherapy or equivalent. Registration with the Health Professional Council of South Africa as a Physiotherapist. Extensive relevant experience in Physiotherapy. At least a year as junior Physiotherapist.  |
| <b><u>DUTIES</u></b>        | : | Clinical service to patients, supervision of junior colleagues and supervision and education of students, administrative tasks, joint decision making processes  |
| <b><u>ENQUIRIES</u></b>     | : | Ms J. Webber, Tel No: (011) 489 0336   |
| <b><u>CLOSING DATE</u></b>  | : | 15 September 2008  |
| <b><u>POST 35/154</u></b>   | : | <b><u>ADMINISTRATION OFFICER: STUDENT AFFAIRS REF NO: 70053420</u></b>   |
|                             |   | Directorate: Student Affairs   |
| <b><u>SALARY</u></b>        | : | R117 501 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Chris Hani Baragwanath Nursing College   |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 or equivalent certificate. Extensive experience in the relevant field of Nursing College Student Affairs. Knowledge of Ms Word, Excel, E Mail and Internet. Good word processing skills, good minute taking skills. Good interpersonal relations and telephone manner. Good communication Skills and ability to maintain discipline. Good customer care relations. Knowledge of and experience in all relevant Acts, Regulations, Policies and procedures. Ability to interpret and apply legislation related to student training.  |
| <b><u>DUTIES</u></b>        | : | Apply policies and procedures related to Student selection, Student registration and completion of training. Plan, organize and collect data related to the above. Implement all administration functions of the Student Affairs Department. Ensure accurate record keeping. Control students' absenteeism both at College and in Clinical areas. Manage student leave and coordinate leave between HR, Campuses and Clinical areas. Maintain and update student's records e.g. tests, exam results and lecture periods and experiential learning hours. Coordinate student affairs process i.e. registrations, orientation and award ceremonies. Compile and update student statistics. Must be able to manage documentation and produce data on request. Arrange classrooms/ venues according to schedule. Comply with cost centre requirements. Attend meetings and take part in different College committees. Must be able to work under pressure. Implement computer network disaster recovery procedures as appropriate. Responsible for the physical operation of electronic computers and audiosual equipment. Identify computer faults at the College and sub campuses. Manage CCTV, security of the building and equipment. Manage the Soft Win System, the C6 Win and PABX system. Supervise staff and training of interns. Implement operational plans and complete quarterly and annual reports. In-service training of staff on effective utilization of IT equipment. Must take an active roll in academic support and other support programs at the institution. |
| <b><u>ENQUIRIES</u></b>     | : | Mrs. M. Neveling, Tel No: (011) 983 - 3008   |



**CLOSING DATE** : 17 September 2008

**POST 35/155** : **FINANCIAL OFFICER REF NO: 70053421**  
Directorate: Management Support

**SALARY** : R117 501 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Knowledge of the Public Finance Management Act (Act 1/1999) as amended. Grade 12 certificate and relevant experience. Knowledge and skill in the application of: Treasury Regulations basic accounting system and S.A.P. A valid driver's licence is essential. Must be computer literate and have excellent verbal and written communication skills. Knowledge and skills in the use of Ms Word and Ms Excel. Relevant 3 years financial experience.

**DUTIES** : Compile payment advice and entity maintenance. Compile journals. Record invoices in the payment register. Issue petty cash and do reconciliation. Draw reports on BAS. Monthly reconciliation PERSAL/ BAS. Assist with medium term expenditure framework projections. Clear suspense accounts. Preparation of IYM (in year monitoring) monthly reports. Must be able to work under pressure, compile monthly and quarterly reports. Take an active roll in strategic and operational planning.

**ENQUIRIES** : Mrs. S. Peters, Tel No: (011) 983 - 3009  
**CLOSING DATE** : 17 September 2008

**POST 35/156** : **ADMINISTRATION OFFICER L7 REF NO: 70053389**  
Directorate: Ekuruleni Sedibeng Health Region

**SALARY** : R117 501 per annum (plus benefits)  
**CENTRE** : Germiston Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus 5 years experience in transport. Tertiary qualifications will be an added advantage. Computer conflict management, organizing and co-ordinating skills. Maintain discipline and analytical thinking

**DUTIES** : Supervision of transport, cleaning property caretaker, switchboard and registry personnel. Develop performance contracts and evaluations for staff. Ensure maintenance and provision of roadworthy of GG vehicles of hospital users. Provision of sufficient and clean linen to hospital wards and departments. Take responsibility of waste management in collaboration with infection control officer. Identify personnel training and development needs.

**ENQUIRIES** : Mr. M.N. Gumbi, Tel No: (011) 345-1285  
**FOR ATTENTION** : M Diane Samuels  
**CLOSING DATE** : 12 September 2008

**POST 35/157** : **LABOUR RELATION OFFICER REF NO: 70053273**  
Directorate: Human Resource

**SALARY** : R117 501 – 136 419 per annum (plus benefits)  
**CENTRE** : Charles Hurwitz TB Hospital  
**REQUIREMENTS** : Grade 12 certificate with 3-5 years relevant experience / National Diploma or Degree. Appropriate experience in labour management. Compilation of reports, training, presentation and computer skills.

**DUTIES** : Assist in rendering a labour relations support to the institution. Responsible for the performance and monitoring of the objectives of the Provincial and Regional labour relations. Management of misconduct cases and dispute resolutions. Promote sound Labour Relations in the Institution and ensure efficient management of departmental policies and directives. Monitoring the implementation of the departmental remedial actions. Set up systems of dealing with grievances. Support management with progressive discipline. Facilitate Bi-Lateral and Multi-Lateral meeting within the Institution.

**ENQUIRIES** : Ms. B.M Zwane, Tel No: (011) 983-7169  
**FOR ATTENTION** : Ms. Victoria Skosana  
**CLOSING DATE** : 12 September 2008

**POST 35/158** : **ADMINISTRATION CLERK (ASSET CONTROLLER) REF NO: 70053283**  
Directorate: Administration

**SALARY** : R94 326 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Grade 12 or an equivalent qualification. A financial qualification will be advantageous. Considerable applicable Hospital experience. Must be a fast learner, possess planning and organizational skills, the ability to work under pressure and knowledge of SCM, PAS, PFMA, BAUD and Treasury Regulations.

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| <b><u>DUTIES</u></b>        | : | Provide an effective asset management service by keeping asset register updated, stock taking of the fixed assets and regular spot checks. Barcode all new assets and capture on electronic system ensuring that each asset has a unique number. Compile inventory lists for each room. Compile reports on damaged assets. Send equipment for repairs, record and follow-up when necessary. Identify and report losses. Arrange condemning and procurement / replacement of assets. Training and supervision of junior staff when necessary.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr J.K.A .Buthelezi , Tel No: (011) 321 6003  |
| <b><u>CLOSING DATE</u></b>  | : | 15 September 2008   |
| <b><u>POST 35/159</u></b>   | : | <b><u>IT TECHNICIAN (2 POSTS) REF NO: 70053424</u></b><br>Directorate: management Support   |
| <b><u>SALARY</u></b>        | : | R94 326 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Chris Hani Baragwanath Nursing College  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 certificate plus National Diploma or Degree in Information Technology or equivalent diploma (A+, N+, MCSE). A minimum three years working experience in the role of supporting systems. Knowledge of the OHSA, Linux Server, Ms Office Suite, TCP/ IP protocols and networks. Ability to install, configure and troubleshoot OS's. Knowledge of the programmes PAAB, PERSAL, SAP, BAS, BAUD and MIS will be advantageous. Practical assessments may be required. Must be able to work autonomously, must be service orientated, self driven, able to work independently without direct and constant supervision. Knowledge of Public Finance management Act and Treasury Regulations. Computer literate. Good interpersonal relations. Code 08 Drivers Licence compulsory. |
| <b><u>DUTIES</u></b>        | : | Manage data communication with regard to operations. Control and development of programs. Contribute to the formulation of Network operating policies. Manage emergency action plan of the network. Supervision and maintenance of all relevant computer network equipment and software, including updating and servicing and plan, implement and maintain security of IT systems.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms M Meveling, Tel No: (011) 983 - 3006   |
| <b><u>CLOSING DATE</u></b>  | : | 17 September 2008   |
| <b><u>POST 35/160</u></b>   | : | <b><u>JUNIOR RADIOGRAPHERS REF NO: 70053406</u></b><br>Directorate: X-Ray Department  |
| <b><u>SALARY</u></b>        | : | R94 326 per annum (all inclusive package)   |
| <b><u>CENTRE</u></b>        | : | Kalafong Hospital   |
| <b><u>REQUIREMENTS</u></b>  | : | Degree/Diploma in Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer.   |
| <b><u>DUTIES</u></b>        | : | Undertake radiographic procedures efficiently and effectively in accordance with prescribed protocols, radiation control measures and Medico legal requirements. Be in position to provide a 24 hour service delivery.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms R. Mashubuku Tel No: (012) 318 6658  |
| <b><u>CLOSING DATE</u></b>  | : | 15 September 2008   |
| <b><u>POST 35/161</u></b>   | : | <b><u>RADIOGRAPHER L6 REF NO: 700053388</u></b><br>Directorate: Ekuruleni Sedibeng Health Region  |
| <b><u>SALARY</u></b>        | : | R 94 326 per annum (plus benefits)  |
| <b><u>CENTRE</u></b>        | : | Germiston Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | National Diploma/ Degree in Radiography (Diagnostic). Registration with HPCSA as a Radiographer. Ability to produce high standard diagnostic X-Ray images and quality. Good communication skills and appropriate experience.  |
| <b><u>DUTIES</u></b>        | : | Undertake radiographic procedure efficiently. Produce diagnostic images in accordance with prescribed protocols. Radiation control measures and micro legal requirements and perform quality assurance in the department. Compulsory to participate in a 24 hour service roster. Ensure optimal patient care and radiation safety. Ongoing evaluation of quality service.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr. R. Mbatha, Tel No: (011) 345-1229   |
| <b><u>FOR ATTENTION</u></b> | : | Ms Diane Samuels  |
| <b><u>CLOSING DATE</u></b>  | : | 12 September 2008   |
| <b><u>POST 35/162</u></b>   | : | <b><u>HUMAN RESOURCE CLERK REF NO: 70053405</u></b><br>Directorate: Human Resource  |
| <b><u>SALARY</u></b>        | : | R76 194 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Ekurhuleni District Office  |

