



DATE OF ISSUE: 05 SEPTEMBER 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 36 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 **06 OCTOBER 2008**

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DEPARTMENT OF DEFENCE

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

NOTE

: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. 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 36/01**

: **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION**

SALARY

: R174 243 per annum

CENTRE

: SA Navy Base Supply Organisation, Simon's Town.

REQUIREMENTS

: A three year Diploma/Degree in Provisioning and Procurement (NQF Level 6): Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the provisioning/procurement environment and managerial/leadership will be to an advantage. Special requirements (skills needed): A Procurement Administration Stores Part 2 Course as well as in-depth knowledge of OSIS & the Procurement System will be advantageous. Report writing and numerical skills to assess price to value ratios. The ability to assess data regarding procurement trends. Ability to identify inconsistencies regarding a procurement requirement and to utilise prescribed information systems. Ability to conceptualise & initiate new innovative approaches to optimize the Procurement environment in consultation with functional experts. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. Interpersonal-, planning-, and administration skills.

DUTIES

: Collaborate in the establishment of the Base Supply Organisation's Operational Business Framework. Provide direction to the functional area of Procurement Administration. Monitor the performance of the specialist functional area of Procurement Administration. Authorise procurement activities in accordance with delegate duties and powers. Validate procurement activities. Manage the section personnel and general administrative requirement.

ENQUIRIES

: Cdr FG Erskine Tel (021) 787 - 4174

APPLICATIONS

: Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

CLOSING DATE

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

POST 36/02 : **ARTISAN FOREMAN (BASE SUPPLY ORGANISATION)**

SALARY : R117 501 per annum
CENTRE : SA Navy, Base Supply Organisation, Simon's Town.
REQUIREMENTS : An appropriate Trade Test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in term of section 28 or 30 (or the repealed section 27 of the said Act). Experience in a technical and procurement environment will be an advantage. Special requirements (skills needed): Knowledge of technical specification of items together with numerical skills to assess price to value ratios. The ability to assess data regarding technical specifications & quotations. Ability to identify inconsistencies regarding the technical specification of a requirement & quotation. Ability to conceptualise & initiate new ways of working to optimize the adherence to technical specifications of quotation in consultation with function experts. Proficiency in MS Office package. Proven ability to communicate effectively (written & verbal) in English at all levels. NOTE: *Statutory requirement Trade Test

DUTIES : Conduct Technical Administration regarding procurement requirement. Address Technical Queries from clients, Suppliers and NB Smst Transit Section. Ensure adherence to specifications. Supervisory duties. Manage administrative requirements.

ENQUIRIES : Cdr FG Erskine Tel (021) 787 - 4174
APPLICATIONS : Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/03 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III (2 X POSTS)**

SALARY : R94 326 per annum
CENTRE : SA Navy, Base Supply Organisation, Simon's Town
REQUIREMENTS : NQF Level 2 - 4 (Grade 10-12) preferable. Applicants with prior learning, either by means of experience or alternative course may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and Stores Part 2 courses. Numerical skills to assess numerical values pertaining to Government Order procurement. Ability to assess data regarding Government Order. Ability to identify inconsistencies regarding procurement through Government Order data and to utilise prescribed information systems. Ability to conceptualise & initiate new ways of working to optimise the Government Order Administration environment in consultation with functional experts. Proven ability to communicate effectively (written & verbal) in English at all levels. Proficiency in MS Office package.

DUTIES : Ensure prompt receipting of ordered items and services provide. Consolidate Government order. Receipt voucher, Invoice and payment checklist. Administrate non-performance of suppliers.

ENQUIRIES : Cdr FG Erskine Tel (021) 787 - 4174
APPLICATIONS : Mrs AM Kau Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/04 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III (2 X POSTS)**

SALARY : R94 326 per annum
CENTRE : SA Navy, Base Supply Organisation, Simon's Town.
REQUIREMENTS : NQF Level 2 - 4 (Grade 10 - 12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and Stores Part 2 courses. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess numerical values pertaining to Contract procurement. Ability to assess data regarding Procurement on Contracts. Ability

to identify inconsistencies regarding procurement through Contracts. Ability to conceptualise & initiate new ways of working to optimise the Contract Administration environment in consultation with functional experts.

DUTIES : Maintain Transversal, Corporate and Regional procurement contracts. Administrate procurement through contracts. Administrate non-compliance / poor performance of suppliers/contractors.

ENQUIRIES APPLICATIONS : Cdr FG Erskine Tel (021) 787 - 4174
Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/05 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III (3 X POSTS)**

SALARY : R94 326 per annum

CENTRE : SA Navy, Base Supply Organisation, Simon's Town.

REQUIREMENTS : NQF Level 2 – 4 (Grade 10 –12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and Stores Part 2 courses. Proven ability to communicate effectively (written & verbal) in English at all levels Numerical skills to assess numerical values pertaining to quotation evaluation. Ability to assess data regarding quotation data and to identify inconsistencies regarding quotation procedures. Ability to conceptualise & initiate new ways of working to optimise the quotation in consultation with functional experts.

DUTIES : Ensure completeness/correctness of quotations. Received, verify, investigate and evaluate quotations. Conduct adjudication administration.

ENQUIRIES APPLICATIONS : Cdr FG Erskine Tel (021) 787 - 4174
Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/06 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III (3 X POSTS)**

SALARY : R94 326 per annum

CENTRE : SA Navy, Base Supply Organisation, Simon's Town.

REQUIREMENTS : NQF Level 2 – 4 (Grade 10 –12) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS, Stores Part 2 courses and Government Order administration procedures. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess numerical values pertaining to Government Order procurement. Ability to assess data regarding Government Order data and to identify inconsistencies regarding procurement through Government Order and to utilise prescribed information systems. Ability to conceptualise & initiate new ways of working to optimise the Government Order administration environment in consultation with functional experts.

DUTIES : Complete Basic Application Forms (BAS). Obtaining financial approval for procurement requirement. Conduct Government order administration. Conduct Post Government order administration.

ENQUIRIES APPLICATIONS : Cdr FG Erskine Tel (021) 787 - 4174
Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/07 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR II (2 X POSTS)**

SALARY : R76 194 per annum

CENTRE REQUIREMENTS : SA Navy, Base Supply Organisation, Simon's Town.
 : NQF Level 2 – 4 (Grade 10 –12) Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system, OSIS and stores part 2 courses. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess price to value ratios. Ability to assess data regarding price quotations and to identify inconsistencies regarding a quotation and to utilise prescribed information systems. Ability to conceptualise & initiate new ways of working to optimise the quotation administration environment in consultation with functional experts.

DUTIES : Administer quotation invitation preparations. Administer completed quotations.
ENQUIRIES : Cdr FG Erskine Tel (021) 787 - 4174
APPLICATIONS : Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/08 : **SENIOR SECRETARY GR II**
 The post is advertised in the DOD and broader Public Service.

SALARY : R76 194 per annum
CENTRE : Ministry of Defence, Pretoria.
REQUIREMENTS : NQF Level 4 preferable. Secretarial and admin experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, be competent in effective communication (written and verbal)-, analytical-, problem solving-, good planning-, organisational-, administrative- and good inter personal relations skills. Must be able to work under pressure. Must be able to obtain a Top Secret security clearance within a year.

DUTIES : Manage the Ministerial Liaison Officer's diary and schedule. Handle the Ministerial Liaison Officer's telephone, Internet point and other means of communication, including the payment of these accounts. Type routine notes, memoranda, letters and reports on behalf of the Ministerial Liaison Officer's. Liaise with clients and colleagues of the Directorate in pursuit of Directorate objectives. Arrange meetings within the Directorate, the Division and the Department at all levels. Compile, manage and distribute agenda's and minutes for meetings. Distribute and collect material on behalf of the Directorate to offices in the Department and to organisations outside the Department. Receive visitors at reception and escort to the office. Provide refreshments, arrange parking for visitors and escort visitors out of the building. Make travel and accommodation arrangements (S & T). Maintain a good filing system for the Directorate.

ENQUIRIES : Ms M. Fourie, Tel: (012) 355 5441
APPLICATIONS : Department of Defence, Ministry of Defence, Private Bag X427, Pretoria, 0001.
CLOSING DATE : 06 October 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 36/09 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR II (2 X POSTS)**

SALARY : R76 194 per annum
CENTRE : SA Navy, Base Supply Organisation, Simon's Town.
REQUIREMENTS : NQF Level 2 – 4 (Grade 10 -12 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system. Proven ability to communicate effectively (written & verbal) in English at all levels. Numerical skills to assess numerical values pertaining to Government Order procurement. Ability to assess data regarding Government Order data and to identify inconsistencies regarding Government Order information. Ability to conceptualise & initiate new ways of working to optimise the Government Orders in consultation with functional experts. A valid motor vehicle driver's license.

DUTIES : Administer the distribution of Government Orders. Obtain item specification from Specification Department.

ENQUIRIES : Cdr FG Erskine Tel (021) 787 - 4174

APPLICATIONS : Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/10 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR I (BASE SUPPLY ORGANISATION)**

SALARY : R64 410 per annum

CENTRE : SA Navy, Base Supply Organisation, Simon's Town.

REQUIREMENTS : NQF Level 2 – 4 (Grade 10 –12) Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in the procurement environment will be to an advantage. Special requirements (skills needed): Knowledge of the procurement system regarding quotation procedures. Ability to assess information regarding quotations received. Ability to conceptualise & initiate new ways of working regarding the receiving of quotations in consultation with functional experts. Proven ability to communicate effectively (written & verbal) in English at all levels

DUTIES : Administer received quotations i.e. identify closing dates of all advertisements, action the quotations, file & number all quotations received. Administer quotations received after the closing date i.e. monitor and stamp all late quotations received, update & forward Procurement File to Evaluation Committee.

ENQUIRIES : Cdr FG Erskine Tel (021) 787 - 4174

APPLICATIONS : Mrs AM Kau, Department of Defence, Fleet Command HQ, Director Fleet Human Resources, Private Bag X1, Simon's Town, 7995.

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

POST 36/11 : **HOUSEHOLD AID (9X POSTS)**

SALARY : R47 787 per annum

CENTRE : SA Navy SAS IMMORTELLE (Naval Mess Pretoria)

REQUIREMENTS : ABET (NQF Level 1 – 3). Special requirements (skills needed): Communicate effectively (verbal & basis written skills) in English. Interpersonal relation skills. Basic knowledge of health & safety. Knowledge of operating household machines & equipments. Ability to work in a team.

DUTIES : General cleaning. Dust and polish furniture. Vacuum and clean carpets. Sweep and polish floors. Making of beds. Clean windows. Assist Household Manager.

ENQUIRIES : Lt Cdr NC Ledimo Tel (012) 339 4198/7

FOR ATTENTION : WO1 S Motaung, SAS IMMORTELLE, Private Bag X104, Pretoria, 0001.

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

ANNEXURE B

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

APPLICATIONS : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X 447, Pretoria, 0001.
FOR ATTENTION : Mr T Shilenge
CLOSING DATE : 22 September 2008
NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 36/12 : **POLICY ANALYST: INTERNATIONAL GOVERNANCE (AP542/2008)**

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 recognized three year Degree/Diploma in international relations or an appropriate equivalent qualification; extensive experience in international liaison and co-ordination and knowledge of South African (SA) government's priorities; An understanding and knowledge of environment and development issues (globally, regionally and locally) ; experience in policy development and implementation; Ability to work under pressure; Communication skills (written and spoken); Advanced negotiations and presentation skills; skills in research and drafting of documents ;computer literacy and willingness to travel

DUTIES : The successful candidate will perform the following key functions: Conduct research and prepare policy discussion documents, project proposals and implementation reports; Research and prepare policy and discussion documents to inform SA's negotiating positions for international environmental governance and relations in the relevant multilateral institutions, forums and partnerships and the integration of these into the cluster priorities and work programmes; Provide secretariat support and represent the Department at the planning, preparatory, negotiating delegation, implementation and monitoring and evaluation meetings related to SA's engagement in international environmental governance and relations issues; Facilitate arrangements for and conduct research to inform stakeholder consultation in the formulation and ongoing review of South African international environmental governance and relations national implementation strategies and action plans; Provide and facilitate arrangements for the implementation, monitoring, evaluation on implementation of international environmental governance and relations programmes and compile reports thereon; Provide support to the delegation attending the negotiations; Coordinate reporting on multilateral governance and relations.

ENQUIRIES : Ms M van Voore, Tel no. (012) 310-3873
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

ANNEXURE C

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 : 22 September 2008
NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

OTHER POSTS

POST 36/13 : **AUDIT MANAGER REF: 08/338/IA**

SALARY : R407 745- R472 758 per annum (All inclusive). The successful candidate will be required to sign a performance agreement

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate three year degree or National Diploma with majors in Auditing/ Internal Auditing and Accounting; Five years experience in Internal Auditing, of which two years should be at supervisory/management level or alternatively completed articles with three years; relevant Internal Audit experience of which one year should be at a Supervisory Management level; Candidates must be studying toward a relevant professional qualification; Candidates must be able to conduct business research and risk assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.

DUTIES : Provide input in the development of the Internal Audit three year and annual plans; Ensure that audits are conducted in accordance with the approved audit methodology and IIA standards; Conduct research for the Internal Audit Unit; Manage database for audit operational activities; Manage the Internal Audit training and development programs; Managing a register of audit projects, findings, monitor implementation and adherence to audit recommendations; Manage and update register on auditable risks; Manage and administer information system for the Internal Audit Unit; Build relationships with external auditors and other assurance providers; Promote governance

ENQUIRIES : Ms A Xundu ☎ 012 315 1781

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 36/14 : **ASSISTANT STATE ATTORNEY REF: 08/322/SA**

SALARY : R344 052 – R398 805 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney, Kwazulu-Natal

REQUIREMENTS : LLB or four year recognize legal qualification; Admission as an Attorney with Right of appearance in High Court of South Africa; Three years appropriate

experience after admission as an Attorney; A current certificate of good standing from the relevant Law Society; Valid driver's license will be a recommendation; Skills and Competencies: Computer Literacy; Strategic and conceptual orientation; Strong communication skills; Creative and analytical; Problem solving and conflict management; Ability to motivate and direct people; Accuracy and attention to detail.

DUTIES : Guide and train Candidates State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High, Labour, CCMA, Land Claims, Constitutional, Tax, and Tax Tribunals; Attend to liquidation and insolvency queries; Draft and settle types of contracts on behalf of the various clients departments; Render legal opinions and advice; All forms of arbitration, including inter-departmental arbitrations; Register trusts and companies; Debt collection.

ENQUIRIES APPLICATIONS : K. Govender ☎ 031 365 2513
: Quoting the relevant reference number, direct your application to: Postal Address: Private Bag X 54301, Durban, 4000 or Physical Address: 6th Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001

POST 36/15 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION (FEATURE WRITER)**
REF: 08/334/PEC

SALARY : R344 052 – 398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: Degree/Diploma in journalism/communication or equivalent qualification; Five years experience in writing/journalism of which two years should be on management level. Skills and Competencies: Excellent communication (written and verbal) skills; Good listening skills; Project management; Advanced computer skills; Good Interpersonal skills; Attention to detail; Ability to work under pressure.

DUTIES : Conduct appropriate research and develop content on a range of issues for the newsletter; Write comprehensive and well researched feature articles in simple language; Attend workshops, conferences and meetings with the aim of generating fresh story ideas; Write articles on the achievements of the department and government; Rewrite articles and revise text for the newsletter; Edit the newsletters and intranet content; Manage the entire newsletter production process; Develop appropriate content for booklets, pamphlets and posters; Manage the sub-directorate.

ENQUIRIES APPLICATIONS : Ms K Ngomani ☎ (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.

POST 36/16 : **SENIOR AUDITOR: GENERAL ASSURANCE SERVICE (2 POSTS) REF: 08/339/IA**

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

CENTRE REQUIREMENTS : National Office: Pretoria And Cape Town
: An appropriate three year degree or diploma with majors in Auditing/Internal Auditing and Accounting; Candidates must be studying towards a relevant professional qualification; Three years experience in Internal Auditing of which at least one should be as a team leader or have potential to lead a team; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.