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| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 with relevant experience. Recommendations: Computer literacy. Knowledge of PERSAL. Good verbal and writing communications skills. Good interpersonal relations.  |
| <b><u>DUTIES</u></b>        | : | Handles personnel administrative matters such as appointment, termination of service, translation in ranks, transfers, part of staff establishment. Monitor leave forms and conduct leave audit. Maintain service benefits and data base of employees. Provide secretarial support service to employee wellness programme, employee equity committee and source and select. Handle incapacity leave matters and leave database. |
| <b><u>ENQUIRIES</u></b>     | : | Ms D. Mkwanazi Tel No: (011)876 1767  |
| <b><u>CLOSING DATE</u></b>  | : | 15 September 2008   |
| <b><u>POST 35/163</u></b>   | : | <b><u>ADMIN CLERK (GRADE II) REF NO: 70053407</u></b><br>Directorate: Patients Affairs Department   |
| <b><u>SALARY</u></b>        | : | R54 879 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Kalafong Hospital   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate or Equivalent or Junior certificate with extensive hospital experience. Computer Literacy. Recommendations; Good interpersonal and communication skills. Experience of PAAB. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Patients Administration Department. Be able to handle confidential information.                                     |
| <b><u>DUTIES</u></b>        | : | Registration of in and outpatient emergency patients on PAAB. Billing of patients and collecting of fees. Controlling and updating of patient information with every visit. Filing of loose scripts and other documents of the patient file. Friendly reception of patients and handling of telephone enquiries with etiquette. Performing any reasonable task allocated by supervisor.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr Z.D. Lekhuleni Tel No: (012) 318 6846  |
| <b><u>CLOSING DATE</u></b>  | : | 15 September 2008   |
| <b><u>POST 35/164</u></b>   | : | <b><u>ADMINISTRATION CLERK L2 REF NO: 70053385</u></b><br>Directorate: Ekuruleni Sedibeng Health Region   |
| <b><u>SALARY</u></b>        | : | R47 787 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Germiston Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 10/12 or equivalent qualification. Ability to read and write. Good verbal and communication skills. Should be prepared to work shifts, weekends and public holidays. Computer literacy  |
| <b><u>DUTIES</u></b>        | : | Open files for new patients, cashing and issuing of accounts, draw files from records, compile register daily: compile document for admissions, relieve where service is needed. Implement general administration practices. Be prepared to work shifts.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr. N. Seanego, Tel No: (011) 345-1293  |
| <b><u>FOR ATTENTION</u></b> | : | Ms Diane Samuels  |
| <b><u>CLOSING DATE</u></b>  | : | 12 September 2008   |
| <b><u>NOTE</u></b>          | : | Excess staff will be given preference-Res.7/2002.   |
| <b><u>POST 35/165</u></b>   | : | <b><u>CLEANER TB WARD (3 POSTS) REF NO: 70053280</u></b>  |
| <b><u>SALARY</u></b>        | : | R47 787 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Pholosong Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Basic literacy ABET Level 3/Grade 8. Ability to read and write. Good verbal and written communication skills. Must be able to work under pressure.  |
| <b><u>DUTIES</u></b>        | : | Perform routine cleaning services by utilizing a variety of cleaning aids. Be prepared to clean floors, offices, kitchen, washing of windows and do other cleaning tasks. Refill soap and toilet containers Filling of water bottles and emptying dustbins. Provide toilet and paper towels. Manage the allocated cleaning material and cleaning equipment. Ability to maintain confidentiality.                                |
| <b><u>ENQUIRIES</u></b>     | : | Mr.V. Dube, Tel No: (011) 812-5000  |
| <b><u>CLOSING DATE</u></b>  | : | 12 September 2008   |
| <b><u>POST 35/166</u></b>   | : | <b><u>CLEANER L2 ART REF NO: 70053386</u></b><br>Directorate: Ekuruleni Sedibeng Health Region  |
| <b><u>SALARY</u></b>        | : | R47 787 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Germiston Hospital  |
| <b><u>REQUIREMENTS</u></b>  | : | Must be able to read and write. Good verbal and written communication skills. Experience in cleaning in Health Department will be an added advantage. Able to work under pressure.  |
| <b><u>DUTIES</u></b>        | : | Perform cleaning services of a routine nature by utilising a variety of aids. Be prepared to clean floors, kitchen, washing of windows and do other cleaning  |

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|  | tasks. Work shifts. The execution of tasks takes place mainly under direct supervision and requires minimal training. Should be prepared to work shifts, weekends and public holidays.  |
| <b><u>ENQUIRIES FOR ATTENTION</u></b>    | Mr. J.Ramoseme, Tel No: (011) 345-1289  |
| <b><u>CLOSING DATE</u></b>               | Ms Diane Samuels  |
| <b><u>NOTE</u></b>                       | 12 September 2008   |
|  | Excess staff will be given preference-Res.7/2002.   |
| <b><u>POST 35/167</u></b>                | <b><u>HOUSEHOLD L2 REF NO: 70053387</u></b>   |
|  | Directorate: Ekuruleni Sedibeng Health Region   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | R 47 787 per annum (plus benefits)  |
|  | Germiston Hospital  |
|  | Must be able to read and write. Good verbal and written communication skills. Experience in cleaning in Health Department will be an added advantage. Able to work under pressure.  |
| <b><u>DUTIES</u></b>                     | Perform cleaning services of a routine nature by utilising a variety of aids. Be prepared to clean floors, kitchen, washing of windows and do other cleaning tasks. Work shifts. The execution of tasks takes place mainly under direct supervision and requires minimal training. Be prepared to rotate within scope of work.  |
| <b><u>ENQUIRIES FOR ATTENTION</u></b>    | Mr. J.Ramoseme, Tel No: (011) 345-1289  |
| <b><u>CLOSING DATE</u></b>               | Ms Diane Samuels  |
| <b><u>NOTE</u></b>                       | 12 September 2008   |
|  | Excess staff will be given preference-Res.7/2002.   |
| <b><u>POST 35/168</u></b>                | <b><u>LINEN ASSISTANT REF NO: 70053409</u></b>  |
|  | Directorate: Facility Management Unit Department  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | R42 663 per annum (plus benefits)   |
|  | Kalafong Hospital   |
|  | Ability to read and write. Recommendations: Good communication skills and good interpersonal skills and productiveness.   |
| <b><u>DUTIES</u></b>                     | Retrieve dirty linen and take to linen bank. Sort and count dirty linen. Pack in soiled linen bags, seal, and date and prepare for dispatch to laundry. Load on to linen truck for dispatch to laundry. Load on to linen truck for dispatch to laundry. Unload clean linen from linen truck. Unpack and count clean linen received. Deliver clean linen to linen bank/linen room. Control boarding house linen. Assist with stock taking. Work under supervision. |
| <b><u>ENQUIRIES</u></b>                  | Mr E. Matemane Tel No: (012) 318 6410   |
| <b><u>CLOSING DATE</u></b>               | 15 September 2008   |
| <b><u>POST 35/169</u></b>                | <b><u>CLEANER L1 REF NO: 70053384</u></b>   |
|  | Directorate: Ekuruleni Sedibeng Health Region   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | R42 663 per annum (plus benefits)   |
|  | Germiston Hospital  |
|  | Must be able to read and write. Good verbal and written communication skills. Experience in cleaning in Health Department will be an added advantage. Able to work under pressure.  |
| <b><u>DUTIES</u></b>                     | Perform cleaning services of a routine nature by utilising a variety of aids. Be prepared to clean floors washing of windows and do other cleaning tasks. Work shifts. The execution of tasks takes place mainly under direct supervision and requires minimal training.. be prepared to rotate within scope of work.   |
| <b><u>ENQUIRIES FOR ATTENTION</u></b>    | Mr. J. Ramoseme, Tel No: (011) 345-1289   |
| <b><u>CLOSING DATE</u></b>               | Ms Diane Samuels  |
| <b><u>NOTE</u></b>                       | 12 September 2008   |
|  | Excess staff will be given preference. Res. 7/2002.   |

#### **GAUTENG YOUTH COMMISSION**

|                            |   |
|----------------------------|---|
| <b><u>APPLICATIONS</u></b> | 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   |
| <b><u>CLOSING DATE</u></b> | 12 September 2008   |
| <b><u>NOTE</u></b>         | 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

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 35/170</u></b>  | : | <b><u>DEPUTY MANAGER: DATABASE MANAGEMENT REFERENCE No: 70053354</u></b><br>Directorate: Gauteng Youth Commission  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum (Plus Benefits)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12, and or relevant tertiary qualification: Diploma/degree in Programme Management/ Database Management. Experience in database and project management will be an added advantage. The candidate should also have proven knowledge of report writing, planning and organizing. A thorough understanding of youth development challenges in Gauteng. A valid driver's licence is essential. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.  |
| <b><u>DUTIES</u></b>       | : | Manage the process of capturing the details young people who apply for participation in GYC-GPG projects. Ensure development of volunteers database for the 2010 FIFA World Cup. Populate reports of young people who participate in GYC. Liaise with young people who are registered in the database. Communicate with stakeholders as required by the Manager. Provide support to the Manager. Ensure packaging of project information for young people who are registered in GYC Database. Supply departments with relevant details of registered young people/Youth organizations. Develop and continuously update a database of all youth organizations and youth owned companies.  |
| <b><u>ENQUIRIES</u></b>    | : | Ntswaki Lephuthing Tel.: 011 333-1179  |
| <b><u>POST 35/171</u></b>  | : | <b><u>DEPUTY MANAGER: HR MANAGEMENT &amp; DEVELOPMENT REFERENCE NO: 70053353</u></b><br>Directorate: Gauteng Youth Commission  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum (Plus Benefits)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 and equivalent HR qualification. Knowledge of report writing, planning and organizing. A thorough understanding of Youth Sector in Gauteng. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills. Computer literacy is a must.   |
| <b><u>DUTIES</u></b>       | : | To co-ordinate, process, verify, record, update and resolve HR Management and Development support services for GYC employees. Ensure compliance to HR operational standards, delegations, procedures and policies. Assist in the drafting of and employee records in personnel registry. Ensure timely and accurate resolution of human resource management and development queries. Ensure advertisement of vacant posts and assist management with recruitment processes. Ensure the monthly updating of leave register. Sign job descriptions and performance agreements with staff. Conduct quarterly performance assessments. Develop and implement Workplace skills Plan. Co-ordinate the Learnership and internship programme. Administer the PMDS and bursary system. Facilitate the employee wellness programme. Submit monthly and quarterly reports on personnel administration transactions including leave. |
| <b><u>ENQUIRIES</u></b>    | : | Ntswaki Lephuthing Tel.: 011 333-1179  |
| <b><u>POST 35/172</u></b>  | : | <b><u>DATABASE CO-ORDINATOR REFERENCE: 70053356</u></b><br>Directorate: Gauteng Youth Commission   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum (Plus Benefits)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | The successful candidate should have Grade 12 and Experience in database management. Project management will be an added advantage. The candidate should also have proven knowledge of report writing, planning and organizing. A thorough understanding of youth development challenges in Gauteng. A valid driver's licence is essential. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills. Computer literacy is a must.   |
| <b><u>DUTIES</u></b>       | : | Ensure capturing of details of young people who apply for participation in GYC-GPG projects. Develop a volunteer database for 2010 FIFA World Cup and NYS project. Liaise with young people who are registered on database. Communicate with stakeholders as required by the Deputy Manager. Package projects information for young people registered in GYC database. Ensure effective collaboration with stakeholder on similar programmes. Supply departments with details of youth organizations. Develop and Continuously update a database of  |

all youth organizations. Continuously update details of GYC stakeholders. Invite stakeholder to GYC activities. Collate and align database related information from municipalities and departments. Perform any other task delegated by Deputy Manager. Attend to telephonic queries. Prepare monthly and quarterly reports.