DUTIES : Provide input into the enhancement of audit methodologies and technologies; Conduct a full Internal Audit engagement; Identify issues relevant to the specific audit plan; Formulate an audit program based on the outcome of the preliminary survey; Supervise and review audit progress on an ongoing basis and provide guidance to subordinates where necessary; Coach, lead, evaluate and monitor progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Draft reports on the internal audit work; Monitor implementation

and adherence to audit recommendations; Disseminate corporate governance awareness through various forums to all staff; Review performance and provide coaching and guidance for staff; Build relationships with external auditors and other assurance providers; Promote governance.

ENQUIRIES : Ms A Xundu ☎ (012) 315 1781.
APPLICATIONS : Separate applications per each Province must be made and listing the centers. 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.

POST 36/17 : **SENIOR AUDITOR: PERFORMANCE & CONTRACT AUDITS (3 POSTS) REF: 08/340/IA**

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

CENTRE : National Office: Pretoria
REQUIREMENTS : An appropriate three year degree or relevant diploma; Candidates must be studying towards obtaining the Certified Internal Auditor (CIA) designation or a recognized professional qualification; Preference will be given to candidates with performance or contracts auditing experience; Three years hands-on experience in performance auditing of which at least one year should be as a team leader or have potential to lead a team; Three years internal auditing experience or completed articles; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.

DUTIES : Provide input into the enhancement of audit methodologies and technologies; Conduct preliminary surveys; Identify issues relevant to the specific audit plan; Formulate an audit program based on the outcome of the preliminary survey; Review audit progress on an ongoing basis and provide guidance to subordinates where necessary; Coach, lead, evaluate and monitor progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Draft reports on the internal audit work; Monitor implementation and adherence to audit recommendations; Disseminate corporate governance awareness through various forums to all staff; Review performance and provide coaching and guidance for staff; Build relationships with external auditors and other assurance providers; Promote governance.

ENQUIRIES : Ms A Xundu ☎ (012) 315 1781
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 36/18 : **CHIEF LIBRARIAN REF: 08/321/LAS**

SALARY : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Chief State Law Adviser, Cape Town
REQUIREMENTS : Bachelor's degree/Btech Library and Information Science qualifications; Three years experience in a legal/ law library of which one year should be on supervisory level; Knowledge of and experience in electronic information resources and online retrieval skills; Code 8 drivers licence. The following would serve as a recommendation: Knowledge of Resource Management, Public Service Act, Public Finance Management Act, and Regulations. Skills and Competencies: Leadership Skills; Teambuilding Skills; Interpersonal Relations; Conflict management skills; Analytical thinking skills.

DUTIES : Oversees the execution of work throughout library; Ensure quality assurance of the library services; Manages all computers, fax and photocopier equipments in the library; Effective and Efficient correspondence with various stakeholders; Ensure a proper library service within the office; Liaise with external service providers, peer groups, colleagues and other knowledge and information

workers; Implement best practice to ensure better business processes; Adhere to the Departmental Codified Instructions relating to Library matters; Ensure that the information of the library users are met through the availability of a comprehensive range of library material and professional services; Maintain information resources pro-actively; Keep abreast of the latest developments relating to the literature and legal related issues; Analyse and present research findings in respect of the legal information needed; Market the library and information services; Conduct needs analysis for the library; Manage and maintain the library registers.

ENQUIRIES : Mr G Masingi ☎ 012 315 1893
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Director-General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

POST 36/19 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATION (FEATURE WRITER)**
REF: 08/335/PEC

SALARY : R174 243 – 202 287 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : Degree/Diploma in journalism/communication or equivalent qualification; Three years experience in writing/journalism. Skills and Competencies: Excellent communication (written and verbal) skills; Good listening skills; Project management; Advanced computer skills; Good Interpersonal skills; Attention to detail; Ability to work under pressure.

DUTIES : Write comprehensive, objective, simplified and well researched feature articles; Identify new narrative ideas; Conduct surveys on customer needs; Manage the entire distribution process; Write articles on the achievements of the department and government; Proofread the sub-edit the newsletters and intranet content.

ENQUIRIES : Ms K Ngomani ☎ (012) 357 8661
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 36/20 : **ASSISTANT DIRECTOR: POLICY PLANNING REF: 08/332/DG**

SALARY : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : A Bachelor Degree or equivalent qualification; Three years experience in project management; Knowledge of the South African Judicial System, Financial Management and Public Financial Management Act (PFMA). Skills and Competencies: Project Management; Report writing; Creative thinking and problem solving skills; Good communication (written and verbal) skills; Facilitation and presentation skills; Computer literacy; Ability to work independently and function as a team when required.

DUTIES : Planning and coordination of the projects in the Policy Unit; Provide administrative support to the Policy Unit; Monitor project resources and expenditure trends in the different components of the policy unit; Manage the processes relating to the procurement of services and payment of service providers; Coordinate business planning processes and reports on the projects.

ENQUIRIES : Ms A Xundu ☎ (012) 315 1781
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

<u>POST 36/21</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF: 08/333/PEC</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Degree/Diploma in graphic design; At least three years design experience; Knowledge of software e.g. Indesign, Illustrator, Photoshop, PageMaker, QuarkXpress and Dreamweaver. Skills and Competencies: Good communication (written and verbal)skills; Good listening skills; Project management; Advanced computer skills; Good Interpersonal skills; Creative thinking; Ability to work in multiple projects; Attention to detail.
<u>DUTIES</u>	:	Manage and develop design by gathering information and facts through research; Provide creative conceptualization layout, design and production of corporate publications including the newsletter and other deliverables; Redefine design briefs, applying innovativeness, flexibility and creativity; Develop draft concepts and preliminary designs and select the most appropriate option for further development; Produce new and unique ideas to represent ideas, assemble together images and graphics to create pieces of design that give a feeling of elegance, professionalism and exclusivity; Generate computer images, modify, revise and edit projects as required; Ensure quality control on all design projects;
<u>ENQUIRIES</u>	:	Ms K Ngomani ☎ (012) 357 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 36/22</u>	:	<u>INTERNAL AUDITOR: GENERAL ASSURANCE –REGIONS CLUSTER 3 REF: 08/343/IA</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate three year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; Membership of the Institute of Internal Auditors or a relevant professional association; One year experience in Internal Auditing (includes internship/ learnership); Knowledge of the Public Finance Management Act (PFMA), SPPIA and related legislation; A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the supervisor; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;
<u>ENQUIRIES</u>	:	Ms A Xundu☎ (012) 3151781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001 or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 36/23</u>	:	<u>INTERNAL AUDITOR: PERFORMANCE AND CONTRACT AUDITS (3 POSTS) REF: 08/344/IA</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year commercial qualification or diploma or legal qualification; Membership of a recognized professional organization; One year hands-on experience; Knowledge of the South African contract law frame work; The successful candidate will be required to undergo a security clearance; A valid driver's license will be an added advantage.

<u>DUTIES</u>	:	Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the supervisor; Conduct audit assignments in accordance with the audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Xundu ☎ (012) 3151781
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 36/24</u>	:	<u>SENIOR ADMIN OFFICER: SECURITY MANAGEMENT REF: 08/346/RM</u>
<u>SALARY</u>	:	R145 920-R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office (Pretoria)
	:	A Bachelors' degree or equivalent qualification; Two years experience in physical Security; Experience in Information Security, Safety, Health and Environment Management will be added advantage; Drivers' licence; Skills and Competencies: Computer literacy(MS Office); Good communication (verbal and written); Understanding of Security investigation, security policies, threats and risk assessments; Willing to work irregular hours.
<u>DUTIES</u>	:	Conduct physical security appraisal, assessments and audits in a scientific manner in order to determine the required physical security measure to be installed at various sites; Co-ordination, facilitation and reporting to management in respect of security deficiencies and recommend appropriate measures to mitigate the identified risks; Assess and ensure compliance by the service providers in respect of physical security in order to determine value for money; Facilitate the screening of suppliers and service providers; Conducting education, training and security related contracts and tenders; Advise the Director : Security Risk regarding security investigation policy, procedures and rules
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Mugodo ☎ 012 357 8747
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 36/25</u>	:	<u>PRINCIPAL COURT INTERPRETER: 08/35/KZN)</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate, Port Shepstone
	:	A tertiary qualification or Grade 12 or equivalent qualification; Ten years experience in court interpreting, A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Excellent communication (verbal and written); Administration and organising skills; Ability to maintain interpersonal relations; Accuracy and attention to detail; managerial skills
<u>DUTIES</u>	:	Interpret in high profile cases; Manage performance of Court Interpreters; Attend to personnel administrative matters; Check registers; Co-ordinate and compile statistics; Making arrangements for foreign interpreters; Supervise Court interpreters; Train and develop Court Interpreters;
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs L.N. Tonga ☎ (039) 682 0136
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.
<u>POST 36/26</u>	:	<u>INTERNAL AUDITOR: COMPUTER & DECISION SUPPORT (3 POSTS) REF: 08/347/IA</u>
<u>SALARY</u>	:	R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate three years qualification in Information Systems; A Degree or National diploma in Internal Auditing/Auditing will be an added advantage; Candidates must be studying towards obtaining the Certified Internal Auditor (CIA) or Certified Information System Auditor (CISA) designation; The successful candidate must be members of professional associations and will be required to undergo a security clearance; A valid driver's license as the candidate will be required to travel frequently.
<u>DUTIES</u>	:	Provide input and contribute to the conducting of IT risk assessment; Provide input in planning IT audit assignments; Contribute to the development of audit programs pertaining to IT projects; Provide technical support to the internal audit team on the application and development of the audit software; Conduct IT audit assignments in accordance with the IT methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist the administration of the Internal Audit Activity.
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ 012 315 1781.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 36/27</u>	:	<u>COMMUNICATION OFFICERS (2 POSTS) REF: 08/336/PEC</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	Degree/Diploma in Journalism/Communication or equivalent qualification; Knowledge of project management. Skills and competencies: Advanced Computer Skills; Good interpersonal relations; Communication skills (verbal and written); Good listening skills; Attention to detail; Ability to work under pressure.
<u>DUTIES</u>	:	Conduct research, collect information and write articles for the newsletters; Identify news worthy issues and draft articles; Conduct interviews and write interesting articles; Write articles at all departmental functions; Take photographs at functions and compile/manage a photo library for future use; Administer survey and compile report on customer needs; Compile reports regarding all events; Disseminate/distribute information to clients; Market the department and PEC to all internal publics; Compile and update the distribution list for the directorate; Attend to customer queries and follow up on responses; Respond to all directorate enquiries.
<u>ENQUIRIES</u>	:	Ms Khanyisa Ngomani ☎ 012 315 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 36/28</u>	:	<u>ADMINISTRATIVE OFFICER (REF: 08/36/KZN)</u> (Re-advertisement)
<u>SALARY</u>	:	R117 601 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Richmond
<u>REQUIREMENTS</u>	:	An Bachelor's degree or equivalent qualification and at least one year relevant experience in office and District Administration; Knowledge of the PFMA, DFI,BAS, JYP and other applicable legislation; Knowledge of Human Resources, Asset and Facilities and Risk Management; Recommendations: A valid driver's licence code EB. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Good interpersonal relations; Able to work independently and accurately under pressure; Organizational and problem solving skills; Customer orientation; Proven Managerial and Leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability to interpret and apply policy; Attention to detail.

DUTIES : Exercise control over administrative duties rendered by court support staff; General supervision of clerical staff and formal disciplinary matters; Manage quarterly assessments according to the Performance System; Compile statistics to show performance and trends; Draft memoranda, submissions and reports; Handle correspondence; Render advice and assistance on various administrative matters; Check diverse documents and work performance by co-workers for completion and correctness; Assist with overseeing other administrative sections within the establishment and branch courts; Document management and maintaining of prescripts and records related to the functions of the Department / various sections in the court; Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office; Implement departmental policies; Compile and submit returns and collate cluster returns; Co-ordinate, manage and administer support services to the judiciary, prosecution and other court users.

ENQUIRIES : Mrs P.Z. Pienaar ☎ (031) 907 3955
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, Durban, 4000.

POST 36/29 : **MAINTENANCE INVESTIGATOR: (REF: 08/37/KZN)**

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

CENTRE : Magistrate, Nongoma
REQUIREMENTS : An paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act no. 99 of 1998); A valid driver's licence code EB. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent Communication skills (verbal and written); Ability: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance enquiries.

DUTIES : Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Trace in court under the supervision of the Maintenance Officers / Maintenance Prosecutors; Render and administrative support to the office; Outdoor functions requiring physical tracing capabilities.

ENQUIRIES : Mr C.C. Majola ☎ (035) 8310302
APPLICATIONS : Quoting the relevant reference number, direct your application to: the Regional Head, Private Bag X54372, Durban, 4000.

POST 36/30 : **CHIEF ADMINISTRATION CLERK: (1 POST) REF 08/239/GP**

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

CENTRE : Magistrate Boksburg
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms. L Bezuidenhout ☎ (011) 917 9620
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

<u>POST 36/31</u>	:	<u>SENIOR COURT INTERPRETERS</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office Kimberley (3 posts) Ref: NC/43/08 Magistrate's Office Upington (1 post) Ref: NC/44/08 Magistrate's Office Springbok (1 post) Ref: NC/45/08 High Court Kimberley (1 post) Ref: NC/91/08
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications; Tertiary qualification will be advantageous; Three to five years experience in court interpreting; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage; Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail. Language proficiency: Xhosa, English, Afrikaans and Tswana are compulsory; Sotho, Sepedi, Tshonga and isiZulu will be an added advantage
<u>DUTIES</u>	:	Control and supervise Court Interpreters; Interpret in special cases when necessary; Attend to personnel administration aspects; Translate legal documents and exhibits; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 36/32</u>	:	<u>ADMINISTRATIVE OFFICER REF: 08/345/IA</u>
<u>SALARY</u>	:	R117 501– R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Bachelors' degree or equivalent qualification; At least one year relevant experience in generic administrative process in a Public Sector Environment; Knowledge of government provisioning and procurement processes. Skills and Competencies: Computer literacy(MS Office); Good Written and verbal communication skills; Be able to work under pressure and maintain a positive attitude; Candidate must be willing to work longer hours.
<u>DUTIES</u>	:	Routine administrative duties, record keeping, photocopying, filling etc; Draft and distribute minutes and agendas for meetings; Assist Internal Auditors with any administration work where required; Arrange the necessary bookings, seminars, functions for Senior Managers and Internal Auditors in all regions; Responsible for the buying, storing and issuing of stores; Receive and process leave forms and all HR matters; Assist with receiving and making calls from or to stakeholders.
<u>ENQUIRIES</u>	:	Ms. A. Xundu ☎ 012 315 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 36/33</u>	:	<u>COURT INTERPRETERS (RE-ADVERTISEMENT)</u>
<u>SALARY</u>	:	R76 194– R 88 464 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office Groblershoop (1 post) Ref: NC/32/08 Magistrate's Office Calvinia (1 post) Ref: NC/38/08 Magistrate's Office Carnarvon (1 post) Ref: NC/39/08 Magistrate's Office Fraserburg (1 post) Ref: NC/40/08 Magistrate's Office Garies (1 post) Ref: NC/41/08

<u>REQUIREMENTS</u>	:	Magistrate's Office Port Nolloth (1 post) Ref: NC/42/08
	:	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 advantage; Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. Language requirements: Xhosa, English, Afrikaans and Tswana are compulsory; Sotho, Sepedi, Tshonga and isiZulu will be an added advantage
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinate conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform their duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
<u>POST 36/34</u>	:	<u>COURT INTERPRETER: (1 POST) REF 08/240/GP</u>
<u>SALARY</u>	:	R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate, Boksburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: A combination of any of the following eight languages: English, Afrikaans, Shangaan, Venda, Sotho and Xhosa. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.
<u>ENQUIRIES</u>	:	Ms. L Bezuidenhout ☎ (011) 917 9620
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>POST 36/35</u>	:	<u>SENIOR ADMINISTRATION CLERK: (5 POSTS) REF 08/241/GP</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate, Boksburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES</u>	:	Ms. L Bezuidenhout ☎ (011) 917 9620
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