**ENQUIRIES** : Ntswaki Lephuthing Tel.: 011 333-1179

**POST 35/173** : **DATABASE CO-ORDINATOR REFERENCE NO: 70053355**  
Directorate: Gauteng Youth Commission

**SALARY** : R64 410 per annum (Plus Benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : The successful candidate should have Grade 12, planning and organizing skills. The candidate should also have proven knowledge of report writing. A thorough understanding of youth development and youth challenges in Gauteng. Computer literacy is a must. The candidate should be willing to work overtime and be able to work under pressure and should have interpersonal skills.

**DUTIES** : File and sort documents. Retrieve and provide Files/information on request to approved personnel. Open and close old files/volumes. Receive and distribute mail and documents. Ensure safekeeping of all documentation are in line with relevant legislation and policies. Transfer files of employees. Circulate documents and circulars to all employees. Handle routine correspondence/enquiries. Order and distribute stationery to all employees. Assist with process to conduct annual leave audit. Keep registry equipment in good condition. Photocopy and faxing of documents. Oversee activities of registry and records. Perform tasks in accordance with Regulatory Framework and Guidelines. Submit monthly and quarterly report. Report on noncompliance to the Archives Act. 43 of 1996

**ENQUIRIES** : Ntswaki Lephuthing Tel.: 011 333-1179

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

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

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

**OTHER POSTS**

- POST 35/174** : **DEPUTY MANAGER: HUMAN RESOURCE ADMINISTRATION (REF NO P 216/2008)**  
Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

- SALARY CENTRE REQUIREMENTS** : R407 745 per annum (Inclusive flexible remuneration package)  
: Head Office, Pietermaritzburg  
: Degree / National Diploma in HR Management / Public Administration; plus \*3 years HR Management / HR Administration experience; plus \*A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: \*Understanding of Human Resource policy research, analysis, objectives and development processes, project and financial management. \*Broad in-depth knowledge of administrative policies and practices, budgeting and managerial functions. \*Knowledge of Public Service reporting procedures. \*Knowledge of Planning and organising. \*Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook, PERSAL). \*Specialised knowledge of performance management and evaluation systems. \*Expert knowledge of selection, recruitment, appointment and discharge processes, service benefits and other generally accepted employment practices. \*Expert knowledge of PERSAL and other HR systems. \*Extensive knowledge of HR records management. \*In-depth knowledge of establishment control matters. \*In-depth knowledge of budgeting and financial functions. \*Clear conceptual understanding of transformation (change management) and Affirmative Action. \*Skills in the interpretation and application of policies / regulations / prescripts. \*Research and policy formulation skills. \*Managerial and leadership skills. \*Problem solving, conflict management and negotiation skills. \*Interpersonal relations. \*Analytical and innovative thinking skills. \*Strategic planning and co-ordination skills. \*Team building and motivation skills. \*Excellent verbal, written and networking communication skills. \*Project management skills. \*Presentation and facilitation skills. \*Ability to develop training material. \*Report writing skills. \*The ideal candidate should be reliable, accurate, honest, creative, innovative, receptive to suggestions and ideas and demonstrate an interest in human resource management and related fields. He/ she should also be open and transparent, have integrity, be a team leader with ability to engender teamwork, be a visionary and a total quality controller.
- DUTIES** : \*Manage the provision of human resource practices and benefits functions. \*Administer matters relating to performance management for the Department. \*Ensure accurate and prompt record keeping and management of information through the effective utilization of human resource information systems. \*Provide

support in the development of human resource related policies and procedures for the Department and ensure the proper interpretation and application thereof as well as co-ordinate input for the Human Resources Plan and conduct research on latest HR trends. \*Manage the resources of the component.

**ENQUIRIES**  
**FOR ATTENTION**  
**CLOSING DATE**

: Ms C Zwane Tel. No.: 033 – 355 8916  
: Mr B Hornsby  
: 12 September 2008

**POST 35/175**

**DEPUTY MANAGER: POLICY FORMULATION & EMPLOYMENT EQUITY (REF. NO. P 217/2008)**

Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R407 745 per annum (Inclusive flexible remuneration package)  
: Head Office, Pietermaritzburg  
: \*An appropriate recognised Bachelor's Degree / National Diploma in Human Resource Management / Law / Administration; plus \*A minimum of 3 years' Management experience in a human resource policy formulation environment; plus \*Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: \*Understanding of policy research, analysis and developmental processes. \*Extensive knowledge of human resources and related fields. \*Understanding of all human resource prescripts, practices and procedures. \*Knowledge of all Public Service and related legislation. \*Ability to interpret and apply policy. \*Analytical and innovative thinking skills. \*Report writing skills. \*Workshop presentation and facilitation skills. \*Computer literacy. \*Interpersonal skills, professional and friendly. \*Communication skills. \*Leadership and managerial skills. \*The ideal candidate should be a visionary and a creative and innovative thinker. He / she should also be able to engender teamwork and be honest and trustworthy.

**DUTIES**

: \*Formulate strategies, policies and procedures for all human resource matters aligned to key human resource strategies and facilitate the implementation, consultation sessions and liaise with relevant stakeholders in the development and implementation policies / procedures. \*Manage the resources of the component. \*Manage all employment equity initiatives, including employment equity plan, policy and reports. \*Co-ordinate, monitor and evaluate the effectiveness of implemented human resource policies and analysis of national / provincial policy environment and identify critical areas for interventions. \*Represent the Department on task teams and provide input into multi-functional policy and strategy responses with regard to human resource policies.

**ENQUIRIES**  
**FOR ATTENTION**  
**CLOSING DATE**

: Ms C Zwane Tel No: 033 – 355 8916  
: Mr B Hornsby  
: 12 September 2008

**POST 35/176**

**SENIOR INDUSTRIAL TECHNICIAN (PROJECT INFORMATION AND ROAD NETWORK MANAGEMENT (REF. NO. P 215/2008)**

Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R117 501 per annum  
: Regional Office, Pietermaritzburg  
: Degree/National Diploma in Surveying or Civil Engineering or equivalent qualification. \*Minimum of 1 year appropriate experience in a Survey field; plus \*A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: \*Extensive Knowledge of the Roads Act & Regulations. \*Extensive Knowledge of the Provincial Road System. \*Extensive knowledge of Land Survey Act of 1984 and all its amendments. \*Extensive knowledge of the Geographical Information System. \*Extensive knowledge of the Project Management Information System. \*Operating Survey equipment and data loggers skills. \* Skills in operating GPS equipment including Leica, Trimble and Ashtec system. \*Skills in Engineering Survey computer software including Civil Designer and LOGGER. \*Skills in specific GPS computer software including SKI, Pathfinder Office and Ashtec solutions. Skills in ArcGIS, GIS computer software. \*Skills in managing Project Management System. \*The ideal candidate should persevere, be flexible, enthusiastic and have good interpersonal skills.. \*He / she should also be reliable and innovative..

**DUTIES**

: \*Ensure the collection, validation, capturing, archiving, analysis and t data. \*Analyse information and present data on maps. \*Maintenance of all project information, input into database and report thereon. \*Provide road information support services. \*Provide support with regard to policy development, specifications and guidelines for the Project Management Information System and the Road Network Management.



**ENQUIRIES**  
**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

- : Mrs S Lazarova, Tel No.: 033 – 845 5800
- Mr B Hornsby
- : 15 September 2008
- : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications, together with the relevant reference number and name of the publication in which you saw this advertisement, should be sent to: The Executive Manager, Human Resources Management, Office of the Premier, Private Bag x 5016, Kimberley, 8300.
- CLOSING DATE** : 12 September 2008
- NOTE** : All applicants will be subjected to a background screening programme, including criminal record checks. The Northern Cape Provincial Government is an equal opportunity affirmative action employer, and women and persons with disabilities are encouraged to apply. Applications must be submitted on a Z83 form obtainable from any Public Service Department, and should be accompanied by a comprehensive CV, certified copies of all qualifications, copy of driver's license and identity document. Please note that faxed applications will not be considered. Correspondence will be limited to successful candidates only, if you have not been contacted within 6 weeks after the closing date of this advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 35/177** : **EXECUTIVE MANAGER REF: EM/MER/OTP**  
Chief Directorate: Monitoring, Evaluation and Review
- SALARY** : R635 874 per annum (All-inclusive package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of an appropriate degree, preferably in Social Science or equivalent and a training course in Management Practices. Knowledge and experience: Three to five years Management experience with exposure to research methodologies and policy formulation. Experience in the development of policies and implementation strategies. It is also essential that candidates possess the following knowledge: functioning of the Provincial Government, knowledge on policy research and analysis; Manage the section independently; Compilation of management reports, Strategic thinking; Research/analysis. Programme and project management; financial management, communication, including formal presentation; facilitation and presentation skills, Strategic and Change Management Skills; Be able to function under pressure; Leadership, Reporting and Interviewing skills, Monitoring and coaching.
- DUTIES** : Key responsibilities: To render Monitoring, Evaluation and Review services in the Office of the Premier and in the broader Provincial Administration The provisioning of a Monitoring, Evaluation and research services The Managing and evaluate the Provincial performance with reference to the Government program of action. The managing of policies processes provincially Oversee the maintenance of policy database The rendering of a programmes review and reporting services. The drafting and consolidation of reports to the Presidency and other reporting strategies The provisioning of information to enable the Premier and the Director-General to report at the President's Coordinating Council To monitor the policy network structures established in the provincial administration. Determine all types of policies in the organization Facilitate inter provincial co-ordination of policy making and the resolution of policy conflict To co-ordinate the strategic planning of the Office of the Premier. To monitor the implementation of strategic plans of all departments Execute advisory commitments Consult other provincial administration in respect of strategic initiatives and service delivery. Represent the province in high level Committees.
- ENQUIRIES** : Ms. M. Marais-Martin, Tel. no.: 053-8308614
- NOTE** : The successful candidates will be required to sign a Performance Agreement.
- POST 35/178** : **EXECUTIVE MANAGER REF: EM/IA/OTP**  
Chief Directorate: Internal Audit
- SALARY** : R635 874 per annum (All-inclusive package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Appropriate tertiary degree in Internal Audit and a Certification as a CIA, CISA or CA. Knowledge and experience: Five to ten years practical experience in an Internal Audit environment and in Auditing, Accounting and business analysis. Experience in the development of policies and implementation of strategies. Knowledge of Internal Auditing, Accounting principles and practices, Management principles and preferred business practices. Knowledge of the standards for the professional practice of internal auditing and the code of ethics.