<u>POST 36/36</u>	:	<u>SENIOR TYPIST: (1 POST) REF 08/242/GP</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Johannesburg
<u>REQUIREMENTS</u>	:	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
<u>DUTIES</u>	:	Type reports; General correspondence; Answer telephone and take messages; and any other administrative duties.
<u>ENQUIRIES</u>	:	Ms. D Mngomezulu ☎ (011) 332 8000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>POST 36/37</u>	:	<u>SENIOR ADMINISTRATION CLERKS</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office Noupoot (1 post) Ref: NC/119/08 Magistrate's Office Kimberley (2 posts) Ref: NC/120/08 Magistrate's Office Upington (1 post) Ref: NC/121/08
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; One to Two years administrative experience; Excellent Communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail; Computer literacy (MS Word; Problem solving.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference, One application per post.
<u>POST 36/38</u>	:	<u>ADMINISTRATION CLERK: SECURITY MANAGEMENT REF: 08/341/RM</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years experience in Office Management or administration; Experience in Security, risk management and loss control will be an added advantage; Drivers' licence. Skills and Competencies: Computer literacy; Good Written and verbal communication skills; Good interpersonal skills; Financial management or Logistics; Accuracy and attention to detail; Good organizational skills; Ability to work irregular hours and team work.
<u>DUTIES</u>	:	Render administrative support to the directorate and senior manager; Draft/ type memoranda and reports/submission; Maintain proper filing system and retrieve documents; Coordinate meetings and taking minutes; Assist in drafting and evaluation of tenders; Liaise with relevant stakeholders on behalf of the senior manager; Assist with routine inspections with regard to the inventory in the unit.
<u>ENQUIRIES</u>	:	Mr. C. Myburg ☎ 012 315 1818
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director-General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

<u>POST 36/39</u>	:	<u>LEGAL INTERNS (CONTRACT POSTS) (RE-ADVERTISEMENT)</u>
<u>SALARY</u>	:	R3 000 per month.
<u>CENTRE</u>	:	Magistrate's Office Kimberley (3 posts) Ref: NC/93/08 Magistrate's Office Upington (1 post) Ref: NC/95/08 Regional Office (2 posts) Ref: NC/96/08
<u>REQUIREMENTS</u>	:	An LLB degree or relevant equivalent legal qualification; A valid drivers' licence will be an added advantage; Recent graduates are encouraged to apply; Computer Literacy (MS Office); Effective communication (verbal and written); Ability to maintain interpersonal relations.
<u>DUTIES</u>	:	Conduct an audit of all maintenance files in the system to determine backlogs, identify a need for additional courts, staff and equipment; Set down matters for hearing, draft a Sub-Project Plan and have resources allocated; Embark on a process of fast tracking all Maintenance enquiries, long outstanding Sec 31 matters, Emoluments Orders, Civil Executions and tracing complainants in Dormant files; Assist with the compilation of a comprehensive report to the Chief Director on the Rights of Vulnerable groups and the Director-General on results of Operation Isondlo as well as feedback from stakeholders and Chapter 9 Institutions.
<u>ENQUIRIES</u>	:	Mr J Tope ☎ (053) 839 0060.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 th Floor, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference, One application per post.

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

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

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

CLOSING DATE : 19 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 POST

POST 36/40 : **ADMINISTRATIVE ASSISTANT**
Chief Directorate: International and Donor Relations

SALARY : R94 326 per annum
CENTRE : Pretoria

REQUIREMENTS : Grade 12 and/or any other formal/related qualification. Relevant secretarial and administrative experience and knowledge. Knowledge of filing systems and office procedures. Good computer and minute taking skills and good typing proficiency. Excellent time management skills and the ability to be self-driven and solution-orientated, despite work pressures. Willingness to work long hours. Good communication and interpersonal skills.

DUTIES : Co-ordinate and prepare documentation for meetings/workshops and compile minutes/reports, conduct research on topics related to the Chief Directorates' mandate, provide efficient administrative / secretariat support to the Chief Directorate, manage the diary of the Executive Manager and arrange logistics and related activities for travel, meetings, workshops, conferences etc, manage the telephone and communication systems in the office, respond to written requests, purchase and order stationary and equipment, manage inventory and equipment within the unit, file and manage the paperwork of the unit, perform other assigned ad hoc duties and support the roll out of government programmes.

ENQUIRIES : Ms TC Skepe (012) 334 4978

ANNEXURE E

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.

<u>APPLICATIONS</u>	:	Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za . To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
<u>CLOSING DATE</u>	:	Monday, 22 September 2008
<u>NOTE</u>	:	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 POST

<u>POST 36/41</u>	:	<u>CHIEF BIDS OFFICER</u>
<u>SALARY</u>	:	R145 920 per annum, Annual progression up to a maximum salary of R169 410 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric with a minimum of 2 years experience in procurement /acquisition environment. Knowledge of the PFMA, PPPFA, National Treasury Regulations and Instructions, BEE/BBBEE Acts. National Diploma in Purchasing/Logistics Management will be an added advantage.
<u>DUTIES</u>	:	Ensure that all prescripts, delegations, regulations and policies are adhered to. Provide bid-related inputs to divisions within DPSA. Scrutinise specifications, task directives and special conditions to ensure compliance. Compile bid documents. Serve as a technical advisor to the Bid Evaluation Committee. Evaluate proposals for goods and services. Compile submissions, recommendations, letters of acceptance, etc. Maintain supplier database and Contract Management systems. Execute delegated powers with regard to applicable functions.
<u>ENQUIRIES</u>	:	Ms Mmatshopo Rasebopye, tel (012) 336 1014

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"

OTHER POSTS

- POST 36/42** : **ASSISTANT DIRECTOR: EVENTS AND STAKEHOLDER LIAISON**
Directorate: Public and Stakeholder Liaison
- SALARY** : R174 243 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or equivalent qualification plus credible appropriate experience. A qualification in Communications or Public Relations will be an added advantage. ☐ Willingness to travel. ☐ Knowledge of the social development sector. ☐ Knowledge of and experience in the government communication policies and programmes. Competencies needed: ☐ Project management skills. ☐ Communication (written, and liaison) skills. ☐ Financial management skills. ☐ Planning and organizing skills. ☐ Interpersonal skills. ☐ Excellent internal/external networking skills. ☐ Computer user knowledge and experience.
- DUTIES** : Key Responsibilities: ☐ Plan, organise, co-ordinate, monitor and evaluate campaigns and events. ☐ Manage the administrative and logistical arrangements of events and campaigns and facilitate adherence to tender procedures. ☐ Assist in the development and implementation of the internal communication policy as well as strategic projects and programmes. ☐ Maintain sound relationships with all social development stakeholders.
- ENQUIRIES** : Ms K Matlala, Tel: (012) 312-7750
- POST 36/43** : **STATE ACCOUNTANT: BOOKKEEPING**
Directorate: Financial Administration
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : ☐ An appropriate National Diploma or Bachelors Degree in Accounting or Finance PLUS sufficient experience in Government Financial Accounting. ☐ Knowledge and understanding of the PFMA and Treasury Regulations. ☐ Knowledge and understanding of LOGIS. ☐ Knowledge and understanding of cash flow management and BAS. Competencies needed: ☐ Communication (written, verbal and liaison) skills. ☐ Computer literacy. ☐ Problem-solving skills. ☐ Planning and organising skills. ☐ Analytical Skills. ☐ Client orientation skills. ☐ Presentation skills. ☐ Financial Management skills. ☐ Project Management skills Attributes: ☐

	Friendliness. <input type="checkbox"/> Accuracy. <input type="checkbox"/> Confidence. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to work in a team and independently.
<u>DUTIES</u>	: Key Responsibilities: <input type="checkbox"/> Monitor and verify all payments received for correct source documents. <input type="checkbox"/> Ensure reconciliations for creditors' payment are done on a monthly basis. <input type="checkbox"/> Authorise payments (LOGIS and BAS) according to financial delegations. <input type="checkbox"/> Attend to queries regarding payments. <input type="checkbox"/> Verify batch control and ensure all payments are recorded.
<u>ENQUIRIES</u>	: Mrs R Henning Tel: (012) 312-7780
<u>POST 36/44</u>	: <u>SENIOR SECRETARY GRADE III</u> Directorate: Financial Management and Administration
<u>SALARY</u>	: R94 326 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: <input type="checkbox"/> Grade 12 or equivalent Certificate PLUS credible experience in the administrative/secretarial field. <input type="checkbox"/> Candidates on the short list will be required to undergo a computer literacy/typing test and a test to assess written communication skills. Competencies needed: <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Ability to interpret directives. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Typing skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Cost consciousness. <input type="checkbox"/> Knowledge of document tracking, storage and retrieval. <input type="checkbox"/> MS Office Suite. <input type="checkbox"/> Knowledge of filing systems. <input type="checkbox"/> Telephone etiquette. <input type="checkbox"/> Knowledge of provisioning administration prescripts. Personal attributes <input type="checkbox"/> Friendly. <input type="checkbox"/> Confident. <input type="checkbox"/> Accurate. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Independent. <input type="checkbox"/> Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	: Key Responsibilities: <input type="checkbox"/> Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. <input type="checkbox"/> Receive clients or visitors. <input type="checkbox"/> Arrange meetings, workshops and appointments and provide administrative support. <input type="checkbox"/> Manage the diary of the senior manager. <input type="checkbox"/> Arrange journeys and accommodation and compile and submit subsistence and travel claims. <input type="checkbox"/> Scan, manage and draft correspondence, documentation, supporting registers and filing. <input type="checkbox"/> Facilitate inputs for parliamentary questions. <input type="checkbox"/> Take notes, keep minutes and do typing. <input type="checkbox"/> Co-ordinate financial inputs as well as human resource management and human resource development matters. <input type="checkbox"/> Act as Chief User Clerk.
<u>ENQUIRIES</u>	: Mr A Modiba, Tel No: (012) 312-7050

STATISTICS SOUTH AFRICA

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

- APPLICATIONS** : Applications can be forwarded to : • Eastern Cape:- Post to the Human Resources Officer, Statistics South Africa, P O Box 93, East London 5200 • Enquiries; Mr Lungelo Nonkewuse (043) 7221496
Western Cape:- Post to the Human Resources Officer, Statistics South Africa, Private Bag x9072, Cape Town 8000 • Delivered at ABSA Building, 132 Adderley Street, 9th Floor, Cape Town
Enquiries Ms Zanele Khumalo (021) 423-1040
Northern Cape:- Post to the Human Resources Officer, Statistics South Africa, Private Bag x5053, Kimberley 8300 • Delivered at New Public Building, Corner Knight and Stead Street, 3RD Floor, Kimberley
Enquiries: Ms Kedibone Mabote (053) 833 -3956
Mpumalanga:- Post to the Human Resources Officer, Statistics South Africa, Private Bag x11290, Nelspruit1200 • Delivered at Stats House, Henshall Street, 2RD Floor, Nelspruit
Enquiries: Mr Lucas Sambo (013) 754-0600
North West:- Post to the Human Resources Officer, Statistics South Africa, P O Box x23213, Mafeking 8300 • Delivered at East Gallery, Ground Floor, Mega City Shopping Complex, Mmabatho
Enquiries: Mr Mark Maruping (018) 384-2877/8/9
Limpopo:- Post to the Human Resources Officer, Statistics South Africa, Private Bag x9441, Polokwane 0700 • Delivered at 23 corner Hans van Rensburg and Rabe Streets, Old Mutual Building, 65b Wydompark
Enquiries: Ms Mashudu Ravele (015)295-3300
Free State:- Post to the Human Resources Officer, Statistics South Africa, Private Bag x20241, Bloemfontein 9300 • Delivered at 10 corner Aliwal and St Andrews Street, Old Metropolitan Building, Bloemfontein
Enquiries: Mr Raymond Matsemela (051) 447-7766
Gauteng:- Post to the Human Resources Officer, Statistics South Africa, P O Box x7798, Johannesburg 2000 •Delivered at Old JSE Building, 17 Diagonal Street, Johannesburg
Enquiries: Ms Clementia Nkomo (011) 833-0100
Kwa-Zulu Natal:-Post to the Human Resources Officer, Statistics South Africa Private Bag x54337 Durban.
Enquiries: Magugu Mkhize,(031) 360 0600
- CLOSING DATE** : 19 September 2008

OTHER POSTS

- POST 36/45** : **HUMAN RESOURCES OFFICER (REF NO 01/09/08)**
Person Profile: This position will suit a person with good communication, problem solving and interpersonal skills, Ability to continuously improve and build on quality in development of new process and systems
(21 contract positions exist at District Offices until 31 March 2012)

- SALARY CENTRE** : R117 501 per annum
: Gauteng (Germiston 1, Johannesburg 1), Western Cape (George 1, Worcester 1), Northern Cape (Springbok1, Upington1), Mpumalanga (Witbank 1, Siyabuswa 1) Eastern Cape (Koksstad1, Aliwal North 1, Idutywa), Limpopo (Polokwane 2) North West (Rustenburg 1, Vryburg 1), Free State (Kroonstad1, Bethlehem 1). Kwa Zulu Natal (Uthungulu 1, Uthukela 1, Amajuba 1)

- REQUIREMENTS** : Three years tertiary qualifications with experience in HRM field .Experience as a generalist in the HRM field .Computer literacy and knowledge of PERSAL system.

- DUTIES** : Key Performance Areas: Liaise with various components within the respective region. • Carry out the following HR activities in conjunction with the respective region: Recruitment , benefit administration and employee relations (including LR

and EAP). Provide advice, and training on HR related aspects. Ensure legislation compliance on HR activities (e .g. EEA, LRA, PSA, PSR etc). Proper record-keeping pertaining to HR matters. Develop and maintain survey personnel database. Assist in proper management of contracts for census and survey personnel.

POST 36/46

: STATE ACCOUNTANTS (REF NO 02/09/08)

Personal Profile: This job requires an honest person with good communication, numerical, writing and analytical skills. Be able to work independently. Good interpersonal skills and ability to handle multiple and complex tasks.
21 Contract positions exist at District Offices until 31 March 2012

**SALARY
CENTRE**

: R117 501 per annum
: Free State (Bethlehem 1, Welkom 1, Kroenstad 1) Western Cape(Worcester 1, Cape Town 1) Kwa Zulu Natal (Ethekwini 1, Umzinyathi 1, Illembe 1) North Cape (Springbok 1) Gauteng (Tshwane 1, Germiston1, Krugersdorp 1) Limpopo (Polokwane 3) Mpumalanga (Witbank 1, Siyabuswa 1, Ermelo 1) North West Klerksdorp 1, Vryburg 1, Mabopane 1)

REQUIREMENTS

: Three year tertiary qualification in Finance. Good computer skills in both MS Word and Excel. Knowledge of PFMA and other relevant legislation . Relevant experience in financial administration. Working knowledge of BAS and PERSAL will be an added advantage

DUTIES

: Key Performance Areas: Maintain proper and accurate records of financial transactions. Monitor the usage of petty cash at District Office. Monitor Regional Office's bank account. Financial support in respect of census and surveys . Assist in financial training during surveys. Reconcile census/ survey accounts (cash advances). Ensure all census /survey expenditure are recorded and accounted for.

DEPARTMENT OF TRANSPORT

- APPLICATIONS** : Sekgala Group, P O Box 7086, Halfway House, 1685 OR Unit B6 Greenoaks Office Park, Cor Bekker Road and Gregory Avenue, Vorna Valley, 1685. Enquiries: 086 172 6267. Employees are reminded to quote the relevant reference numbers when applying for these posts.
- CLOSING DATE** : 15 September 2008
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 36/47** : **SENIOR ACCOUNTING CLERK**
(Branch: Financial Services)
(Directorate: Budgeting)
- SALARY** : R117 501 Per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or equivalent qualification in Accounting / Financial Management with at least 6 month's experience in public finance. Knowledge of travel and subsistence accounts. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of PERSAL and Basic Accounting System. Computer literacy (Microsoft Excel and Word). Financial management skills. Good communication (verbal and written) and interpersonal relations. Analytical and problem solving skills. Ability to work under pressure and accurately. Willingness to work beyond normal working hours
- DUTIES** : Check travel and subsistence claims and advances for accuracy, completeness and validity. Record travel and subsistence claims and advances on the travel and subsistence control registers. Calculate and arrange foreign currency for foreign travellers. Assist Directorates with calculation and compilation of travel and subsistence claims and advances. Capture travel and subsistence claims and advances on PERSAL and BAS system. Prepare and capture adjustment journals to correct any T&S related accounts. Reconcile and clear travel and subsistence suspense account. Attend and resolve queries on travel and subsistence related accounts
- ENQUIRIES** : Ms Ntobeko Maseko; Tel: (012) 309 3696
- NOTE** : Shortlisted Candidates will be subject to personality profile analysis

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG YOUTH COMMISSION**

Gauteng Youth Commission 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
- CLOSING DATE** : 19 September 2008
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

- POST 36/48** : **DEPUTY MANAGER: DATABASE MANAGEMENT REFERENCE NO: 70053354**
Directorate: Gauteng Youth Commission

- SALARY** : R174 243 per annum (Plus Benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : 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.