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|                            |   | Knowledge of government program policies, procedures, regulations and laws. Knowledge of Job Evaluation practices and processes and PMDS. Must have the ability to communicate verbally and in writing, informally and formally. Policy formulation; Co-ordination and conflict resolution; Presentation, Analytical and Report writing, Management and organizing skills.   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To provide Internal Audit services to the Northern Cape Provincial Administration. Divisional budgetary control Prepare and manage the budget of Provincial Internal Audit Risk review and assessment in provincial departments Develop and manage a formalized risk based strategic audit plan, based on the respective department's assessment of key areas of risk Develop and manage an audit annual plan for the strategic plan which includes the scope of the planned audits Assist accounting officers in establishing and maintaining effective, efficient and transparent systems of risk management and internal controls Certify that all audits are properly planned and executed Capacity building in internal auditing Ensure continuous professional development of the internal audit staff Ensure compliance and performance Develop and implement systems (including IT audit systems) and procedures to ensure that the internal audit function adheres to professional standards set by the institute of Internal Auditors Implement performance management and monitoring systems for provincial Internal Audit Ensure that audit findings are appropriately reported and that the required actions are taken Provision of professional advice on risk management and internal control in provincial departments Provide technical and logistic support to ensure the proper functioning of the Provincial Audit Committee |
| <b><u>ENQUIRIES</u></b>    | : | Ms. M. Marais-Martin, Tel no: (053) 8308614  |
| <b><u>NOTE</u></b>         | : | The successful candidates will be required to sign a Performance Agreement.  |
| <b><u>POST 35/179</u></b>  | : | <b><u>EXECUTIVE MANAGER REF: EM/ICS/OTP</u></b><br>Chief Directorate: Information Communication Services   |
| <b><u>SALARY</u></b>       | : | R635 874 per annum (All-inclusive package)   |
| <b><u>CENTRE</u></b>       | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3 years tertiary degree, or equivalent qualification. Knowledge and experience: Five years experience in a managerial position will serve as the minimum requirement and the department is seeking a customer-focused, knowledgeable, creative and innovative person, with highly developed strategic leadership and management skills. The following key competencies will serve as a strong recommendation. Analytical and problem-solving abilities, excellent verbal and written communication skills, computer literacy, well developed project management skills, as well as a sound knowledge of financial management. The successful candidate will be required to sign a Performance Agreement   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To provide an efficient and effective communication and information service to enable the Premier, the Director-General and Senior Managers in the Office of the Premier, together with the Executive Council and Heads of Departments to execute strategic goals of government through the efficient utilization of information technology as a strategic resource in the execution of the provincial government functions. The successful candidate will report directly to the Acting Director-General, and will be responsible for the following main functions: Promoting of effective communication between the Northern Cape Provincial Administration, it's components/stakeholders and the public; The executing of communications research; The rendering of Information Technology Services for effective services delivery; The rendering of an effective and efficient Website Service to the Northern Cape Province.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. M. Marais-Martin, Tel no: 053-8308614  |
| <b><u>POST 35/180</u></b>  | : | <b><u>PRINCIPAL STATE LAW ADVISORS (2 POSTS) REF: PSLA/LS/OTP</u></b><br>Chief Directorate Legal Services  |
| <b><u>SALARY</u></b>       | : | R540 429 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | LLB and at least 10 years appropriate post qualification litigation/advisory experience. Admittance as an Attorney or Advocate. Knowledge and Experience: The following key competencies will serve as a strong recommendation: Solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Display an extensive, in depth knowledge of a particular subject. Conduct research that will provide information and case law relevant to a specialized matter and present an opinion on how the specific case should be approached to obtain a desirable/justifiable outcome/result.   |

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| <b><u>DUTIES</u></b>                     | : | Key responsibilities: To provide legal advisory services and to ensure legislative compliance in the Northern Cape Provincial Government. The successful candidates will be responsible for the following: Drafting and amending of legislation; Drafting of legal documents, which will include inter alia contracts, legal opinions, guarantees, trust documents etc. Enforcement of Court Orders; Interpretation of statutes; Liaising with the State Attorneys Office and Private Attorneys; Liaising with Government Departments with regard to litigation matters; To recommend and develop changes to ensure legislative and policy compliance; To liaise with various stakeholders in support of compliance activities; Handle complex investigations; Training of staff; Give strategic input and leadership  |
| <b><u>ENQUIRIES</u></b>                  | : | Ms. P. N. Mafungo, Tel no: (053) 830 8600  |
| <b><u>POST 35/181</u></b>                | : | <b><u>MANAGER: PROVINCIAL HOUSE OF TRADITIONAL LEADERSHIP SUPPORT SERVICES REF: MPH/TLI/OTP</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R344 052 per annum<br>Kimberley  |
|  | : | Degree or a recognized National Diploma in related areas with extensive experience, as outlined below. Knowledge and Experience: Appropriate 3 to 5 years experience in the relevant field; Extensive knowledge of applicable policy prescripts and practices. Public Service Reporting Procedures; Knowledge of financial administration policy as well as prescripts. Ability to interpret and apply policy; Problem solving skills and Reporting writing and formulation; as well as Supervisory skills. Self management and motivation and customer service orientation. Ability to work independently and under pressure. A valid code 08 driver's license; Commitment and integrity and good interpersonal relations.  |
| <b><u>DUTIES</u></b>                     | : | Key responsibilities: To provide support to the Provincial House of Traditional Leaders. The successful candidate will be responsible for the following: The provisioning of management support to Provincial House Liaise with the DPLG on the responsibilities of the province towards traditional leadership; Establish a working relationship with the traditional leaders; To provide advice and support in respect of developing a closer interaction and relationship between traditional communities and other communities, as well as organs of municipalities. Develop, implement and evaluate policies relating to Traditional Institutions. The drafting of strategic plan; Conduct research on the impact of policy to Traditional Communities; Execute presentation; The management of financial services of the House Traditional Leaders. Manage the financial administration; Planning the budget for the House of Traditional Leaders; Manage the library services.  |
| <b><u>ENQUIRIES</u></b>                  | : | Mr. P. Pholoholo, Tel no: 053-8025162/3  |
| <b><u>POST 35/182</u></b>                | : | <b><u>MANAGER: FINANCIAL MANAGEMENT REF: MAN/FM/OTP</u></b><br>Directorate: Financial Management   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R344 052 per annum<br>Kimberley  |
|  | : | Degree of Commerce or Economics and Training in Financial Systems. Knowledge and Experience: Appropriate 3 to 5 years Management experience in a Finance environment. Extensive knowledge of PFMA, Treasury Regulations, Public Service Act, Budgeting Processes, Financial Management, Human Resources Management, Financial Systems and Information Management. Organisation Communication Effectiveness, Problem Analysis and solving, Technical Proficiency, Strategic Thinking, Planning and Organizing and Decision Making.  |
| <b><u>DUTIES</u></b>                     | : | Key responsibilities: To support the Director: Finance, Chief Financial Officer, the Accounting Officer, Senior Management and Unit Managers in the execution on their functions in terms of the PFMA, through the management of financial planning and budgeting, expenditure control and other finance related matters. The successful candidate will be responsible for the following: Manage and maintain the departmental budget process and compile the Main Estimate of Revenue and Expenditure as well as the adjustment estimate budget. Develop and maintain appropriate systems, policies, analytical tools, information systems and models or projections of cost behavior to ensure effective and efficient management of resources. Advise management in terms of strategic and financial matters in relations to the provisions of the PFMA and Treasury Regulations in the execution of their functions. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and the administration of the department. Facilitate the implementation of norms and standards. Manage the maintenance of the financial system (BAS). Liaise with Provincial Treasury and other relevant role players regarding transverse financial matters. |