- DUTIES** : 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.

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

- POST 36/49** : **DEPUTY MANAGER: HR MANAGEMENT & DEVELOPMENT REFERENCE NO: 70053353**
Directorate: Gauteng Youth Commission

- SALARY** : R174 243 per annum (Plus Benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : 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.

- DUTIES** : 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.

ENQUIRIES : Ntswaki Lephuthing Tel.: 011 333-1179

POST 36/50 : **DATABASE CO-ORDINATOR REFERENCE: 70053356**
Directorate: Gauteng Youth Commission

SALARY : R117 501 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : 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.

DUTIES : 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 36/51 : **REGISTRY CLERK 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

DEPARTMENT OF HEALTH

Department of Health 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.

MANAGEMENT ECHELON

- POST 36/52** : **DIRECTOR: NURSING REF NO: 70053417**
Directorate: Nursing Services
- SALARY** : R540 429 – 581 880 per annum (All inclusive package)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Appropriate Nursing Degree. Registered with SANC. 9 years experience as a manager in the nursing field of which 3 years experience in a hospital environment. Computer literacy. Must have leadership, interpersonal relations and communication skills. Masters Degree in the nursing field will be an advantage.
- DUTIES** : Plan, direct and co-ordinate nursing services within the hospital. Directs and maintains a comprehensive quality improvement programme to ensure compliance with core standards. Develop strategies, norms and professional standards to ensure compliance with legal prescripts and an appropriately capacitated nursing services department. Provides strategic direction to the development of nursing divisions within the hospital. Determines and prioritizes policies and procedures to efficiently run the hospital. Directs the performance and evaluation programme for the division to ensure achievement of organizational goals. Participates in educational programmes and facilitates research to improve quality of care. Develop and manage the budget.
- ENQUIRIES** : Dr. A. Manning, Tel No: (011) 933 – 8415/ 9750
CLOSING DATE : 17 September 2008

OTHER POSTS

- POST 36/53** : **LECTURER PN-D 1/ 2 (17 POSTS) REF NO: 70053419**
Directorate: Nursing Services
Please note that this is a re-advertisement
- SALARY** : R178 318 – 284 550 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : 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.
- DUTIES** : 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. May be expected to administer student records from selection to completion of training.
- ENQUIRIES** : Mrs. S. Peters, Tel No: (011) 983 - 3009

<u>CLOSING DATE</u>	:	17 September 2008
<u>POST 36/54</u>	:	<u>CONTROL ORAL HYGIENIST REF NO: 70053560</u> Directorate: Ekurhuleni Oral Health
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Registration with HPCSA as an Oral Hygienist. A minimum of 6 years experience as an Oral Hygienist. Management experience will be an advantage. A valid driver's license and computer skills.
<u>DUTIES</u>	:	Clinical work –Treating patients for dental conditions within the scope of practice. Monitor and support Oral Hygienist within the District, Implementation of the Gauteng Oral Health strategy. Improve and manage school oral health services.
<u>ENQUIRIES</u>	:	Dr A. Govender Tel No: (011) 876 1700/1802
<u>CLOSING DATE</u>	:	22 September 2008
<u>POST 36/55</u>	:	<u>CONTROL DENTAL THERAPIST REF NO: 70053556</u> Directorate: Ekurhuleni Oral Health
<u>SALARY</u>	:	R174 243 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Registration with HPCSA as a Dental Therapist. A minimum of 6 years experience as a Dental Therapist. Management experience will be an advantage. Valid driver's license and computer skills.
<u>DUTIES</u>	:	Clinical work-Treating patients for dental conditions within the scope of practice. Monitor and support Dental Therapists within the District. Implementation of the Gauteng Oral Health Strategy. Assist the oral health management to improve service delivery.
<u>ENQUIRIES</u>	:	Dr A. Govender Tel No: (011) 876 1700/1802
<u>CLOSING DATE</u>	:	22 September 2008
<u>POST 36/56</u>	:	<u>MIDDLE MANAGER: HEALTH SCIENCE 2 POSTS REF NO: 70053557</u> Directorate: Revenue, Patient Administration and Contract Management
<u>SALARY</u>	:	R174 243 – 202 287 per annum (plus benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	Degree / diploma in Nursing or other equivalent health sciences qualification with experience. Computer literacy. Valid driver's licence. Knowledge of Medical Schemes Act & Uniform Patient Fee Schedule. Report writing skills. Good communication (verbal & written) as well as interpersonal & organizational skills. An independent & results orientated individual. Must be prepared to travel. Recommendations: Training and management experience. Case management, theatre, casualty, ICU experience. Knowledge in finances will be an added advantage.
<u>DUTIES</u>	:	Coordinate and facilitate training, monitoring and support to institutions with regards to Uniform Patient Fee Schedule and Case Management activities. Functional knowledge of Prescribed Minimum Benefits, International Classification of Diseases (ICD-10), National Health Act, and National Health Related Price List (NHRPL). Management of Medical Schemes rejections. Identification of Billable services. Ability to analyse wide range of statistical and clinical information. Staff development and appraisals. Manage resources of the Directorate. Ensure compliance with acts, policies, regulations and procedures. Respond / attend to queries from different stakeholders.
<u>ENQUIRIES</u>	:	Ms C. Mongale, Tel No: (011) 355 - 3028
<u>CLOSING DATE</u>	:	22 September 2008
<u>POST 36/57</u>	:	<u>ORAL HYGIENIST (2 POSTS) REF NO: 70053559</u> Directorate: Ekurhuleni Health District
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Oral Health
<u>REQUIREMENTS</u>	:	Registration with HPCSA as an Oral Hygienist. Valid driver's license.

<u>DUTIES</u>	:	Clinical work within the scope of practise. Implement school oral health services. Implementation of the Gauteng Oral Health strategy. Initiating, planning and implementing awareness campaigns.
<u>ENQUIRIES</u>	:	Dr A. Govender Tel No: (011) 876 1700/1802
<u>CLOSING DATE</u>	:	22 September 2008
<u>POST 36/58</u>	:	<u>OPTOMETRIST REF NO: 70053562</u> Directorate: Specialised Services
<u>SALARY</u>	:	R145 920 – 169 410 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	B Optometry / B Tech: Optometry. Registration with HPCSA as optometrist. 0-2 years experience. Good communication and inter-personal skills. Ability to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Provide quality health care services to the district. Implement eye care service in the community and outreach programmes in the district. Promote eye care prevention campaigns within the district. Participate in health education for population around Ekurhuleni district. Investigate and diagnose common eye disease and refer if necessary to the eye specialist. Diagnose refractive errors and prescribe corrective measure. Promote and ensure cost effective care and optimal use of resources. Manage optometric machinery or instruments. Compile and submit reports/ statistics and maintain legible records. Work as part of multidisciplinary team within the PHC system.
<u>ENQUIRIES</u>	:	Dr A. Go vender Tel No: (011) 876 1802
<u>CLOSING DATE</u>	:	22 September 2008
<u>POST 36/59</u>	:	<u>ASSETS MANAGER REF NO: 70053576</u> Chief Directorate: Ekurhuleni Sedibeng Health Region
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Three years Degree in financial accounting / supply chain management with 3 years relevant experience in Assets management or Grade 12 with 3 years relevant experience in assets management. Quick and innovative thinking, strong interpersonal skills, communication and people management, presentation, verbal and writing skills. Knowledge of Treasury regulations and PFMA.
<u>DUTIES</u>	:	Manage and monitor the implementation of the Assets, the business plan of the programmes. Develop, monitor and implement an acquisition, maintenance and disposal plans for assets. Effective coordination of assets management activities and to report accurately within the hospital at any point in time. Coordinate and monitor asset management initiative in the hospital. Manage and maintain a comprehensive assets register. Manage the acquisition, losses and disposal of assets in the hospital. Manage the annual verification of Assets within the hospital. To ensure effective and integration and working procedure between the assets management unit, supply chain management and Budget Control Unit within the hospital. Manage the preparation of monthly and annual reconciliation between the Asset Register, ledger register, Annual Financial Statement and the ledger. Manage the barcode tagging, movement, disposal of assets for the hospital
<u>ENQUIRIES</u>	:	Mr. C.M. Riba, Tel No: (011) 389 - 0589
<u>CLOSING DATE</u>	:	22 September 2008
<u>POST 36/60</u>	:	<u>FINANCIAL CONTROLLER REF NO: 70053577</u> Chief Directorate: Ekurhuleni – Sedibeng Health Region
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Natalspruit Hospital
<u>REQUIREMENTS</u>	:	Three years Financial Degree / Diploma with 3 years financial management experience or Grade 12 certificate and 5 years relevant financial management experience. Knowledge of the PFMA, Treasury Regulations. BAS system, DOAR Act and computer literacy e.g. MS Word, PowerPoint, Excel etc.

DUTIES : Ensure effective financial management in line with the PFMA, Treasury Regulations etc, by monthly financial reporting (IYM), monthly projections, and monthly reconciliations of supplier payments and follow up of unpaid invoices, budget preparations, MTEF projection, capturing of budget on BAS and reconciliation with budget and expenditure monitoring. Ensure effective management of Revenue Section to ensure proper debt collection within the age analysis, correctness of ANNEXURE "F", Reconciliation of BAS/PAAB, receipts, deposits slips, No 2 account and petty cash etc. Ensure proper management of reconciliation like: BAS/PERSAL, BAS/PERSAL etc. Respond to queries from Auditor General and Legislature. Ensure proper customer management in line with Batho Pele Principles.

ENQUIRIES : Mr C M Riba, Tel No: (011) 389 - 0589

CLOSING DATE : 22 September 2008

POST 36/61 : **ADMINISTRATIVE OFFICER: EMS (2 POSTS) REF NO: 70053558**
Directorate: Emergency Medical Services

SALARY : R117 501per annum (plus benefits)

CENTRE : Ekurhuleni and Westrand

REQUIREMENTS : A grade 12 qualification and relevant experience. Good computer, office and work organizational and prioritization skills. Good interpersonal relations. Good verbal & communication skills, knowledge of BAS, public sector experience will be recommended.

DUTIES : The incumbents will be responsible for keeping statistics and dealing with payments and EMS queries. Follow-up on outstanding matters. Record movement of documents in accordance with guidelines and instructions. File documentation in a way which is orderly and will enable easy access to information. Arrange meetings and functions. Write correspondence, reports and submissions. Manage office supplies and stationery. Supervise subordinates.

ENQUIRIES : Ms. N.Z. Mhlari, Tel No: (011) 564 - 2018

CLOSING DATE : 22 September 2008

POST 36/62 : **ADMINISTRATION OFFICER: STUDENT AFFAIRS REF NO: 70053420**
Directorate: Student Affairs
Please note that this is a re-advertisement

SALARY : R117 501 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mrs. M. Neveling, Tel No: (011) 983 - 3008

CLOSING DATE : 17 September 2008

POST 36/63 : **FINANCIAL OFFICER REF NO: 70053421**
 Directorate: Management Support
 Please note that this is a re-advertisement

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 36/64 : **IT TECHNICIAN (2 POSTS) REF NO: 70053424**
 Directorate: Management Support
 Please note that this is a re-advertisement

SALARY : R94 326 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : 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.

DUTIES : 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. Responsible for setting up audiovisual equipment daily in all lecture rooms. Monitor and control computer centre.

ENQUIRIES : Mrs. M. Neveling, Tel No: (011) 983 3006
CLOSING DATE : 17 September 2008

POST 36/65 : **AUXILIARY SERVICE OFFICER REF NO: 70053416**
 Directorate: Orthopaedic Workshop

SALARY : R54 879 – 63 717 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Standard 10 (Grade 12) certificate. Knowledge of orthopaedic related work i.e. shoe repairs, shoe alterations, manufacture insoles, welding of sockets and calipers. Repairs to prosthesis. Knowledge of leather work. Know how to use machinery in orthopaedic.

DUTIES : Manufacture orthoses/ prosthesis under supervision. Adjust shoes, repair calipers, do leather on all orthoses/ prosthesis on main machinery.

ENQUIRIES : Mr. T. Radebe, Tel: (011) 933 – 8815/17
CLOSING DATE : 17 September 2008

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS, CULTURE AND TOURISM**

The provincial administration Kwazulu-Natal is an equal opportunity, affirmative action employer. The department will conduct personnel suitability checks on all recommended candidates prior to being approved.

- APPLICATIONS** : All applications must be directed to: The Head: Human Resources Practices, Systems and Policies, Department of Arts, Private Bag X9140, Pietermaritzburg, 3200. Candidates are encouraged not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications
- FOR ATTENTION** : Mrs. NIS Mbhele. Faxed copies will not be accepted
- CLOSING DATE** : 19 September 2008, Applications received after the closing date will not be considered.
- NOTE** : Applicants must submit their applications on the prescribed Z83 application form (which must be fully completed and signed by the applicant) obtainable from any Public Service Department. This should be accompanied by certified copies of required educational qualifications (not copies of certified copies), driver's license (where it is required), Identification Document (ID), together with a comprehensive curriculum vitae (CV). Applicants must also quote the relevant reference number and the name of the publication in which they saw this advertisement. Applicants that do not comply with the instructions indicated above will be disqualified.

MANAGEMENT ECHELON

- POST 36/66** : **GENERAL MANAGER: REGIONAL OFFICE MANAGEMENT-REF ACT/264**
- SALARY** : R635 874per annum (An all inclusive package to be structured in accordance with the rules for Senior Management Services)
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : An appropriate three (3) year qualification, coupled with at least five(5) years relevant experience, three (3) of which should be at a strategic managerial level in at least two of the following fields: Arts and Culture, Tourism and Library and or Archival Services • A post graduate qualification will be an added advantage •Proven financial management experience •Project Management experience •Computer Literacy (MS Word, Excel, PowerPoint, etc) •Valid code 8 driver's license. Knowledge and Skills: •Strategic thinker •Attention to details •In depth knowledge of Change Management •Problem solving •Analytical and diagnosis skills •Financial management •Time management and able to handle pressure •Negotiation skills •Prescripts applicable to the Department •In depth technical knowledge of project management •Planning and co-ordinating skills •Knowledge of public service financial and budget processes.
- DUTIES** : Ensure access and integration of arts and culture services to all communities. Facilitate the implementation of tourism initiatives in the regions. •Manage programme planning, development & implementation. •Outline strategic and service delivery interventions and manage/align resources to ensure implementation thereof. •Facilitate synergy and monitor progress of the districts in delivering their mandates and continuously improving quality of their operations •Advise and guide the Department in respect of business implications and viability of all service delivery improvement plans/strategies •Co-ordinate programmes and alignment thereof and ensure that all operational planned targets with regard to delivering of services within the regions are met •Render library and archive services at a regional level •Optimize Regional processes for effective performance and delivery •Establish systems to measure, analyse and manage operational performance and quality •Provide administrative support service • Ensure efficient and effective utilization of all resources including assets •Serve as Programme Manager •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mrs C. N. Khumalo – Head of Department (033- 264 3422)

OTHER POSTS

POST 36/67 : **DEPUTY MANAGER: SECURITY SERVICES REF ACT 231**
Please note that this is a re-advertisement. Candidates who applied previously can re- apply, should they wish to be re-considered.

SALARY : R407 745 per annum (An all inclusive package to be structured in accordance with the rules for Middle Management Services)

CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate three (3) year tertiary qualification coupled with at least 3 years relevant experience, two (2) of which should be at a supervisory level
•Experience in the investigation of corruption and forensic audits and exposure to criminal procedures will be an added advantage •Computer literacy (Ms Word, Excel, PowerPoint etc) •Valid Code 08 Driver's license.