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| <b><u>ENQUIRIES</u></b>    | : | Ms. N. Kruger, Tel no: (053) 8025100  |
| <b><u>POST 35/183</u></b>  | : | <b><u>MANAGER: TRADITIONAL LEADERSHIP: CORPORATE SUPPORT SERVICES REF: MCSS/TLI/OTP</u></b><br>Directorate: Traditional Leadership & Institutions   |
| <b><u>SALARY</u></b>       | : | R344 052 per annum  |
| <b><u>CENTRE</u></b>       | : | Kuruman   |
| <b><u>REQUIREMENTS</u></b> | : | Degree or a recognized National Diploma in related areas with extensive experience, as outlined below. Knowledge and Experience: Appropriate 3 to 5 years experience in the relevant field; Extensive knowledge of applicable policy prescripts and practices. Public Service Reporting Procedures; Communications skills (verbal and written) with basic financial skills; Computer literacy and a valid code 08 driver's license; Commitment and integrity and good interpersonal relations.  |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To co-ordinate the rendering of support services with regard to infrastructure in institutions. The successful candidate will be responsible for the following: To co-ordinate the provision of personnel, training and guidance to the traditional councils. To render relevant assistance and advice on the constitution of traditional councils and definition of their jurisdiction. To provide strategic support to the house of traditional leaders. To facilitate the recognition of traditional leaders. Promote co-operation and collaboration between traditional leaders and elected local government structures and other organs of civil society. Liaise with the DPLG on the responsibilities of the province towards traditional leadership Establishing a working relationship with traditional leaders To ensure smooth, effective and efficient overall functioning of all traditional/community offices in his/her area. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P. Pholoholo, Tel no: (053) 8025162/3   |
| <b><u>POST 35/184</u></b>  | : | <b><u>ASSISTANT MANAGER: LOCAL HOUSE REF: AMPH/TLI/OTP</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>       | : | Kuruman   |
| <b><u>REQUIREMENTS</u></b> | : | Recognized Degree in related areas with extensive experience, as outlined below. Knowledge and Experience: Appropriate 3 to 5 years experience in General Traditional Council Environment; Extensive knowledge of applicable policy prescripts and practices. Public Service reporting procedures; Communications skills (verbal and written) with basic financial skills; Computer literacy and a valid code 08 driver's license; Commitment and integrity and good interpersonal relations.   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To provide efficient management and administrative support services to the Local House. The successful candidate will be responsible for the following: Assist in the development of the LHTL year planner to ensure that it is in line with all the relevant stakeholders. Ensure sound co-ordination of the business of the LHTL like Committees, Outreach etc. Contribute in the implementation of the strategic plan of the LHTL Provide procedural advice to the Committees and the House. Perform duties as outlined in the Rules & Order of LHTL Liaise with the Province on Programs affecting Traditional Leadership Institutions Provide assistants in the management of Financial Services of the House (Financial administration, planning, budget and procurement) Develop and assistant staff members in his/her Unit   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P. Pholoholo, Tel no: (053) 8025162/3   |
| <b><u>POST 35/185</u></b>  | : | <b><u>ASSISTANT MANAGER: TRADITIONAL LEADERSHIP CORPORATE SUPPORT SERVICES REF: AM/TLCSS/OTP</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Degree or a recognized National Diploma in related areas with extensive experience, as outlined below. Knowledge and Experience: Appropriate 3 to 5 years experience in the relevant field; Extensive knowledge of applicable policy prescripts and practices. Public Service reporting procedures; Communications skills (verbal and written) with basic financial skills; Computer literacy and a valid code 08 driver's license; Commitment and integrity and good interpersonal relations.  |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To render support services with regard to infrastructure in institutions. The successful candidate will be responsible for the following: Conduct investigations and resolve complaints and disputes relating to the administration of traditional councils. Monitor the implementation of decisions and recommendations made during meetings. Ensure the effective and efficient administration of traditional council office Help with the drafting of strategic plan   |

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|                            |   | Deal with the enquiries from traditional leaders To investigate and resolve of succession to traditional leadership Facilitate the provision of personnel, training and guidance to the traditional councils.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P. Pholoholo, Tel no: (053) 8025162/3  |
| <b><u>POST 35/186</u></b>  | : | <b><u>WEB PROGRAMMER REF: WP/IT/OTP</u></b><br>Directorate: Information Technology   |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | Tertiary qualification such as IT degree/diploma or grade 12 or equivalent qualification. Knowledge and experience: Relevant programming and at least 5 years of relevant experience. Extensive experience with regard to dynamic HTML and CSS or open source application such as PHP, MYSQL. Fluency in different web design and programming languages, as well as graphic application software (Dreamweaver, FrontPage, VB.Net, SQL, XML, Java Programming). Good communications skills (verbal and written) with a valid code 08 driver's license.  |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To provide an effective web development and management support service to the Office of the Premier and Provincial Government to ensure that the Northern Cape Province has a robust and vibrant web presence on the internet. The successful candidate will be responsible for the following: Design, document, develop and maintain web site. Implement strategic plans for on-line website optimization, including e-mail campaigns and online promotions Create useful technical applications for the website Work with departments to ensure that their web pages are current and up-to-date, as well as ensure that regular updating of the site occurs. Supervision of Office of the Premier's programming staff Research and development to ensure that the province stays abreast with the latest technologies in the web development environment, e.g. open source software Interact with other Units, SITA, etc. with regard to technical issues to ensure an effective and efficient web development support service Provide ongoing advanced technical support to the Office of the Premier and Line departments Provide web development advisory support services to the GITO, Provincial IT units and users |
| <b><u>ENQUIRIES</u></b>    | : | Mr. T. Montwedi, Tel. no.: 053-8025220   |
| <b><u>POST 35/187</u></b>  | : | <b><u>ASSISTANT MANAGER: TECHNICAL SUPPORT SERVICES REF: AD/TSS/OTP</u></b><br>Directorate: Special Programs (Target Groups)   |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | Degree/National Diploma in related area. Knowledge and Experience: *Experience in working with the Target Groups; *Extensive knowledge of applicable policy prescribes and practices as well as Public Service reporting procedures and experience in dealing with the Media; *Knowledge of Library procedures and practices and Target Groups; Ability to interpret and apply policy; Problem solving and reporting writing and formulation skills; *Supervisory, sign language and communication skills (written and verbal); *Computer literacy.  |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To render technical support functions to the Directorate: Special National Programmes. The successful candidate will be responsible for the following: The managing of communication and media liaison activities; The compilation of news letters for Target Groups; The handling of matters pertaining to power point presentations, the utilization of the camera, scanner and other technical devices; The establishment and maintenance of a reference library or Special Programmes (Target Groups); The rendering of sign language services; The managing of the information centre for the Special Programmes (Target Groups); and The providing of information for the website.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. M. Twasa, Tel no: (053) 8025000  |
| <b><u>POST 35/188</u></b>  | : | <b><u>ASSISTANT MANAGER (LABOUR RELATIONS) REF: AM/LR/OTP</u></b><br>Sub-Directorate: Labour Relations   |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | A tertiary or equivalent qualification in the Legal and/or Labour Relations field. Knowledge and experience: Knowledge of Labour Law, grievance and disciplinary procedures, staff performance management, interpretation of statutes and agreements from the PSCBC and GPSSBC is essential. Coupled to this should be, knowledge and understanding of the new regulatory framework for the Public Services, such as the PFMA, Treasury Regulations, Public Service Act and Regulations and relevant statutory provisions. The ability to communicate at   |

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|                            |   | all levels, interpret and apply policies and collective agreements, co-ordination experience, proven abilities in chairing meetings, computer literacy, negotiating, research, facilitation, reporting writing and presentation skills, and knowledge of policy development will serve as strong recommendations.   |
| <b><u>DUTIES</u></b>       | : | Key responsibility: To provide effective and efficient labour relations Support to the Department. The successful candidate will perform the following functions: Oversee the Labour Relations component. Manage dispute resolution and collective bargaining Manage procedures for misconduct, grievances and dispute resolution To present the Department at bargaining structures Offer an advisory service to managers and line managers.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. T. Swartz, Tel no: 053 – 8025074  |
| <b><u>POST 35/189</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: LOCAL HOUSE REF: AOLH/TLI/OTP</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Kuruman   |
| <b><u>REQUIREMENTS</u></b> | : | Three year recognized National Diploma in Administration or equivalent qualification/grade 12 with extensive experience, as outlined below. Knowledge and Experience: Relevant experience in generic administrative processes. Experience in the Public Service environment. A good understanding and knowledge of financial and procurement systems, and the relevant policies. Record keeping, data system maintenance. Public Service policies, prescripts and procedures. Good communication skills (verbal and written) and the ability to compile submissions, reports, etc. independently. Sound planning and organizational skills. Good interpersonal relations and high level of computer literacy. Ability to properly/accurately record minutes and decisions at meetings; Ability to act with tact and discretion. Self management and motivation and the ability to work under pressure. A valid code 08 driver's license will be an added advantage.   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To provide efficient and effective administrative support services to the Local House. The successful candidate will be responsible for the following: Render general administrative support services. Drafting of memorandums, letters and submissions, independently. Keeping records, registers and statistics. Handling and updating files Updating of database Prepare documentation and co-ordinate all logistics for meetings, e.g. management meetings, presentations, etc. Compile minutes of meetings. Oversee and facilitate travel and accommodation arrangements. Check reports submitted for correct format, etc. Render financial and logistical support services to the Unit Head and Assistant Manager(s) within the Unit. Provide support in the arranging of workshops, seminars, meetings conferences, etc. Oversee the procurement of standard items, such as stationary, etc. Oversee/handle subsistence and travel claims Provide support in the processing of expenditure claims Liaise with management and track submissions Remaining abreast with the procedures and processes that apply in the office of the manager |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Pholoholo, Tel. no: 053-8025162/3  |
| <b><u>POST 35/190</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: PROVINCIAL HOUSE REF: AOLH/TLI/OTP</u></b>  |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Three year recognized National Diploma in Administration or equivalent qualification/grade 12 with extensive experience, as outlined below. Knowledge and Experience: Relevant experience in generic administrative processes. Experience in the Public Service environment. A good understanding and knowledge of financial and procurement systems, and the relevant policies. Record keeping, data system maintenance. Public Service policies, prescripts and procedures. Good communication skills (verbal and written) and the ability to compile submissions, reports, etc. independently. Sound planning and organizational skills. Good interpersonal relations and high level of computer literacy. Ability to properly/accurately record minutes and decisions at meetings; Ability to act with tact and discretion. Self management and motivation and the ability to work under pressure. A valid code 08 driver's license will be an added advantage.   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To provide efficient and effective administrative support services to the Provincial House. The successful candidate will be responsible for the following: Render general administrative support services. Drafting of memorandums, letters and submissions, independently. Keeping records, registers and statistics. Handling and updating files Updating of database Prepare documentation and co-ordinate all logistics for meetings, e.g. management meetings, presentations, etc. Compile minutes of meetings. Oversee and facilitate travel and accommodation arrangements. Check reports   |