DUTIES : •Develop and review all policies and procedures related to security in the Department •Provide administration services related to security activities •Liaise with the National Intelligence Agency and SAPS (Protection and Security Services) on security systems in the Department •Provide advice to Senior Management on security related matters •Conduct security awareness programmes and assist in developing disaster management plans in the Department •Conduct investigations on criminally related matters •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr C.T. Mavundla (033- 264 3407)

POST 36/68 : **DEPUTY MANAGER: CORPORATE STRATEGY- REF ACT/226**
Please note that this is a re-advertisement. Candidates who applied previously can re- apply, should they wish to be re-considered.

SALARY : R407 745 per annum (An all inclusive package to be structured in accordance with the rules for Middle Management Services)

CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate three (3) year tertiary qualification, coupled with at least 3 years experience in Policy Research and Corporate Strategy , two (2) of which should be at a supervisory or managerial level •Experience and thorough knowledge of the planning framework of government •Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures •Good thinking and problem solving ability •Excellent communication and writing skills •Ability to work independently , yet function optimally as part of a dynamic team •Good office administration, planning and organizational skills •Good negotiation and conflict resolution skills •Excellent analytic and problem solving skills •Computer Literacy (Ms Word, Excel, PowerPoint etc) •Valid Code 08 Driver's license.

DUTIES : Co-ordinate the Strategic Planning process of the Department and provide inputs into the strategic, annual performance and budget plans •Research and develop implementation strategies, tools and frameworks to ensure effective performance of the Department •Implement strategies , tools and framework to ensure effective performance of the Department •Monitor and consolidate Quarterly Performance report, Annual report and manage input to the EXCO, SMM, MINMEC, MEXCO, Clusters, PCC, etc. •Provide technical support in terms of planning to components within the Department •Undertake research on transversal issues relating to the corporate strategy •Coordinate the development of Departmental policies and other legislation •Manage the GIS function and ensure effective maintenance of the database •Serve as a sub-responsibility manager which includes the management of resources •Coordinate the process of monitoring and evaluation of performance of projects against their initial objectives and advise Departmental senior management on strategies to deal with poor performance •Supervise, develop and manage employees'

		performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mr U. Govender (033- 264 3400)
<u>POST 36/69</u>	:	<u>ASSISTANT MANAGER: SPECIAL PROJECTS- REF ACT/254</u>
<u>SALARY</u>	:	R217 482– R 252 483 per annum
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate three (3) year tertiary qualification coupled with at least three (3) years relevant experience, one (1) of which should be at a supervisory level •Sound financial management skills •People management, presentation, communication and facilitation skills •Sound interpersonal and planning ability • Sound knowledge of project management •Knowledge of relevant prescripts/legislation applicable to the Department •Computer literacy (MS word, Excel, PowerPoint, etc) •Valid Code 08 driver's license •Good written and verbal communication skills.
<u>DUTIES</u>	:	•Initiate, coordinate and assist in managing special projects •Conduct research on culture and tourism services to create synergy thereof in order to enhance service delivery •Ensure the implementation of departmental policies and other relevant legislation •Establish and maintain relations with relevant stakeholders •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Mrs B. F. Makhanya – Special Project (033- 264 3400)
<u>POST 36/70</u>	:	<u>SENIOR TOURISM PRACTITIONER: TOURISM DEVELOPMENT REF ACT/255</u>
<u>SALARY</u>	:	R145 920 – R 169 410 per annum
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	•An appropriate three (3) year tertiary qualification Tourism, coupled with two (2) years relevant experience • Basic research skills • An in-depth understanding of enabling legislation • Project Management Skills • Good verbal and written communication skills • Computer Literacy (MS Word, Excel, Power Point, etc) •Valid Code 08 Driver's license
<u>DUTIES</u>	:	•Conduct research on tourism related matters and submit reports with recommendations • Provide advice to Senior Management on tourism policy matters • Liaise with role-players on tourism related matters • Conduct workshops and seminars on tourism policy and other legislations to various stakeholders • Facilitate the appointment of Board Members for Public Entities • Develop policies based on the findings of research and supporting documents • Establish and maintain a data base for all tourism service providers • Provide support to Public Entities to ensure their compliance
<u>ENQUIRIES</u>	:	Mr S. S. Mkhwanazi (033) 341 3073
<u>POST 36/71</u>	:	<u>PRINCIPAL LIBRARIAN: LIBRARY SERVICES - REF ACT/259</u>
<u>SALARY</u>	:	R145 920 – R 169 410 per annum
<u>CENTRE</u>	:	Dundee Depot
<u>REQUIREMENTS</u>	:	•An appropriate four (4) year degree, majoring in Library and Information Science • At least three (3) years relevant library experience, one (1) of which should be at a supervisory level •Computer Literacy (MS Word, Excel, PowerPoint, etc) • Good verbal communication skills • A valid Code 08 drivers license
<u>DUTIES</u>	:	•Co-ordinate library material exchanges with affiliated public libraries • Assist in the administration of the depot • Maintain and develop the depot's library material collection • Train affiliated librarians in required procedures • Provide on-going professional support and guidance to affiliated libraries • Monitor user needs • Visit libraries and liaise with and advise staff • Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
<u>ENQUIRIES</u>	:	Ms T. Kumalo (033) 341 3000

<u>POST 36/72</u>	:	<u>PRINCIPAL LIBRARIAN- SERIALS AND AUDIO - VISUAL SERVICES: LIBRARY SERVICES: REF ACT/ 249</u>
		Please note that this is a re-advertisement. Candidates who applied previously can re- apply, should they wish to be re-considered.
<u>SALARY</u>	:	R 145 920 – R 169 410 per annum
<u>CENTRE</u>	:	Head Office- Pietermaritzburg
<u>REQUIREMENTS</u>	:	•An appropriate recognized four (4) year tertiary degree majoring in Library and Information Science • At least three (3) years relevant library experience, one (1) of which should be at a supervisory level •Broad knowledge and interest in all genres of audio- visual media & serials management •Word processing skills • Computer Literacy (MS Word, Excel, PowerPoint, etc) • Good verbal communication skills • A valid code 08 drivers license
<u>DUTIES</u>	:	•Co-ordinate acquisition of material in all audio visual formats •Process information request for audio-visual material •Co-ordinate serial acquisition and monitoring for public libraries • Compile and update audio – visual material catalogues • Liaise with affiliated libraries regarding serial and audio visual •Ensuring effective management of all serials •Process information request for audio-visual material & serials • Interact with affiliated libraries in establishing serials collection for public libraries • Provide leadership & guidance regarding new developments, policy & procedures for the provision of access to serials •Liaise with affiliated regarding serial and audio visual requirements •Supervise, develop and manage employee's performance in accordance with the Employee Performance Management and Development System (EPMDS)
<u>ENQUIRIES</u>	:	Ms B. Mjwara (033) 341 3000
<u>POST 36/73</u>	:	<u>SENIOR EAP PRACTITIONER: HUMAN RESOURCES SUPPORT SERVICES REF ACT/270</u>
<u>SALARY</u>	:	R145 920 – R 169 410 per annum
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate three (3) year degree/diploma, coupled with 2 yrs relevant experience in relation to EAP • Registration with the South African Council for Social Services Professionals •Good communication and written skills •Knowledge of legislation related to the Department and the post in question •Valid Code 08 drivers license • Computer Literacy (MS Word, Excel, PowerPoint, etc)
<u>DUTIES</u>	:	Render direct EAP services to members of the Department • Assess, refer and provide short term problem solutions •Effective, confidential record keeping and data • Conduct program promotion and awareness campaigns • Co-ordinate HIV and IDS programs • Develop EAP related programs and policies
<u>ENQUIRIES</u>	:	Mr N.Z. Hlongwa- HR Support
<u>POST 36/74</u>	:	<u>PRINCIPAL CULTURAL OFFICER: ZULULAND CLUSTER: REF- ACT/265</u>
<u>SALARY</u>	:	R145 920 – R 169 410 per annum
<u>CENTRE</u>	:	Ulundi
<u>REQUIREMENTS</u>	:	An appropriate three (3) year tertiary qualification coupled with at least two (2) years in the field of Arts and Culture • Excellent written and verbal communication skills • Computer Literacy (Ms Word, Excel, PowerPoint etc) • Valid code 8 Driver's license
<u>DUTIES</u>	:	•Conduct research on all forms of arts • Facilitate festivals, exhibitions and competitions that promote all forms of arts • Create awareness on different performing art firms within designated districts •Identify, develop and promote emerging artists • Facilitate projects related to performing arts within the cluster •Provide input for operation plans and the implementation thereof • Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Ms V. T. Sokhela (035 – 874 3400)

<u>POST 36/75</u>	:	<u>CHIEF LIBRARY ASSISTANT: ACQUISITION SECTION- LIBRARY SERVICES REF ACT/260</u>
<u>SALARY</u>	:	R117 501 – R 136 419 per annum
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	•Grade 12 or equivalent • Three (3) years relevant experience, one (1) of which should be at a supervisory level • Sound interpersonal skills and problem solving abilities • Computer Literacy (MS Word, Excel, PowerPoint, etc) • Basic budget and accounting abilities
<u>DUTIES</u>	:	•Place and monitor orders for library material •Monitor and provide statistical data on expenditure • Supervise library assistants in acquisitions procedures • Receive and monitor submissions of material from suppliers • Liaise with suppliers regarding orders • Supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System (EPMDS)
<u>ENQUIRIES</u>	:	Ms B Mjwara (033) 341 3000
<u>POST 36/76</u>	:	<u>PERSONAL ASSISTANTS TO THE MANAGERS (2 POSTS) ZULULAND REGION: REF ACT/268 COMMUNICATION AND IT -REF ACT/269</u>
<u>SALARY</u>	:	R 117 501 – R 136 419 per annum
<u>CENTRE</u>	:	Ulundi and Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Standard 10/grade 12 plus three (3) year National Diploma • Three (3) years relevant experience •Good telephone etiquette • Sound organizational skills • Good interpersonal relationships • High level of reliability • Basic knowledge of Financial Management •Knowledge of the relevant legislation / policies / prescripts and procedures • Written Communication Skills • Ability to do research and analyze documents and situations • Computer Literacy (MS Word, Excel, PowerPoint, etc) • Ability to work under pressure and a willingness to work extraordinary hours • A valid code 8 driver's license
<u>DUTIES</u>	:	•Provide secretarial /receptionist support services to the Managers •Provide administrative support services to the Managers regarding Meetings •Support the Managers with the administration of the Managers 's budget •Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly
<u>ENQUIRIES</u>	:	Mrs V. T. Sokhela – Zululand Cluster (035 – 874 3400) Mr V. C. Mbhele – Communication and IT (033 – 341 3600)
<u>POST 36/77</u>	:	<u>LIBRARY ASSISTANT: PREPARATION SECTION: LIBRARY SERVICES REF ACT /261</u>
<u>SALARY</u>	:	R 64 410 – R 74 772 per annum
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	•Grade 12 or equivalent • Relevant experience preferably in a library or book environment will be an added advantage • Computer Literacy (MS Word, Excel, PowerPoint, etc) • Ability to interpret and analyze input for entering online •Good oral communication and writing/entering of data skills • Proficiency and accuracy in interpreting the written word for data capture
<u>DUTIES</u>	:	•Exercise control over new books received • Process documents relating to books received • Enter relevant information on the automated Library system data base • Liaise with suppliers of library materials • Verify and record receipt of library material
<u>ENQUIRIES</u>	:	Ms B Mjwara (033) 341 3000
<u>POST 36/78</u>	:	<u>LIBRARY ASSISTANT: CENTRAL REFERENCE SERVICES: LIBRARY SERVICES: REF ACT/262</u>
<u>SALARY</u>	:	R64 410 – R 74 772 per annum
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent • Computer Literacy (MS Word, Excel, PowerPoint, etc) with working knowledge of an automated library and information system • Ability to interpret and analyze written requests for information • Service oriented with

	excellent oral communication skills • At least two (2) years experience in the information retrieval field • Experience on SABicat and other bibliographic databases will be an added advantage.
<u>DUTIES</u>	: Deal with special requests submitted for library materials from affiliated libraries • Administer the circulation desk of the central collection and all related functions • Deal with telephonic requests from public libraries • Assist with receipt and dispatch of special requests to affiliated libraries
<u>ENQUIRIES</u>	: Ms B Mjwara (033) 341 3000
<u>POST 36/79</u>	: <u>DRIVER (HEAVY DUTY): LIBRARY SERVICES- REF ACT/263</u>
<u>SALARY</u>	: R64 410 – R 74 772 per annum
<u>CENTRE</u>	: Dundee Depot
<u>REQUIREMENTS</u>	: • valid Code 10 driver's license • Minimum two (2) years driving experience • Literacy and numeracy skills
<u>DUTIES</u>	: Render driving duties • Deliver and collect library material • Render a courier service • Assist at book exchanges • Assist with dispatch, control and care of library material • Assist with filing of library material in Depot
<u>ENQUIRIES</u>	: Ms T. Kumalo (033) 341 3000
<u>POST 36/80</u>	: <u>ADMINISTRATIVE CLERK: ZULULAND CLUSTER- REF ACT/266 UKHAHLAMBA CLUSTER –REF ACT/267</u>
<u>SALARY</u>	: R64 410 – R 74 772 per annum
<u>CENTRE</u>	: Ulundi and Ladysmith
<u>REQUIREMENTS</u>	: Grade 12 certificate • Computer Literacy (MS Word, Excel, PowerPoint, etc) • Written and Verbal Communication Skills
<u>DUTIES</u>	: Type reports and other correspondence • Control correspondences by receiving and distributing documents • Attend to bookkeeping, including filing of records and documents • Render telephone and fax services • Render office administrative duties • Process transport related matters • Handle stores • Process HR related matters • Render registry services
<u>ENQUIRIES</u>	: Mrs V. T Sokhela (Zululand Cluster) Dr N. F. Biyela (Ukhahlamba Cluster)
<u>POST 36/81</u>	: <u>PERSONNEL OFFICER: HRSS REF ACT/271</u>
<u>SALARY</u>	: R64 410 – R 74 772 per annum
<u>CENTRE</u>	: Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	: Grade 12 or equivalent • Relevant experience in human resources management will be an added advantage • Computer literacy (MS Word, Excel, PowerPoint, etc) • Knowledge of the PERSAL System will be an added advantage
<u>DUTIES</u>	: • Update vocational training programmes and file records • Update skills development information management systems • Assist in the preparation and co-ordination of bursaries, courses, workshops and seminars • Control records by receiving and distributing of documents • Provide administrative support to the Components.
<u>ENQUIRIES</u>	: Mr N.Z. Hlongwa- HR Support Services (033- 3413626)
<u>POST 36/82</u>	: <u>GENERAL ASSISTANT: PREPARATION SECTION: LIBRARY SERVICES- REF ACT/256</u>
<u>SALARY</u>	: R47 787 – R 53 316 per annum
<u>CENTRE</u>	: Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	: • Grade 12 or equivalent • Proven experience in the processing of library material.
<u>DUTIES</u>	: • Process and prepare new library material for public library requirements • Monitor processing material stationery needs • Assist in the unpacking and dispatch of library material
<u>ENQUIRIES</u>	: Ms B. Mjwara (033) 341 3000

<u>POST 36/83</u>	:	<u>GENERAL ASSISTANTS: REGIONAL LIBRARY SERVICES- LIBRARY SERVICES (4 POSTS) DUNDEE REF ACT/257 PINETOWN REF ACT/258</u>
<u>SALARY</u>	:	R47 787 – R 53 316 per annum
<u>CENTRE</u>	:	2 posts in Dundee Depot 2 posts in Pinetown Depot
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent • Relevant abilities to perform physically demanding duties
<u>DUTIES</u>	:	Provide assistance at library book exchanges with affiliated libraries • Repair and clean library material • Provide assistance with the delivery to and collection of library material from affiliated libraries • Provide labor support for movement of library material and equipment
<u>ENQUIRIES</u>	:	Ms T. Kumalo (033) 341 3000

DEPARTMENT OF HEALTH

This department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels in the department.

<u>APPLICATIONS</u>	:	All applications to be forwarded to: Human Resource Department, Stanger Hospital, Private Bag X10609, Stanger, 4450.
<u>FOR ATTENTION</u>	:	Mrs. N.P. Msomi, Tel No: 032 4376008
<u>CLOSING DATE</u>	:	26 September 2008
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted:- *Application form (Z83) *Certified copy of matric certificate, not copies of certified copies. *Certified copies of highest educational qualifications, not copies of certified copies. *Curriculum Vitae *Certified copies of Identify document, not copies of certified copies. Candidates that do not follow the above directions will be disqualified. Persons with disabilities should feel free to apply for the post.

OTHER POSTS

<u>POST 36/84</u>	:	<u>PROFESSIONAL NURSE X 13 POSTS: SPECIALTY STREAM REF NO: ST145/2008</u> Departments: Operating Theatre, Maternity, Paediatric, Orthopaedic, Critical Care, PHC
<u>SALARY</u>	:	PN Grade I: R160 4701 per annum
<u>CENTRE</u>	:	KwaZulu Natal – Stanger Hospital
<u>REQUIREMENTS</u>	:	*A Degree or Diploma in Nursing and qualification in the relevant specialty <i>plus</i> current registration with the South African Nursing Council <i>plus</i> 4 years post registration experience.
<u>DUTIES</u>	:	Knowledge, Skills, Training And Competencies Required: *Knowledge of SANC Rules and Regulations *Sound knowledge of the scope of practice in the area of performance *Code of conduct. Key Performance Areas: *Execute duties and function with proficiency within prescripts of the applicable legislation. *Maintain standards in clinical competence by ensuring that scientific principles of nursing care are implemented. *Aware of the health and safety, especially with regards to disposal of human tissue and patient safety. *Upholding Batho pele principles and human rights. *Perform standard procedures in terms of policies and procedures. *Supervision of subordinate in execution of duties.
<u>ENQUIRIES</u>	:	Mrs. N.P. Msomi (Tel. 032-4376008)
<u>POST 36/85</u>	:	<u>PROFESSIONAL NURSE X 10 POSTS: GENERAL STREAM REF NO: ST144/2008</u>
<u>SALARY</u>	:	PN Grade I : R106,086 per annum
<u>CENTRE</u>	:	KwaZulu Natal – Stanger Hospital
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) Matric <i>and</i> a Degree or Diploma in Nursing and registered as a General Nurse / Professional Nurse and Midwife <i>plus</i> current registration with the South African Nursing Council and proof of registration certificate for 2008.

- DUTIES** : Knowledge, Skills, Training And Competencies Required: *Knowledge of SANC Rules and Regulations *Sound knowledge of the scope of practice in the area of performance *Code of conduct. Key Performance Areas: *Execute duties and function with proficiency within prescripts of the applicable legislation, *To provide nursing care that lends itself to improved service delivered by:- *Upholding Batho Pele principles; *Monitor patient activities; *Perform standard procedures in terms of policies and procedures *Adopt multidisciplinary approach to promote holistic patient/client care. *Maintain clinical competence by ensuring that scientific principles of nursing care are implemented, *Maintain accurate and complete patient records, *Ensure proper utilisation of resources and exercise care over government property, *Supervision of subordinate in execution of the duties.*Implement ARV services and support/accreditation of clinics where applicable.
- ENQUIRIES** : Mrs. N.P. Msomi (Tel. 032-4376008)

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer. Female persons and people with disabilities are encouraged to apply.

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: The Manager, Department of Public Works, Private Bag X9142, Pietermaritzburg 3200
- NOTE** : Applications must be submitted individually on the prescribed Z83 form obtainable from any Public Service Department and shall be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications, skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the Identity Document and Drivers licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the abovementioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advised by this office within three (3) months of the closing date of this advert thereof, kindly consider that your application was not successful.

OTHER POSTS

- POST 36/86** : **EXECUTIVE ASSISTANT: OFFICE OF THE HEAD OF DEPARTMENT (REF NO HO 38/2008)**
- SALARY** : R174 243 per annum
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognized three (3) year tertiary qualification coupled with extensive practical experience coupled to the duties of the post. Advanced computer literacy (MS Word, Excel, PowerPoint, Outlook, etc.) A valid drivers licence Recommendations: *Candidates should display advanced communication (written and verbal) skills *Sound interpersonal relations *Research experience will be an added advantage *Analytical and creative skills *Candidates must be able to work independently or with limited supervision and be able to work under pressure *Ability to communicate in both IsiZulu and English *Have the ability to maintain confidentiality with regard to documents and work with people at all levels The successful candidate must be able to: *communicate effectively at all levels *observe protocol – this is the Office of the HOD *have a sense of urgency *prioritise *plan effectively *be organized *be proactive *manage time effectively *work outside normal business hours as required *sleep out if necessary for meetings.
- DUTIES** : Key Performance Areas: *Manage the diary and appointments for the Head of Department *Assist the Executive Support Unit with regards to meetings

attended by the Head of Department to enable her to execute her duties and responsibilities *Attend to calls for the Head of Department *Manage the travel, accommodation and other logistics on behalf of the Head of Department *Accompany the Head of Department to major visits and meetings as well as assist with the administrative and logistical arrangements as directed. *Develop and maintain systems that will contribute towards improving efficiency in the office *Undertake day-to-day tasks of running the office of the Head of Department

ENQUIRIES : Ms Z.E. Mfusi (033 – 355 5560)
CLOSING DATE : 22 September 2008
NOTE : The successful candidate will be required to sign a declaration of secrecy upon appointment. Shortlisted candidates may be required to undergo a computer test.

POST 36/87 : **PRINCIPAL PERSONNEL OFFICER (HR UTILIZATION)**

SALARY : R117 501 per annum
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate, plus extensive practical experience related to the duties within Human Resources environment. Computer literacy and PERSAL System. Recommendations: Candidates must have a detailed understanding of all relevant HR Prescripts. Candidates should display skills in problem solving, human relations and communication. Drivers license will be an added advantage.

DUTIES : The incumbent will be required to render professional human resources administrative advice to liaise with Line functionaries/ Managers and employees within the Department. Process prescriptive and directive intensive human resources administration matters, such as termination of service, compensation for Occupational Injuries and Diseases, staff mobility, secondments, translations, promotions, long service awards, pensions, supervision of staff, salary related matters, conditions of service benefits. Must also able to interpret the legislative prescripts and policies. Incumbents will also be required to monitor and report on the activities of the Region in respect of HR admin matters, including the provision of assistance and advice to the Regions.

ENQUIRIES : Mr QG Mgobozi, tel. no 033-897 6370
CLOSING DATE : 26 September 2008

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200

CLOSING DATE : 19 September 2008

NOTE : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed and dated. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Applicants must ensure that their CV contains all the information required in sections B and F of the Z83 if such information is not indicated on the Z83. Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your

application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

OTHER POST

<u>POST 36/88</u>	:	<u>DEVELOPMENT OFFICER: TRAINING (REF NO P218/2008)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	<p>*A Degree / National Diploma in Civil Engineering / Economics / Social Science / Development Studies; plus a valid Driver's Licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: * *Knowledge of various other administrative policies and procedures. *Knowledge of SETA requirements as well as Skills Development Act. *Knowledge of interpretation and compilation management reports. *Knowledge of Project Management. *Understanding of policy research, analysis, objective and development processes, project and financial management. *In-depth knowledge of overall contractor development training. *Knowledge of Labour Relations Act and Public Service reporting procedures and work environment. *Knowledge of computer based information systems e.g. MS Excel, MS Word, PowerPoint and MS Access. *Knowledge to operate a variety of electronic equipment e.g. Multi Media Projector. *Knowledge of planning and organising including project management, specialising in the field of rural development engineering and emerging contractors. *Ability to interpret and apply policy. *Research, policy formulation and managerial skills. *Ability to develop training material. *Problem solving, analytical and innovative thinking skills. *Strategic planning and co-ordination skills. *Team building skills. *Excellent verbal, written and networking communication skills. *Project management skills. *Presentation and facilitation skills. *Motivation and negotiations skills. *The ideal candidate should be approachable, team orientated and receptive to suggestions and ideas.</p>
<u>DUTIES</u>	:	<p>*Assist in monitoring, evaluating and ensuring the efficient implementation of the Training programmes linked to contractor development. *Assist with the research and development of policies related to training. *Liaise with stakeholders in order to monitor and evaluate the implementation of technical training programmes, directed at emerging contractors. *Assist in developing and streamlining technical procedures for the training programme in the regions. *Analysis of technical statistics and submit reports to the Training Manager.</p>
<u>ENQUIRIES</u>	:	Mrs N L Ziqubu Tel. No.: 033 – 355 0457
<u>FOR ATTENTION</u>	:	Mrs S McCarthy
<u>NOTE</u>	:	It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ROADS AND TRANSPORT**

Department of Roads and Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications for Head office should be forwarded to:-The Head of Department, Department of Roads and Transport, Private Bag X 9491, Polokwane, 0700 OR Handed in at Office No. 6 at 40 Church Street, Polokwane, 0699
For districts, applications should be forwarded / submitted to the relevant district at the address below:
Capricorn, Lebowakgomo Govt. Complex, Private Bag X51, Chuenespoort, 0745 Tel no: 015-633 6691
Vhembe District, Thohoyandou Govt. Complex, P/Bag X2145, Sibasa, 0970 Tel no: 015-962 5081
Sekhukhune District, Lebowakgomo Govt. Complex, P/Bag X61, Lebowakgomo, 0737 Tel no: 015-633 5150
Waterberg District, NTK Building, Cnr Thabo Mbeki & River Street, P/Bag X1038, Nylstroom, 0510 Tel no: 014-701 3448
Mopani Distyric, Giyani Govt. Complex, P/Bag X9679, Giyani, 0826 Tel no: 015-812 0820 (Applications which are forwarded / submitted to the wrong address will not be considered).
- CLOSING DATE** : 19 September 2008
- NOTE** : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. The employer reserves the right not to fill the post. Failure to submit the requested documents will result in your application not being considered. The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applications received after the closing date and faxed applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive. "NB" If you have not heard from us within 30 days of the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

- POST 36/94** : **MANAGER: CAPACITY BUILDING (REF LTR 039/08)**
- SALARY** : R407 745 per annum
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An appropriate degree/diploma in the humanities or equivalent qualification coupled with three (3) years experience in a human resource development environment, Computer literacy, Knowledge of legislation pertinent to Human Resource Development.
- DUTIES** : Management, co-ordination and implementation of ABET, bursaries and skills programmes, Management, supervision and development of staff, Liaison and networking with stakeholders (Internal and external). Creation of a conducive skills development environment in the Department, Development, presentation and evaluation of skills Development programmes and research on training techniques.
- ENQUIRIES** : Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

<u>POST 36/95</u>	:	<u>MANAGER: EPWP AND LABOUR INTENSIVE PROGRAMMES (5POSTS)</u> <u>(REF.LTR 050/08)</u>
<u>SALARY</u>	:	R344 052 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	BA Degree/National Diploma in Civil Engineering or equivalent, Three (3) years Experience in project administration/development or related field, Computer literacy(Knowledge of MS-Excel, MS Word, MS- Power point and MS –Project), Knowledge of Project Management will be an added advantage, Valid drivers license
<u>DUTIES</u>	:	Ensure project planning and selection, Manage compliance with guidelines by participants in EPWP projects, Ensure that districts utilize uniform standard of performance. Ensure timeous completion and quality delivery of projects, Ensure appropriate projects specification and contracts from service providers.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/96</u>	:	<u>DEPUTY MANAGER: EPWP AND LABOUR INTENSIVE PROGRAMMES (6 POSTS) (REF LTR 051/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Diploma in Civil Engineering/Project Management or equivalent, At least two to three(2-3) years experience in project management/administration, Computer literacy(Knowledge of MS-Excel, MS Word, MS- Power point and MS –Project), Valid driver's license.
<u>DUTIES</u>	:	Ensure compliance with regulations for road infrastructure works, Ensure community participation is done as per guidelines, Monitor and control quality of projects, Do cost estimation and sourcing of supplies, Monitor hiring of workforce and conduct labour force estimate.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/97</u>	:	<u>DEPUTY MANAGER: ASSET MANAGEMENT (REF LRT 052/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent coupled with least ten (10) years experience in asset management, An appropriate three year degree/diploma in the economic or social sciences will be an added advantage, Computer literacy, Knowledge of Asset Management information system
<u>DUTIES</u>	:	Compilation and updating of asset register, Verification of assets, Bar coding of assets, Serve as a member of the provincial FINEST system controllers committee, Conduct auctions for obsolete assets.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/98</u>	:	<u>DEPUTY MANAGER: REMEDIAL SERVICES (REF LRT 024/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Three years degree/diploma or equivalent qualifications in Labour Relations/Labour Law, At least three (3) years hands on proven experience in Labour Relations, Valid drivers license, Computer proficiency skills, Knowledge of LRA, BCEA, EEA and Public Service Regulations.
<u>DUTIES</u>	:	Investigation of reported misconduct cases, Facilitating the appointment of chairpersons and initiators, Representing and conducting disciplinary hearings, Compiling reports.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

<u>POST 36/99</u>	:	<u>DEPUTY MANAGER: GRIEVANCES & DISPUTES (2 POSTS) (REF LRT 025/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Three years degree/diploma or equivalent qualifications in Labour Relations/Labour Law At least three (3) years hands on proven experience in Labour Relations, Valid drivers license, Computer proficiency skills Knowledge of LRA, BCEA, EEA and Public Service Regulations, Acquainted with the CCMA and GPSSBC rules.
<u>DUTIES</u>	:	Investigate grievances, Attend to conciliations and arbitration proceedings at both CCMA and GPSSBC, Facilitate review of cases, Facilitate appeals.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/100</u>	:	<u>DEPUTY MANAGER: POLICY & TRAINING (2 POSTS) (REF LRT 026/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Three years degree/diploma or equivalent qualifications in Labour Relations/Labour Law, At least three (3) years hands on proven experience in Labour Relations, Valid drivers license, Computer proficiency skills, Knowledge of LRA, BCEA, EEA and Public Service Regulations.
<u>DUTIES</u>	:	Monitor the implementation of policies, ministerial determinations and collective agreements, Conduct in-house Labour Relations Training, Coordinate consultations on policies, Representing the employer in the bargaining councils / Labour forums, Providing Labour advisory services.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/101</u>	:	<u>DEPUTY PROJECT MANAGER: REGRAVELLING AND DRAINAGE STRUCTURES (REF LTR 041/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Mopani District (Giyani)
<u>REQUIREMENTS</u>	:	National Diploma / BTech - in Civil Engineering or equivalent, Minimum experience of three (3) years in road maintenance, A certificate / Diploma in Project Management will be an added advantage Good customer focus, Computer literacy, Valid driver License.
<u>DUTIES</u>	:	Construct drainage structures, Do road earthworks constructions, Provide laboratory services, Provide technical services, Provide general road construction activities. Ensure performance evaluation of personnel in the component.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/102</u>	:	<u>DEPUTY MANAGER: LEANERSHIP (REF LRT 037/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate degree/diploma in the humanities or equivalent qualification coupled with three (3) years experience in a human resource development environment, Computer literacy, Knowledge of legislation pertinent to Human Resource Development.
<u>DUTIES</u>	:	Liaise with relevant SETA's on the implementation of learnerships, Facilitate the recruitment, selection and placement of learners, Liaise with ETQA to enhance quality management of learnerships, Liaise with feeder institutions and training providers on the development of learning programmes and outcomes and appointment of mentors and coaches. Co-ordinate effective and efficient support and assessment of learnerships to ensure effective moderation thereof, Co-ordinate the development of learnerships agreements/contracts and the signing-

		off of all agreements. Enhance effective monitoring mechanisms and co-ordinate progress reports.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/103</u>	:	<u>DEPUTY MANAGER: INTERSHIPS (REF LRT 038/08)</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate degree/diploma in the humanities or equivalent qualification coupled with three (3) years experience in a human resource development environment, Computer literacy, Knowledge of legislation pertinent to Human Resource Development.
<u>DUTIES</u>	:	Facilitate the recruitment, selection and placement of interns, Liaise with ETQA to enhance quality management of internships. Co-ordinate effective and efficient workplace support and assessment of interns to ensure effective moderation thereof, Co-ordinate the development of internship agreements/contracts and the signing-off of all agreements. Enhance effective monitoring mechanisms and co-ordinate progress reports, Facilitate knowledge management networks, Co-ordinate departmental learning network committee, Facilitate in-house courses.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/104</u>	:	<u>DEPUTY MANAGER: FLEET MANAGEMENT SERVICES (2 POSTS) (REF LTR 047/08)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Mopani District (Giyani) and Vhembe District (Thohoyandou)
<u>REQUIREMENTS</u>	:	An appropriate Degree /National Diploma or equivalent, Three (3) years relevant experience. A valid driver's license.
<u>DUTIES</u>	:	Facilitate fleet maintenance, Handle accidents, theft and abuse cases, Analyze log sheets and log returns, Process applications and claims for subsidized vehicles, Process withdrawal of vehicles from government use, Register and license vehicles.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/105</u>	:	<u>DEPUTY MANAGER: REVENUE (5 POSTS) (REF LTR 048/08)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Mopani, Vhembe, Sekhukhune, Waterberg and Capricorn Districts
<u>REQUIREMENTS</u>	:	An appropriate Degree /National Diploma or equivalent, Knowledge of Bas, knowledge or the PFMA and treasury Regulations will serve as an added advantage. Three (3) years financial management experience, Computer literacy, Analytical skills, A valid drivers license, Knowledge of SCOA will be an extra advantage.
<u>DUTIES</u>	:	Control district revenue, Ensure compliance to rules and regulations of revenue management, Management of revenue returns, Ensure proper control measures in revenue management, Management of district debt.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/106</u>	:	<u>DEPUTY MANAGER: ANTI FRAUD AND CORRUPTION (2 POSTS)) (REF LTR 022/08)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma or equivalent qualification, Minimum of five (5) years experience related to Fraud and Corruption prevention, and Investigations. Knowledge of PFMA, Anti Corruption Legislation, Report Writing, Road Traffic Act and Project Management, EB Drivers License, Computer literacy, Excel PowerPoint, and Word.