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|                            |   | submitted for correct format, etc. Render financial and logistical support services to the Unit Head and Assistant Manager(s) within the Unit. Provide support in the arranging of workshops, seminars, meetings conferences, etc. Oversee the procurement of standard items, such as stationery, etc. Oversee/handle subsistence and travel claims Provide support in the processing of expenditure claims Liaise with management and track submissions Remaining abreast with the procedures and processes that apply in the office of the manager   |
| <b><u>ENQUIRIES</u></b>    | : | Mr P Pholoholo Tel no: 053-8025162/3   |
| <b><u>POST 35/191</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: TECHNICAL SUPPORT SERVICES REF: AO/TSS/OTP</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma or equivalent qualification. Knowledge and Experience: *Experience in working with the Target Groups; *Extensive knowledge of applicable policy prescribes and practices as well as Public Service reporting procedures and experience in dealing with the Media; *Knowledge of Library procedures and practices and Target Groups; Ability to interpret and apply policy; Problem solving and reporting writing and formulation skills; Communication skills (written and verbal); *Computer literacy.   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To render technical support functions to the Directorate: Special National Programmes. The successful candidate will be responsible for the following: The designing and lay-out of website; Having online information on the various programmes; Having information on Disabled People Organisation (DPO's)-progress and the other target groups, programmes and needs; Reporting on the progress made by the department's implementation of the Programme of Action of these groups; The creating of a conducive environment for the community to raise their concerns The designing, developing and distributing of a newsletter; Ensure the availability of the newsletter in Braille; The designing and researching of the different programmes The designing and compiling of banners, brochures, cover pages, posters, advertisements, invitations and programmes for all the units The developing of guiding documents e.g. wheelchair maintenance manual, hearing aids, maintenance on crutches; and manuals on how to address and handle the blind The compilation of all presentation The handling of enquiries and provide assistance with matters pertaining to Target Groups; Conduct research on all issues regarding employment of persons within the target groups; The development of assistive monitoring tools for Target groups; The managing of all issues and information on rehabilitation and assistive devices status and The rendering of administrative support; |
| <b><u>ENQUIRIES</u></b>    | : | Mr. M. Twasa, Tel no: 053-8025000  |
| <b><u>POST 35/192</u></b>  | : | <b><u>PRINCIPAL NETWORK CONTROLLER (X2) REF: PNC/IT/OTP</u></b><br>Directorate: Information Technology   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification. Knowledge and experience: A-Plus, N-Plus, MSCE or relevant knowledge and at least 5 years relevant experience. Experience with regard to Microsoft and open-source software product range. Advanced network installation and troubleshooting skills with a valid code 08 driver's license.   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To conduct research, plan and improve computer based hardware and software systems by implementing IT policies and procedures for the purpose of enhancing and improving service delivery through a stable LAN infrastructure. Solve advanced problems with regard to LAN hardware and software. Identify and resolve advanced LAN related problems Contribute towards designing rules and procedures for enhanced workflow Control and operate computers and peripheral equipment and carry out tasks related to the installation and maintenance of computer hardware and software, especially related to the LAN Provides support services for e-mail and Internet services Research and development Ensures effective functioning of a helpdesk system Contribute towards budgetary inputs. Contributes towards policy development in a networking environment Interact with other Units, with regard to technical issues to ensure an effective and efficient IT support service Configuration, delivery, setup and installation of new computer hardware and software Provide ongoing technical support to the Office of the Premier and Line Departments. Provide IT advisory support services to the GITO, Provincial It Units and users.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. M. de Kock, Tel no: 053-8025220  |



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| <b><u>POST 35/193</u></b>  | : | <b><u>SENIOR PROGRAMMER REF: SP/IT/OTP</u></b><br>Directorate: Information Technology   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Tertiary qualification such as IT diploma with Computer Programming or grade 12 or equivalent qualification. Knowledge and experience: 3 Years relevant experience with regard to dynamic HTML and CSS or open source application such as PHP, MYSQL. Must be fluent in web design and programming languages, as well as graphic application software. Good communications skills (verbal and written) with a valid code 08 driver's license.   |
| <b><u>DUTIES</u></b>       | : | Key responsibilities: To provide end users with software/programs, which enable work to be done efficiently and easily. The successful candidate will be involved with: Web development Consultation with relevant departments for database development according to their needs Develop, maintain, administer and implement systems fro relevant departments according to evaluations Recommend departments with existing systems for new developments Advice with programs and database   |
| <b><u>ENQUIRIES</u></b>    | : | Mr T Montwedi, Tel no: 053-8025220  |
| <b><u>POST 35/194</u></b>  | : | <b><u>SECRETARY (X4 POSTS) REF: SEC/OTP</u></b><br>Directorates: HRA, Legal Services, Traditional Leadership & Finance  |
| <b><u>SALARY</u></b>       | : | R76 194 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 with typing experience or equivalent qualifications. Knowledge and Experience: The following key competencies will serve as a strong recommendation: Language skills and the ability to communicate well with people at different levels and from different backgrounds, good telephone etiquette, computer literacy, sound organisational skills, good people skills, high level of reliability, basic written communication skills, ability to act with tact and discretion and good grooming and presentation.  |
| <b><u>DUTIES</u></b>       | : | The successful candidates will be responsible for the following: Provide a secretarial/receptionist support service to the manager, receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager; Record appointments and events in the diary of the manager; Type documents for the manager and other staff within the unit on a word processor; Operate office equipment like fax machines and photocopiers; Provide a clerical support services to the manager, Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received; Arrange meetings and events for the manager and the staff in the Unit. Identifies venues, invites role players, organizes refreshments and sets up schedules for meeting and events; Process the travel and subsistence claims for the unit; Process all invoices that emanate from the activities of the work of the senior manager; Record basic minutes of the meetings of the manager where required; Draft routine correspondence and reports; |
| <b><u>ENQUIRIES</u></b>    | : | Ms. I. Mokhuoa, Tel no: (053) 8025176   |
| <b><u>POST 35/195</u></b>  | : | <b><u>SECRETARY REF: SEC/EHWP/OTP</u></b><br>Directorate: Employee Health and Wellness Programme  |
| <b><u>SALARY</u></b>       | : | R76 194 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 with typing experience or equivalent qualifications. Knowledge and Experience: The following key competencies will serve as a strong recommendation: Language skills and the ability to communicate well with people at different levels and from different backgrounds, good telephone etiquette, computer literacy, sound organisational skills, good people skills, high level of reliability, basic written communication skills, ability to act with tact and discretion and good grooming and presentation.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for the following: Provide a secretarial/receptionist support service to the manager, receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager; Record appointments and events in the diary of the manager; Type documents for the manager and other staff within the unit on a word processor; Operate office equipment like fax machines and photocopiers; Provide a clerical support services to the manager, Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received; Arrange meetings and events for the manager and the staff in the Unit. Identifies venues, invites role players, organizes refreshments and sets up schedules for meeting and events; Process the travel and subsistence claims for   |

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|                            |   | the unit; Process all invoices that emanate from the activities of the work of the senior manager; Record basic minutes of the meetings of the manager where required; Draft routine correspondence and reports;  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. B. Thekisho, Tel no: (053) 8025174  |
| <b><u>POST 35/196</u></b>  | : | <b><u>ADMINISTRATION CLERK REF: AC/EHWP/OTP</u></b>   |
| <b><u>SALARY</u></b>       | : | R64 410 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification, basic to intermediate knowledge of word processing packages and other relevant software utilized in the unit. Procure of goods and services. Knowledge and Experience: The successful candidate must have adequate language skills and ability to communicate well on varied levels. Good telephonic etiquette and sound organizational skills. Good interpersonal relations and ability to properly/accurately record minutes and decisions at meetings. Basic written communication skills. The candidate must have sense of responsibility, high level of reliability, self management and motivation, professionalism, accuracy, commitment and integrity and customer service orientated.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for the following: Providing support and assistance with the development effective workflow processes within the Unit Handling of correspondence Perform receptionist duties for the office Handle enquiries from the general public and referring them to the relevant officials Handle travel, accommodation and other logistical arrangements Provisioning of equipment, stationery and other office materials for the office Ensure proper control over and maintenance of equipment within the office Act as transport officer for the Unit   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. S. Mafa, Tel no: 053-8025147  |
| <b><u>POST 35/197</u></b>  | : | <b><u>ADMINISTRATION CLERK REF: AC/MRMT/OTP</u></b><br>Moral Regeneration Movement & Transformation   |
| <b><u>SALARY</u></b>       | : | R64 410 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification, basic to intermediate knowledge of word processing packages and other relevant software utilized in the unit. Procure of goods and services. Knowledge and Experience: The successful candidate must have adequate language skills and ability to communicate well on varied levels. Good telephonic etiquette and sound organizational skills. Good interpersonal relations and ability to properly/accurately record minutes and decisions at meetings. Basic written communication skills. The candidate must have sense of responsibility, high level of reliability, self management and motivation, professionalism, accuracy, commitment and integrity and customer service orientated.  |
| <b><u>DUTIES</u></b>       | : | Key Responsibilities: To provide efficient and effective administrative support to the Moral Regeneration Movement and Transformation Unit. The successful candidate will be responsible for the following: Providing support and assistance with the development and effective workflow processes within the Unit Typing of documents/correspondence for the manager and other staff within the unit on a word processor Liaison with travel agencies to do travel arrangements Processing the travel and subsistence claims for the unit Handling of correspondence Rendering support to the component in organizing workshops, seminars, meetings and conferences Perform receptionist duties for the office Handle enquiries from the general public and referring them to the relevant officials Provisioning of equipment, stationery and other office materials for the Unit |
| <b><u>ENQUIRIES</u></b>    | : | Mr. H. Van Wyk, Tel no: 053-8025135   |
| <b><u>POST 35/198</u></b>  | : | <b><u>FOOD SERVICES AID (X2 POSTS) REF: FSA/HRM/OTP</u></b><br>Chief Directorate Human Resources Management   |
| <b><u>SALARY</u></b>       | : | R54 879 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | ABET or grade 10 or equivalent qualification. Knowledge and experience: The following key competencies will serve as a strong recommendation. Knowledge of cleaning and Food Services and how to use office and household equipment. Working procedures in respect of working environment. Routine administrative procedures. Communication skills and organizing skills. Be able to work within a team or independently.   |
| <b><u>DUTIES</u></b>       | : | The successful candidates will responsible for the following. Cleaning of offices, as well as cleaning of boardrooms and kitchen, related to the identified units.  |

Serving tea/coffee, water and control catering to identified units and meetings held by these units. Arranging and preparing boardrooms for meetings. Rendering an internal messenger service. Answering telephones. Key responsibilities: To render Food Aid and Messenger services to the Office of the Director-General. Sending facsimile. Receiving and welcoming visitors Checking of stock levels (for groceries).

**ENQUIRIES**

: Ms. N. Ketso, Tel no: 053-8025013

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

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

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

**OTHER POSTS**

**POST 35/199** : **PRINCIPAL MEDICAL OFFICER**  
(Cape Winelands District)

**SALARY** : Remuneration package: 344 052 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 annual basic salary.

**CENTRE REQUIREMENTS** : Worcester Community Health Centre, Worcester  
: MBChB. Registration with the Health Professions Council of South Africa as Medical Practitioner. Good interpersonal and management skills. Ability to work as part of a team consisting of staff on multiple levels. Language proficiency in two of the three official languages of the Western Cape. Recommendations: Computer literacy. Availability to work overtime. Ability to work independently. Registration with the Health Professions Council of South Africa as Family Physician or in the case where the applicant is not registered as a Family Physician, he or she could be considered for a Registrar post and will have to enrol in a local training programme to obtain Family Physician registration.