<u>DUTIES</u>	:	Manage and investigate reported cases, Capacity Building of Employees and organising of awareness programs, Implementation of Anti Fraud and Corruption Policies and Procedures, Liaison with stakeholders and Law Enforcement Agencies.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/107</u>	:	<u>DEPUTY MANAGER: SERVICE STANDARDS DEVELOPMENT AND MONITORING (REF LTR 033/08)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Three year Degree/ National Diploma or equivalent, At least 3 years experience in service delivery and research in transformation issues, Presentation skills; Client Orientation and Customer Focus; Quality Assurance knowledge; Standards Monitoring, Computer literacy
<u>DUTIES</u>	:	Coordinate the refinement and development of appropriate service standards and indicators for the department, and monitor compliance/ adherence. Coordinate and monitor implementation of Courtesy and Quality programmes in the department and its institutions, Coordinate implementation of capacity building and Change Management Programmes e.g. Batho Pele and Customer Care Programme. Coordinate implementation of the departmental, provincial, national and other awards programme, Coordinate and monitor implementation of Centre of Excellence / IPSP Projects in the department, Coordinate the functioning of the departmental bathopele committee.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/108</u>	:	<u>DEPUTY MANAGER: SERVICE DELIVERY AND SERVICE ACCESS PROGRAMMES (REF LTR 034/08)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Three year Degree / National Diploma or equivalent Minimum of three (3) years experience in service delivery and research and related issues, Presentation skills; Client Orientation and Customer Focus; Quality Assurance knowledge; Research knowledge, Monitoring and Evaluation skills, Computer literacy, Report writing Skills.
<u>DUTIES</u>	:	Facilitate; monitor development and implementation of Service Delivery Improvement Plans/ Programmes by all directorates within the department. Identify needs and service delivery blockages/challenges with the Department and develop strategies for improved service delivery. Investigate reported service delivery complaints and suggestion mechanisms implement the analysis system covering all levels of the department. Facilitate the implementation of the Customer Satisfaction Surveys in the department (external; internal; suppliers). Coordinate implementation of accountability and consultative mechanisms in the department, Promotion of access to departmental services by the citizens through existing Thusong Centers by the Department.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/109</u>	:	<u>DEPUTY MANAGER: SPECIAL PROGRAMMES (REF LTR 035/08)</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Three (3) years Degree/ National Diploma or equivalent, Minimum 3 years relevant experience, Knowledge of transformation and mainstreaming issues. Presentation skills; Client Orientation and Customer Focus; Analytical and Negotiation skills; Research skills, Computer literacy, Report Writing Skills.
<u>DUTIES</u>	:	Facilitate mainstreaming of special programmes in all Departmental Plans; Projects and Programmes through research and analysis of all departmental functions i.e. gender, youth, children, people living with disability and elderly.

Monitor implementation of equality and equity within the Department. Ensure that departmental economic empowerment projects and programmes are extended to benefit people in the special programmes. Facilitate advocacy and Awareness in commemoration and acknowledgement of special dates in terms of special programmes by the department. Facilitate implementation of Capacity Building and Empowerment in terms of Special programme.

ENQUIRIES : Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

POST 36/110 : **DEPUTY MANAGER: PUBLIC TRANSPORT DEVELOPMENT (REF LTR 040/08)**

SALARY : R174 243 per annum
CENTRE : Mopani District (Giyani)
REQUIREMENTS : An appropriate three-year tertiary qualification or equivalent, Knowledge in public transport related matters, Three (3) years relevant experience, A valid driver's license, Conflict resolution skills

DUTIES : Implementation of taxi recapitalization programme, Promotion of non-motorized transport, Promotion of scholar transport services, Administer freight and passenger transport. Monitor the issuing of permits, Ensure compliance to land and inland water regulations, Registration of Taxi Associations.

ENQUIRIES : Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

POST 36/111 : **INSPECTOR: MAINTENANCE OPERATIONS (2 POSTS) (REF LTR. 042/08)**

SALARY : R174 243 per annum
CENTRE : Mopani District (Giyani)
REQUIREMENTS : National Diploma in Civil Engineering/Survey or equivalent, Three (3) years relevant experience, A certificate/Diploma in Project Management will be an added advantage, Knowledge of road maintenance costing system will be an added advantage, Computer literacy, The incumbent must be prepared to travel extensively within the province, A valid drivers license

DUTIES : Inspect roads maintenance to monitor compliance with standards/specifications, Provide roads maintenance expertise to maintenance teams, Monitor progress on capital projects. Liaise with communities and RAL on the quality of roads maintenance.

ENQUIRIES : Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

POST 36/112 : **DEPUTY MANGER: RISK (REF LTR 053/08)**

SALARY : R174 243 per annum
CENTRE : Head Office (Polokwane)
REQUIREMENTS : A three (3) year Degree/Diploma relating to Auditing /Finance or equivalent qualification, At least one to two (1-2) years experience in risk management, compliance or financial management, A qualification in Risk Management will serve as a recommendation, In-depth Knowledge of PFMA, Knowledge of information systems

DUTIES : Develop, co-ordinate and monitor the implementation of the risk management strategies and risk management plans, Ensure Risk and Audit Steering Committee (RASC) to fulfill its responsibilities as outlined in the charter. Ensure that risk management capability is developed and maintained in all Directorates of the Department, Ensure that there is proper risk management ownership by Management.

ENQUIRIES : Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

POST 36/113 : **RISK OFFICER (REF LTR 054/08)**

SALARY : R145 920 per annum
CENTRE : Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	A three (3) year Degree/Diploma relating to Auditing /Finance or equivalent qualification will be an added advantage, At least 2 years experience in risk management, compliance or financial management, A qualification in Risk Management will serve as a recommendation. In-depth Knowledge of PFMA, Knowledge of information systems.
<u>DUTIES</u>	:	Conduct threat and risk assessment, Implement risk management strategy, Conduct training and awareness campaigns, Serve as secretariat to the Risk Management Committee, Maintain the departmental risk data base.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/114</u>	:	<u>SERVICE DELIVERY SPECIALIST: SERVICE DELIVERY IMPROVEMENT PROGRAMMES (REF LTR 036/08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent, Degree/ Diploma in Administration or equivalent will be an added advantage Knowledge of Service Delivery Issues, Transformation and service delivery issues; Computer literacy; Report writing; Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Support implementation of the suggestion/ complaint mechanisms and service delivery blockages in the department, Support development and implementation of Service Delivery Improvement Plan/ Programmes within the Department. Support implementation of accountability and consultative mechanisms in the Department, Support implementation of customer satisfaction survey in the Department (External, internal, supplier). Coordinate and facilitate access to the Departmental Services to the Citizen through existing Thusong Centers.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/115</u>	:	<u>LABOUR RELATIONS OFFICER: GRIEVANCES & DISPUTES (REF LRT 027/08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Three years degree/diploma or equivalent qualifications in Labour Relations/Labour Law, At least 2 years hands on proven experience in Labour Relations, Valid drivers license, Computer proficiency skills Knowledge of LRA, BCEA, EEA and Public Service Regulations, Acquainted with the CCMA and GPSSBC rules.
<u>DUTIES</u>	:	Investigate grievances, Attend to conciliations and arbitration proceedings at both CCMA and GPSSBC, Facilitate review of cases, Facilitate appeals.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/116</u>	:	<u>LABOUR RELATIONS OFFICER: POLICY & TRAINING (REF LRT 028/08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Three years degree/diploma or equivalent qualifications in Labour Relations/Labour Law, At least 2 years hands on proven experience in Labour Relations, Valid drivers license, Computer proficiency skills, Knowledge of LRA, BCEA, EEA and Public Service Regulations.
<u>DUTIES</u>	:	Monitor the implementation of policies, ministerial determinations and collective agreements, Conduct in-house Labour Relations Training, Coordinate consultations on policies, Representing the employer in the bargaining councils / Labour forums, Providing Labour advisory services.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

<u>POST 36/117</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE PLANNING (REF: LRT 029/08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent, Three (3) year Degree /Diploma in Human Resource Management or equivalent qualification will be an added advantage, Three (3) years experience in a Human Resources Management environment, Knowledge of PERSAL Establishment, Knowledge of HRM legislative framework
<u>DUTIES</u>	:	Gather and capture HR data in terms of approved, filled and vacant posts, Creating components, subcomponents, objectives, paypoints etc, Conduct age analysis per salary level, race and gender, Handle PERSAL and Vulindlela reports, Update establishment spreadsheets.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/118</u>	:	<u>PERSONNEL PRACTITIONER: RECRUITMENT (REF 030/ 08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or Equivalent, Three (3) year Degree/Diploma in Human Resource Management or equivalent qualification will be an added advantage, Three(3) years experience in a Human Resource Management environment, Knowledge of PERSAL, Knowledge of HRM legislative framework
<u>DUTIES</u>	:	Handle advertisement of posts, Scheduling of applications for advertised posts, Render secretarial services during short-listing and interviews, Verify qualifications of recommended candidates. Supervise the appointment (on PERSAL) of recommended candidates. Capture and update personal data of employees on PERSAL, Handle SMS and MMS Packages, Handle probationary appointments, Handle acting appointments, Compile monthly, quarterly and annual reports on appointments.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/119</u>	:	<u>PERSONNEL PRACTITIONER: TRANSFERS AND PLACEMENTS (REF 031/ 08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or Equivalent, Three (3) year Degree/Diploma in Human Resource Management or equivalent qualification will be an added advantage. Three(3) years experience in a Human Resource Management environment, Knowledge of PERSAL, Knowledge of HRM legislative framework
<u>DUTIES</u>	:	Handle transfers, placements and Secondments, Compile monthly, quarterly and annual reports on transfers and Secondments, Supervise the processing of resettlement benefits, Capture and update personal data of employees on PERSAL. Supervise the transfer of files of transferred staff, Handle financial disclosure.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/120</u>	:	<u>PERSONNEL PRACTITIONER: EMPLOYMENT EQUITY (REF: LRT 032/08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent, Three (3) year Degree /Diploma in Human Resource Management or equivalent qualification will be an added advantage. Three (3) years experience in a Human Resources Management environment, Knowledge of PERSAL Knowledge of HRM legislative framework
<u>DUTIES</u>	:	Updating workforce profile in terms of race, gender and disability, Establishing EE consultative forum, Conducting EE awareness, Updating disability database, Consolidating EE quarterly progress report.

<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/121</u>	:	<u>INVESTIGATORS: (5 POSTS) ANTI FRAUD AND CORRUPTION (REF LTR 023/08)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, Relevant Degree or National Diploma will be an advantage, Minimum of three (3) years experience related to Fraud and Corruption prevention, and Investigations. Knowledge of PFMA, Anti Corruption Legislation, Report Writing, Road Traffic Act and Project Management, EB drivers License, Computer literacy, Excel PowerPoint, and Word
<u>DUTIES</u>	:	Conduct investigations of reported cases, Facilitate Recovery of Assets, Conduct Lifestyle Investigations, Conduct Anti Fraud and Corruption Risk Assessment.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/122</u>	:	<u>ROAD WORKS FOREMAN: GENERAL MAINTENANCE) (REF: 043/08)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Mopani District (Giyani)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Gr. 10 Certificate, Valid drivers license (code 8), Basic roads maintenance experience
<u>DUTIES</u>	:	The incumbent will be responsible for Daily planning of the activities to be carried out, Supervision and training of subordinates, Ensure OHS is implemented and maintained, Ensure proper utilization of material, equipment and tools. Record daily performance/progress of each team, Liaise and accountable to immediate supervisor.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/123</u>	:	<u>ASSET PRACTITIONER: (2 POSTS) (REF. LTR. 049/08)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Vhembe District (Thohoyandou)
<u>REQUIREMENTS</u>	:	An appropriate Degree /National Diploma in Commerce or equivalent, Relevant experience in asset management or related field will be an added advantage, Computer literacy, Analytical skills, A valid driver's license.
<u>DUTIES</u>	:	Allocate assets to end-users, Marking and bar-coding of assets, Registering assets in the assets register, Updating of assets register, Conduct stock-taking, Record all assets in the inventory list. Keep and update commitment register of all assets, Identification of obsolete and redundant assets for disposal.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/124</u>	:	<u>RECORD OFFICERS: (14 POSTS) (REF: 045/08)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office (Polokwane) x 10, Mopani District (Giyani) x 4
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, An experience in records management will serve as an added advantage Ccomputer literacy.
<u>DUTIES</u>	:	Ensure the implementation of sound records management practices, Ensure the implementation of access to information, Handle general registry and resource centre. Compile, apply, and maintain record keeping systems and record control mechanisms.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/125</u>	:	<u>DEBT OFFICER: REVENUE (4 POSTS) (REF. LTR. 046/08)</u>
<u>SALARY</u>	:	R94 326 per annum

<u>CENTRE REQUIREMENTS</u>	:	Mopani District (Giyani) X1, Vhembe District (Thohoyandou) X3
	:	An appropriate Bachelor's Degree or National Diploma in Commerce or equivalent, A minimum of two (2) years financial experience, Knowledge of Persal and Bas, knowledge of the PFMA and treasury Regulations will serve as an added advantage. Extensive computer literacy – Excel and MS Word and report writing skills, Knowledge of SCOA will be an extra advantage.
<u>DUTIES</u>	:	Recovery of departmental debt, Registrations of debt on the departmental debt register, Keep and maintain debt register, Reconciliation of debt, Reporting to management progress on debt collection.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215
<u>POST 36/126</u>	:	<u>MESSENGER/ DRIVER: (06 POSTS) (REF: 044/08)</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Mopani District (Giyani)
<u>REQUIREMENTS</u>	:	Junior Certificate (Standard 8/ Grade 10) or equivalent qualification coupled with relevant five (5) years experience as a driver, A valid drivers license
<u>DUTIES</u>	:	To render a service as a driver and to ensure safe transport of mail, tools, equipment and officials, To conduct routine inspection of vehicle so as to ensure timeous reporting of defects that may arise, Regular update of logbook, To ensure that the use of the vehicle is for official purposes only.
<u>ENQUIRIES</u>	:	Mr. J. Mtebule at 015-295 1104, Ms. Ledwaba R.E. at 015 295 1083 OR Ms Sepirwa-Manamela M.C. at 015 295 1215