**DUTIES** : Delivery of generalist clinical services appropriate to a Community Health Centre. Continuing medical education / continuing professional development. Development of protocols. Teaching, training and development and staff support.

**ENQUIRIES** : Prof. HH Conradie, tel. no. (023) 348-1100 or Mrs S Titus, tel. no. (023) 348-1124.

**APPLICATIONS** : The Director, Cape Winelands District Office, Private Bag X3079, WORCESTER, 6849.

**FOR ATTENTION** : Ms MM Janse van Rensburg  
**CLOSING DATE** : 12 September 2008

**POST 35/200** : **PRINCIPAL MEDICAL OFFICER**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY** : Remuneration package: R 344 052 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 (Commutated overtime is available).

**CENTRE REQUIREMENTS** : Valkenberg Hospital, Observatory  
: Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Extensive, appropriate knowledge and experience in Mental Health. The ability to communicate in at least two of the three official languages of the Western Cape. Valid driver's licence. Ability to function within a multi-disciplinary team. The following will serve as recommendations: Good administrative skills. Excellent interpersonal and effective communication skills.

**DUTIES** : Interface and support the Acute Clinical Services in the management of patients in the post-discharge period. Liaise and consult with members of the multi-disciplinary team involved with the management of patients within the Acute Services. Follow-up and continuation of comprehensive management of patients in the community following discharge from the acute clinical services. This includes the active tracking of defaulters. Provide leadership to the multi-disciplinary hospital based community team. Liaison with families, community services and referral agents.

**ENQUIRIES** : Dr L Daniels, tel. no. (021) 440-3252.

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

**FOR ATTENTION** : Ms B Hermes  
**CLOSING DATE** : 19 September 2008

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| <b><u>POST 35/201</u></b>                | : | <b><u>MEDICAL OFFICER (CONTRACT POST 01/10/2008-31/01/2009)</u></b><br>(Overberg District)   |
| <b><u>SALARY</u></b>                     | : | R217 482 per annum plus a non-pensionable scarce skills allowance of 15% of annual basic salary, plus 37% in lieu of service benefits, and a non-pensionable rural allowance of 18% of annual basic salary. Commuted overtime will be compulsory and the commuted overtime remuneration is additional.   |
| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Otto Du Plessis Hospital, Bredasdorp   |
|  | : | MBChB. Registration with the Health Professions Council of South Africa as Medical Practitioner. Good interpersonal and management skills. Ability to work as part of a team consisting of staff on multiple levels. Language proficiency in two of the three official languages of the Western Cape. Driver's licence. Recommendations: Computer literacy. Ability to work independently. Registration with the Health Professions Council of South Africa as Family Physician. |
| <b><u>DUTIES</u></b>                     | : | Delivery of generalist clinical patient care service appropriate to a District Hospital and surrounding Clinics. Render after-hours services at the Institution. Handling of Medical Legal cases within the District Hospital. Form part of a training team to enhance skills. Ensuring that equipment is been used cost effectively.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Dr P Bosch, tel. no. (028) 424-1161.   |
|  | : | The Medical Superintendent, Otto du Plessis Hospital, Private Bag X10, Bredasdorp, 7280.   |
| <b><u>FOR ATTENTION CLOSING DATE</u></b> | : | Mrs D Gilliomme  |
|  | : | 12 September 2008  |
| <b><u>POST 35/202</u></b>                | : | <b><u>CLINICAL PSYCHOLOGIST/LECTURER</u></b><br>(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)   |
| <b><u>SALARY</u></b>                     | : | R 174 243 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.  |
| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Lentegeur Hospital, Mitchell's Plain   |
|  | : | Registration with the Health Professional Council of South Africa as Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. Appropriate experience of under- and postgraduate teaching in the health sciences. The following will serve as recommendations: Fluency in at least two of the three official languages of the Western Cape. Advanced experience or a tertiary qualification in adolescent intervention.                   |
| <b><u>DUTIES</u></b>                     | : | Provision of optimal psychology services in the Admissions Unit. Participate in the training of intern clinical psychologists and other health professionals. Participation in academic activities (teaching and research) at the associated universities, and engage in ongoing professional development. Provide a support service to the Senior Clinical Psychologist and the Principal Clinical Psychologist.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms L Stanton, tel. no. (021) 370-1455.   |
|  | : | The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.   |
| <b><u>FOR ATTENTION CLOSING DATE</u></b> | : | Ms B Hermes  |
|  | : | 19 September 2008  |
| <b><u>POST 35/203</u></b>                | : | <b><u>CLINICAL PSYCHOLOGIST/LECTURER</u></b><br>(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)   |
| <b><u>SALARY</u></b>                     | : | R 174 243 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.  |
| <b><u>CENTRE REQUIREMENTS</u></b>        | : | Lentegeur Hospital, Mitchell's Plain   |
|  | : | Registration with the Health Professions Council of South Africa as Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. The following will serve as recommendations: Fluency in at least two of the three official languages of the Western Cape. Advanced experience or a tertiary qualification in adult psychotic intervention.  |
| <b><u>DUTIES</u></b>                     | : | To provide optimal psychological services in the Admission Units. Provide a support service to the Senior Clinical Psychologist, and the Principal Clinical Psychologist. Participate in the training of intern clinical psychologists and other health professionals. Participate in academic activities (teaching and research) at the associated universities, and engage in ongoing professional development.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms L Stanton, tel. no. (021) 370-1455.   |
|  | : | The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.   |
| <b><u>FOR ATTENTION CLOSING DATE</u></b> | : | Ms B Hermes  |
|  | : | 19 September 2008  |

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| <b><u>POST 35/204</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER (PROFESSIONAL STAFF OFFICE)</u></b>   |
| <b><u>SALARY</u></b>        | : | R145 920 per annum.   |
| <b><u>CENTRE</u></b>        | : | Tygerberg Hospital, Parow Valley (Division: Professional Office)  |
| <b><u>REQUIREMENTS</u></b>  | : | Senior (or equivalent) Certificate with extensive appropriate experience in all aspects of personnel, salary administration and management. Good knowledge and experience of Persal. Computer literacy. Knowledge of the commuted overtime system and the scarce skills prescripts. Excellent knowledge of all circulars, prescripts, regulating and applicable to professional ranks, i.e. doctors, therapists, community service workers, sessional employees, pharmacists, physicists and social workers. Excellent knowledge with regard to the various employment contracts. Knowledge with regard to the compensation management policy. Recommendations: Knowledge of the Public Service Act, Public Service Regulations, Basic Service Conditions, Employment Equity Act and Collective Agreements. Good verbal and written communication skills. Knowledge of the Middle Management Service. Ability to work under pressure and to meet deadlines. Ability to work independently. Knowledge of the SPMS and Performance Management and Development System. |
| <b><u>DUTIES</u></b>        | : | Supervise the professional staff office with a heavy work load which is responsible for all personnel related matters. Effective handling of all personnel matters regarding salaries, pension, leave and allowances. Oversee the application of policies, procedures and prescripts with regard to pensions, resettlement, leave and overtime. Auditing of files. Supervision of clerks and act as reviser of PERSAL work and audited files. Responsible for all the applications for special leave for all the staff offices. Participation in Recruitment and Selection process.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr I Steyn, tel. no. (021) 938-4430.  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, TYGERBERG, 7505.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms V Meyer  |
| <b><u>CLOSING DATE</u></b>  | : | 26 September 2008   |
| <b><u>POST 35/205</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER (NURSING STAFF OFFICE)</u></b>  |
| <b><u>SALARY</u></b>        | : | R145 920 per annum.   |
| <b><u>CENTRE</u></b>        | : | Tygerberg Hospital, Parow Valley (Division: Nursing Staff Office)   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior (or equivalent) Certificate with extensive appropriate experience in all aspects of personnel, salary administration and management. Good knowledge and experience of Persal. Computer literacy. Knowledge of the overtime system and the scarce skills prescripts. Excellent knowledge of all circulars, prescripts, regulating and applicable to nursing ranks. Excellent knowledge with regard to the various employment contracts. Knowledge with regard to the compensation management policy. Knowledge with regard to the OSD for nursing staff. Recommendations: Knowledge of the Public Service Act, Public Service Regulations, Basic Service Conditions, Employment Equity Act and Collective Agreements. Good verbal and written communication skills. Knowledge of the Middle Management Service. Ability to work under pressure and to meet deadlines. Ability to work independently. Knowledge of the SPMS.   |
| <b><u>DUTIES</u></b>        | : | Supervise the nursing staff office with a heavy work load which is responsible for all personnel related matters. Effective handling of all personnel matters regarding salaries, pension, leave and allowances. Oversee the application of policies, procedures and prescripts with regard to pensions, resettlement, leave and overtime. Auditing of files. Supervision of clerks and act as reviser of Persal work and audited files. Participation in Recruitment and Selection process.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr I Steyn, tel. no. (021) 938-4430.  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms V Meyer  |
| <b><u>CLOSING DATE</u></b>  | : | 26 September 2008   |
| <b><u>POST 35/206</u></b>   | : | <b><u>SENIOR SOCIAL WORKER (ADVANCED PRODUCTION)</u></b><br>(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)  |
| <b><u>SALARY</u></b>        | : | R 145 920 per annum.  |
| <b><u>CENTRE</u></b>        | : | Alexandra Hospital, Maitland  |
| <b><u>REQUIREMENTS</u></b>  | : | Registration with the South African Council for Social Service Professions as Social Worker. B Degree in Social Work or Diploma Social Work (4 years). 2-3 years appropriate clinical experience in Psychiatry and Intellectual Disability. Fluency in two of the three official languages of the Western Cape. Valid driver's licence. The following will serve as recommendations: Knowledge of   |

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|                             | Psychosocial rehabilitation. Good organisational skills. Good interpersonal skills including conflict management, facilitation and negotiation skills. Ability to function in a multi professional team. Knowledge of Mental Health and clinical social work. Computer literacy.   |
| <b><u>DUTIES</u></b>        | : Provide advanced clinical and social work intervention as well as provide rehabilitation for mental health consumers especially in the area of intellectual disability. Liaise and network with community based resources. Training and supervision of social work students when indicated. Project management and event planning. Undertake relevant research. Participate in strategic and operational functions of the social work department.  |
| <b><u>ENQUIRIES</u></b>     | : Ms N Mfiki, tel. no. (021) 503-5028.   |
| <b><u>APPLICATIONS</u></b>  | : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.   |
| <b><u>FOR ATTENTION</u></b> | : Ms B Hermes  |
| <b><u>CLOSING DATE</u></b>  | : 19 September 2008  |
| <b><u>POST 35/207</u></b>   | : <b><u>ADMINISTRATIVE OFFICER (SUPPLY CHAIN MANAGEMENT)</u></b><br>(Cape Winelands District)  |
| <b><u>SALARY</u></b>        | : R117 501 per annum.  |
| <b><u>CENTRE</u></b>        | : Stellenbosch Hospital, Stellenbosch  |
| <b><u>REQUIREMENTS</u></b>  | : Senior (or equivalent) Certificate plus appropriate experience. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Recommendations: Supervisory experience. Knowledge of hospital stores, administration and systems (LOGIS). Handling of confidential matters. Good communication and interpersonal skills and the ability to work in a team context and under stress.   |
| <b><u>DUTIES</u></b>        | : Supervise, control and co-ordinate all activities of the Provisioning/Stores Section, as well as guidance, training and assistance to subordinates and management. Responsible as System Controller for the functioning of the LOGIS Computerised Management System. Responsible for quarterly stock taking in accordance with set programmes. Stocktaking of asset inventory at least once during financial year. Monitor incoming and outgoing stock procedures to ensure efficient service delivery. Liaise closely with the Loss Control Officer. Submit stock take certificates. Do the necessary reporting. Demand and Acquisition Management. Asset management. Authorise LOGIS payments. Attend to stock queries.  |
| <b><u>ENQUIRIES</u></b>     | : Mr S Prinsloo, tel. no. (021) 887-0310.  |
| <b><u>APPLICATIONS</u></b>  | : The Senior Medical Superintendent, Stellenbosch Hospital, Private Bag X5027, Stellenbosch, 7599.   |
| <b><u>FOR ATTENTION</u></b> | : Mr S Clarke  |
| <b><u>CLOSING DATE</u></b>  | : 26 September 2008  |
| <b><u>POST 35/208</u></b>   | : <b><u>PROFESSIONAL NURSE GRADE 1/2/3 (PNA2/PNA3/PNA4) (GENERAL NURSING) (HIV/ARV/AIDS)</u></b><br>(Overberg District)  |
| <b><u>SALARY</u></b>        | : Grade 1: R 117 225 per annum plus a non-pensionable rural allowance of 8% of basic annual salary.<br>Grade 2: R144 174 per annum plus a non pensionable rural allowance of 8% of basic annual salary.<br>Grade 3: R177 318 per annum plus a non pensionable rural allowance of 8 % of basic annual salary.   |
| <b><u>CENTRE</u></b>        | : Swellendam Hospital, Swellendam  |
| <b><u>REQUIREMENTS</u></b>  | : Registration with the South African Nursing Council as Professional Nurse. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Willingness to travel and attend meetings and training within the District. Valid driver's licence. Experience: Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Recommendations: Effective communication, interpersonal, leadership and conflict resolution skills. Computer literacy. Ability to function effectively in a team context. Ability to plan, co-ordinate and monitor services. Previous experience and skills in training, facilitating, presenting. Understanding the Department of Health Strategic HIV/AIDS Plan. |
| <b><u>DUTIES</u></b>        | : Provide a comprehensive nursing service to HIV positive patients in the sub – district. Provide quality health care and health promotion. As a team leader to support, guide, train and direct personnel under his/her supervision. Facilitate   |

effective management and utilisation of physical and financial resources. Facilitate and participate in research activities. Facilitate effective support to the leading clinician. Management and care of ARV/HIV/AIDS patients. General care and support to primary healthcare patients.

**ENQUIRIES** : Mr J Kruger, tel. no. (023) 348-8105.  
**APPLICATIONS** : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.  
**FOR ATTENTION** : Ms MM Janse van Rensburg  
**CLOSING DATE** : 12 September 2008

**POST 35/209** : **SENIOR ADMINISTRATION CLERK (FINANCIAL CONTROL)**

**SALARY** : R64 410 per annum.  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Senior (or equivalent) Certificate plus appropriate experience in an Accounting / Finance environment. Computer Literacy (Windows/ Word/ Excel). Recommendations: Sound knowledge of Basic Accounting System (BAS) and PERSAL. Knowledge of Finance and Treasury Regulations and Instructions. Accuracy. Ability to work under pressure. Mathematics or Accountancy as a passed subject.  
**DUTIES** : Handling of monthly recoverable expenditure (debt) in respect of other Hospitals and Organisations. Effective and efficient handling of personnel in service Debts. Processing / capturing of Journals. Clearing of Asset and Liability accounts. Requesting of Expenditure and Asset and Liability reports.

**ENQUIRIES** : Mr RH Layman , tel. no. (021) 938 5961.  
**APPLICATIONS** : The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**CLOSING DATE** : 19 September 2008

**POST 35/210** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R64 410 per annum.  
**CENTRE** : Forensic Pathology Services, Metro Regional Office  
**REQUIREMENTS** : Senior (or equivalent) Certificate with administrative experience. Fluency in two of the three official languages in the Western Cape. Above average and proven computer and software literacy. Note: All candidates will be subjected to a security clearance.  
**DUTIES** : Rendering an efficient and effective support to the Manager: Metro. Effective and efficient assistance with Financial as well as Human Resource related matters. Processing and filing of documentation. Provide administrative support with forensic pathology laboratory functional activities.

**ENQUIRIES** : Mr D Bruiners/Mr K Jones, tel. no. (021) 483-6118.  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Mr RA Merton  
**CLOSING DATE** : 25 September 2008

**PROVINCIAL TREASURY**

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

**APPLICATIONS** : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2<sup>nd</sup> Floor, Room 2-11.

**FOR ATTENTION** : Mr B Damons  
**CLOSING DATE** : 12 September 2008  
**NOTE** : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address [www.Capegateway.gov.za](http://www.Capegateway.gov.za)) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is



subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

#### MANAGEMENT ECHELON

**POST 35/211** : **SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT REF NO: WCPT 24/01/08**

Provincial Treasury: Western Cape  
Chief Directorate Financial Governance

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

**CENTRE** : Cape Town  
**REQUIREMENTS** : Minimum qualification requirements and experience: • Honours Degree in Accounting or equivalent • 6–10 years relevant management experience and knowledge of Accounting Standards. Required knowledge, skills and competencies: • Knowledge of government finances and government financial systems • Accounting Standards • Municipal Finance Management Act and related legislation • Computer literate • Sound budgeting skills • Research skills • Project management skills • Strategic and visionary leadership Analysis • Problem Solving/Decision-making • Good numerical ability • Excellent Communication: Written and Oral • Teamwork • Planning and organising • Managing Others • Coaching • Presentation Skills.

**DUTIES** : To ensure that financial reporting is a full and true reflection of the financial position of municipalities as prescribed by, inclusive of the accounting responsibilities as required in terms of the Municipal Finance Management Act by: • Driving a standardization process and providing input on relevant National Treasury templates and Accounting Standards Board exposure drafts • Oversee training needs analysis linked to municipal and other stakeholders • Approve and/or provide training on the implementation of accounting standards • Oversee guidance provided to municipalities and associated entities • Evaluate compliance of stakeholders linked to municipal specific goals and initiate corrective steps • Evaluate, determine and follow up corrective steps by the respective municipalities in relation to the Auditor General report • Derive and approve reporting frameworks • Initiate and oversee research on best accounting practice for municipalities and associated entities • Compile an annual accounting review of municipalities, and drive implementation of recommendations • Address accounting concerns as part of annual and periodic financial governance reviews of municipalities • Advise and provide comment to National Treasury of steps and measures to improve accounting standards in municipalities as well as on the further roll out of the respective Municipal Finance Management Act requirements • Contribute to improving the financial management of municipalities and assisting with recovery plans as appropriate • Project management on the implementation of new financial standards • Appraise municipal councils on the status of accounting management and advise on corrective steps • Advise the MEC for Local Government and Finance as to the status of financial accounting management in municipalities, inclusive of corrective steps. Managerial responsibilities: • Human resource management: as required by the Public Service Act 1994 as amended, Public Service Regulations and Collective agreements. • Financial management: application of the Public Finance Management Act and related legislation. • Supply chain management: procurement and provisioning within the component. • Strategic management: development and implementation of component's business plans and overseeing performance management.

**ENQUIRIES** : Mr T Arendse ☎ (021) 483-6277

**POST 35/212** : **SENIOR MANAGER: CORPORATE GOVERNANCE REF NO: WCPT 24/02/08**

Provincial Treasury: Western Cape  
Chief Directorate Financial Governance

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

**CENTRE** : Cape Town  
**REQUIREMENTS** : Minimum qualification requirements and experience: • Honours Degree in Commerce or equivalent • 6–10 years relevant management experience in corporate governance. Required knowledge, skills and competencies:

## DUTIES

- Knowledge of government finances and government financial systems
  - Knowledge and experience in public financial legislative frameworks (Public Finance Management Act and Municipal Finance Management Act) and best practices relating to risk and governance issues.
  - Computer literate
  - Sound budgeting skills
  - Research skills
  - Project Management skills
  - Strategic and visionary leadership
  - Analysis
  - Problem Solving/Decision-making
  - Good numerical ability
  - Excellent Communication: Written and Oral
  - Teamwork
  - Planning and organising
  - Managing Others
  - Coaching
  - Presentation Skills.
- :
- To ensure the development and implementation of corporate governance in both the Provincial and Municipal sphere by:
- Driving the development and implementation of corporate governance framework which includes setting the standards, benchmarking against international best practices, ensuring commitment to ethical and professional standards, training, ongoing evaluation and monitoring.
  - Driving the development and implementation of enterprise risk management which includes setting the standards, benchmarking against international best practices, training, ongoing evaluation and monitoring.
  - Identifying and driving the implementation of the required control activities in compliance to the prescribed framework in all aspects of corporate governance by liaising with Internal Audit and Auditor General and driving the financial management improvement programme.
  - Coordination of Annual Reporting frameworks and the submission thereof to the Standing Committee on Public Accounts.
  - Co-ordination of Provincial Treasury's views and recommendations on the establishment of or participation in an Entity.
- Managerial responsibilities:
- Human resource management: as required by the Public Service Act 1994 as amended, Public Service Regulations and Collective agreements.
  - Financial management: application of the Public Finance Management Act and related legislation.
  - Supply chain management: procurement and provisioning within the component.
  - Strategic management: development and implementation of component's business plans and overseeing performance management.
- :
- Mr T Arendse ☎ (021) 483-6277

## ENQUIRIES