DEPARTMENT OF SAFETY, SECURITY AND LIAISON

<u>APPLICATIONS</u>	:	Head of Department, Department of Safety, Security and Liaison, Private Bag x 9492, Polokwane, 0700, Or Delivered to: Department of Safety, Security and Liaison, 32 Schoeman Street, Office 204 Second Floor, Polokwane, No faxed application will be considered.
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtained from any Public Service Department accompanied by certified copies of educational qualifications, ID document, drivers license and comprehensive CV. The Limpopo Provincial Department of Safety, Security and Liaison is an equal opportunity and affirmative action employer. Women and disabled persons are encouraged to apply. Closing date: 19 September 2008. Please note that correspondence will be entered into with short-listed applicants only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 36/127</u>	:	<u>MANAGER: MEDIA LIAISON OFFICER REF: SAS 08/01</u>
<u>SALARY</u>	:	R407 745 per annum, This inclusive remunerations package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
<u>REQUIREMENTS</u>	:	A three year post matric qualification in Communication or Public Relations and a minimum experience of three years in middle managerial position. Extensive experience in Communications and Public Relations. Registration with professional body or statutory body e.g. PRISA will be an added advantage. Ability to perform under pressure with strict deadlines. An excellent communicator and analytical and problem solving skills. Advanced computer literacy and driver's license.
<u>DUTIES</u>	:	Key Responsibilities: Handle media during public appearances of the MEC. Promote good relations between the media and the MEC. Advise the MEC on aspects concerning liaison with the media, organizing press conference, information sessions and interviews with the media. Issue press declarations and media statements. Research, draft and co-ordinate speeches for the MEC. Analyze and respond to media questions on behalf of the MEC

<u>POST 36/128</u>	:	<u>MANAGER: DISTRICT HEAD SEKHUKHUNE REF: SAS 08/04</u>
<u>SALARY</u>	:	R407 745 per annum, This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
<u>REQUIREMENTS</u>	:	A three year post matric qualification and a minimum experience of two years in middle management position. Relevant work experience in Complaints or Monitoring and Evaluation processes. Understanding of Government Service Delivery priorities and Complaints handling mechanism will be an added advantage. Client orientation and customer focused with advance business writing skills. Analytic, innovative and lateral thinking skills. Strong organizational, planning skills and presentation skills. Advance Computer literacy. A valid code 8 drivers license
<u>DUTIES</u>	:	Key Responsibilities: Monitor and evaluate SAPS service delivery, Maximize community participation in crime prevention, Attend to and investigates Complaints on SAPS Service Delivery by members of the Public, Promote good relations between SAPS and the community, Coordinate relevant structures in the District.
<u>ENQUIRIES</u>	:	Letsoalo Suzan, 015 290 2900
<u>POST 36/129</u>	:	<u>DEPUTY MANAGER: HRM REF: SAS 08/02</u>
<u>SALARY</u>	:	R217 482 per annum
<u>REQUIREMENTS</u>	:	Three years national diploma / degree in HRM/ Administration or relevant experience in human resource management. Knowledge of PERSAL systems. Knowledge of Public Service Legislation including legislation that governs Human Resource Management practices. Good communication skills and report writing skills. Computer literacy. Leadership skills
<u>DUTIES</u>	:	To administer human resource administration. Administration of service benefits and HR systems. Process admission and withdrawal from pension's funds. Process applications for payments of allowance and payment of PMS incentives. Process state guarantees and pensions. Payment of long service awards. Administer transfers and terminations. Ensure adherence to effective implementation of Employee Benefits, PERSAL administration and Performance Management. Ensure proper dissemination of information on policies to departmental staff through workshops.
<u>POST 36/130</u>	:	<u>STATE ACCOUNTANT REF: SAS 08/03</u>
<u>SALARY</u>	:	R117 501 per annum
<u>REQUIREMENTS</u>	:	Three year post matric qualification in Financial Management. Computer literacy. Experience in expenditure management and salaries. Knowledge of BAS and PERSAL
<u>DUTIES</u>	:	Key Responsibilities: Compile BAS and FINEST payment vouchers, claims and submit for approval. Capture all payments and claims in FINEST. Verify allocations and calculations on all invoices submitted for payment. Capturing all receipt into BAS. Clear items in FINEST. Attend to inquiries concerning outstanding payments. Authorize entities and journal in BAS. Attend to bank reconciliation statements from ABSA and reconcile them with PMG transactions. Do monthly Cash Flow Statement and submit to Treasury on a monthly basis. Clearing BAS and PERSAL expectations. Clearing of debts and suspense accounts. Compiling payment Provincial Revenue on a monthly basis.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING**

- APPLICATIONS** : Applications must be forwarded to: The Head of Department, Department of Economic Development and Planning, Riverside Government Complex Building no 4, 1st floor, Private Bag x 11215 Nelspruit, 1200
- CLOSING DATE** : 19 September 2008 @ 12H00
- NOTE** : Fully completed applications must be submitted on form Z83 obtainable from any public Service department and must be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). It is also expected of the top three candidates in terms of the selection interview results for the Middle Management posts to undergo a compulsory competency assessment on a date that will be decided by the employer. The Department reserves the right not to fill the positions.

MANAGEMENT ECHELON

- POST 36/89** : **CHIEF FINANCIAL OFFICER REF PR1/25/8-9**
- SALARY** : R540 429 per annum (All inclusive Package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A three year recognized tertiary in Financial Management or equivalent qualification with at least five years proven relevant work experience. Extensive Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and other financial Management related prescripts. Proven managerial, communication, report writing, leadership skills, Computer, innovative, analytical, motivational, interpersonal and conflict handling skills. Ability to interact at the highest level. Clear understanding of the public service and functional knowledge of policy development.
- DUTIES** : Prepare budget for the Department and monitor the spending pattern. Ensure compliance with all treasury regulations and applicable prescripts. Advise the Accounting Officer on the exercise of powers and duties assigned in terms of the Public Finance Management Act. Manage revenue, expenditure, payroll, debtors, creditors, assets, projects and risk. Ensure compliance with Supply Chain Regulations and manage Supply Chain unit. Manage the statutory audit and provide assurance of Auditor General. Submit financial reports as per the requirements of the Public Finance Management Act. Facilitate and manage stakeholders within the Department, particularly with relevant organs of state
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164

OTHER POSTS

- POST 36/90** : **DEPUTY DIRECTOR: TRADE DEVELOPMENT REF PR3/07/8-9**
- SALARY** : R344 052 per annum (all-inclusive package)
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A three year recognized tertiary or equivalent qualification in Business Management/ Economics field with a minimum of three years relevant work experience in trade development. Good functional knowledge of exports, trade and commerce development, PFMA and implementation of Economic Development Policies and Strategies in the Province. Good communication & report writing skills. Computer literacy. A valid driver's licence. Good interpersonal and conflict handling skills.

<u>DUTIES</u>	:	Facilitate and stimulate sustainable economic development by developing trade in the province. Facilitate broad based black economic development, training and capacitating small exporters, assist small exporters to access national and international markets and become fully fledged exporters. Stimulate and facilitate growth and development of industrial trade and commerce. Drive the development and implementation of economic development policies and strategies in the province
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 36/91</u>	:	<u>DATABASE ADMINISTRATOR: INFORMATION MANAGEMENT REF: PR5/07/8-9</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	A three year recognized tertiary or equivalent qualification in one of the following fields: Natural /Economics/ Information Science. Knowledge of Relational Database Management System (RDBMS) data base design/ SQL Server/ information management/ information technology/statistics/mathematics. Ability to manage projects within tight deadlines. Problem solving skills with capacity to be innovative. A valid driver's licence (EB) is a must. Be prepared to undergo a performance assessment test. Good communication & report writing skills. Computer literacy. A valid driver's licence. Good interpersonal and conflict handling skills. Clear understanding of the public service, human resource planning process and functional knowledge of policy development.
<u>DUTIES</u>	:	Develop, integrate and manage project information and socio-economic database. Integration and sharing of statistical and spatial data within a LAN and WAN. Creation and management of economics information and data management shared services between the Department and its agencies. Develop web-based database sharing services. Manage linkages with sources if information. Ensure information integrity and security
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 36/92</u>	:	<u>INVESTIGATOR: CONSUMER PROTECTION, NKANGALA REF: PR4/25/8-9</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	A three year recognized tertiary or equivalent qualification in Law and/or Economics or, Knowledge and extensive experience in regulatory compliance as well as consumer protection services. Sound interpersonal relations and negotiation skills. Computer literacy. Excellent verbal and written communication skills. Valid driver's licence
<u>DUTIES</u>	:	Receive and investigate complaints of alleged unfair business practices, Institute proactive investigations where unfair business practice is suspected; Summons and question persons involved in unfair business practices; Conduct search and seizures of premises; books; documents connected with those investigations; Negotiate settlement of disputes on behalf of consumers and for the discontinuation of unfair business practices; Prosecute offenders on behalf of consumers in the Consumer Court; Compile stats and reports on the performance of the Office.
<u>ENQUIRIES</u>	:	Vusumuzi Hlatshwayo @ (013) 766 4164
<u>POST 36/93</u>	:	<u>SECRETARY X 3</u> Director: Industry Development (Ref: Pr3/06/8-9) Director: Research and Development (Ref: Pr5/28/8-9) Director: Monitoring and Evaluation (Ref: Pr5/28/8-9)
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Head Office Nelspruit
<u>REQUIREMENTS</u>	:	Matric plus a Secretarial Certificate or equivalent qualification with one year relevant work experience. Computer literacy with high level of proficiency in using Microsoft Word, Outlook, PowerPoint and Excel. Excellent typing, verbal and written communication skills. Excellent administrative and organizational skills.

Ability to handle work pressure, conflict and work independently. Sound interpersonal relations.

DUTIES

: The incumbent will be an Office Manager in the Director's office. Carry out general office management duties such as typing of letters, memos, reports and related correspondences, photocopying, facsimile, answering and screening of incoming calls, filing and records management. Make travel, accommodation, meeting and venue Arrangements. Receive visitors and diarise and confirm appointments for the Senior Manager. Uphold a positive image of the office. Taking of minutes during meetings. Prepare presentations on PowerPoint.

ENQUIRIES

: Vusumuzi Hlatshwayo @ (013) 766 4164

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

In line with the Employment Equity of the Western Cape at the Department of Economic Development & Tourism it is our intention to promote representativity within the filling of the post.

APPLICATIONS FOR ATTENTION : Response Handling, Private Bag X15, Tyger Valley, Cape Town, 8000
CLOSING DATE : Priscilla Leyland
NOTE : 15 September 2008
 : It will be expected of candidates to be available for the selection interviews on a date, time and place as determined by the Department. The Department is seeking a highly dynamic and motivated professional to manage the metals and engineering industries portfolio.

MANAGEMENT ECHELON

POST 36/131 : **DIRECTOR: CREATIVE INDUSTRIES Y5/08/110**

SALARY : All-inclusive salary package: R540 429 per annum
CENTRE : Cape Town
REQUIREMENTS : The Department is seeking a dynamic, highly motivated leader to head up the Creative Industries Directorate in the Department of Economic Development and Tourism. The specific aim of the Directorate is to maximise the commercial development of high growth and high potential creative sectors which offer significant economic impact and employment potential. . This position requires a high level of knowledge and expertise on the issues regarding the cultural industries environment and a thorough understanding of economic/business development imperatives. This will need to be translated into innovative projects and programmes to stimulate the relevant sectors, with experience in policy making, project implementation, programme management and research, preferably at a senior management level being a pre-requisite for the position. The minimum qualifications for this position is a post graduate degree in economics or equivalent qualification, with at least 6 years experience at a management level and in the field of industrial/sector research or development. Experience in the above creative sectors at either a policy, research or project/programme implementation level is necessary. Excellent and demonstrable networking skills are critical. Further requirements include: a valid driver's license, good communication skills in at least two (2) of the three (3) official languages of the Western Cape. The following will serve as strong recommendations: Demonstrable leadership and management experience • detailed knowledge of the South African economy • strong interpersonal skills • experience in dealing pro-actively with a wide range of players across industry, academia and the public sector • a good knowledge of the global, national and regional opportunities and forces at play within the services sectors • good writing skills • good understanding of economic data and the ability to draw inferences from them • experience in running and developing programmes • insight into or knowledge of services industries. developing programmes • insight into or knowledge of manufacturing industries.

DUTIES : relevant to both posts: • strategy development and implementation of programmes and projects within the creative sectors • represent provincial government on the various fora and special purpose vehicles • interact closely with key role players in industry, local and national government and academic institutions • outsource research on issues pertaining to the sector • coordinate and drive focused sector initiatives • develop support strategies for SMME's to enter and thrive.

ENQUIRIES : Ms J Johnston at ☎ (021 483 3859)

OTHER POST

POST 36/132 : **MANAGER TOURISM SKILLS DEVELOPMENT (DEPUTY DIRECTOR LEVEL)**
Y5/08/111

SALARY : All-inclusive salary package: R 344 052 per annum
CENTRE : Cape Town
REQUIREMENTS : The formal qualification required for this position is an appropriate 3-year B-degree plus relevant working experience in a skills development environment (Preferably in a Tourism environment). Further requirements include: a valid driver's license • good communication skills in at least two (2) of the three (3) official languages of the Western Cape • at least three (3) years management/supervisory experience • financial management experience • computer literacy • report writing experience. The following will serve as strong recommendations: • presentation skills • experience in tourism skills development • experience in experience in managing strategic relationships • human resource development

DUTIES : relevant to both posts: entail the following • Initiate research and analyse all aspects of skills development in the tourism industry including a complete examination of skills supply and demand • Participate in the policy development aspects of skills development within the Tourism Industry, including: development and implementation of THETA's Sector Skills Plan and the Department's Workforce Development Strategy • Assist in the refinement and ongoing development of the Provincial Tourism HRD Strategy and implement operational interventions, including: ensure that appropriate formal skills development opportunities exist; develop integrated skills development programmes for new entrants and existing employees in the industry; develop special programmes with regard to tourism skills development based on a gap analysis and related to scarce skills, upskilling and service excellence programmes • Influence brokering and coordination of Stakeholder relations • Promotion of sound labour relations practice in the industry • Monitoring and Evaluation of programmes • Financial management of the sub-directorate • Draft and coordinate tourism skills development input for monthly, quarterly and annual reporting.

ENQUIRIES : Ms Yumnnaa Firfirey at ☎ (021 483 8726)

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 36/133 : **PRINCIPAL MEDICAL OFFICER (ARV)**
(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.

CENTRE : Brooklyn Chest Hospital, Ysterplaat
REQUIREMENTS : Registration with the Health Professions Council of South Africa as Medical Practitioner plus relevant experience. Adequate knowledge, experience and skills to manage TB patients who are HIV positive, preferably supported by completion of any registered courses in HIV medicine. Supervisory or management skills. Appropriate experience as a Medical Practitioner. The following will serve as recommendations: General hospital experience including extensive MDR TB and the treatment of HIV positive patients. ATLS/ACLS/PALS Certificates. Dispensing

		course for Medical Practitioners. Ability to work independently and form part of a multi-disciplinary team. Good interpersonal skills.
<u>DUTIES</u>	:	Clinical management of all patients diagnosed TB, M (X) DR & XDR and patients who are HIV co-infected. Provide a comprehensive clinical service to medical patients including HIV infected patients, including emergencies and chronic care. Supervision of the ARV Clinical services and the ARV service in the Hospital. Effective and relevant training and supervision of junior personnel. Ensure the appropriate prescription of drugs as well as the monitoring of drug induced adverse reactions. Knowledge of anti-retrovirals and how to initiate and maintain patients on Highly Active Anti-retroviral Treatment (HAART). Perform after hour calls and consultations. Participation in clinical meetings, Continued Professional Development as well as attending courses.
<u>ENQUIRIES</u>	:	Dr E Mostert, tel. no. (021) 508-7401.
<u>APPLICATIONS</u>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms L Smit
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 36/134</u>	:	<u>SENIOR SPEECH THERAPIST/AUDIOLOGIST</u> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<u>SALARY</u>	:	R 117 501 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<u>CENTRE</u>	:	Brooklyn Chest Hospital, Ysterplaat
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as Audiologist or Speech Therapist and Audiologist. The following will serve as recommendations: Strong performance and interest in rehabilitation and tinnitus management. Relevant postgraduate experience in Audiology. Excellent communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary setting.
<u>DUTIES</u>	:	The planning and implementation of the aural rehabilitation programmes within the unit. Audiological diagnosis, issue of assistive devices, counselling and aural rehabilitation, tinnitus counselling and management. Assessment and management of inpatients with hearing and/or communication disorders within. Perform all departmental admin-related duties. Supervision and teaching for under-graduate students within the unit. Management of physical, financial and human resources within specific working area.
<u>ENQUIRIES</u>	:	Dr E Mostert, tel. no. (021) 508-7401.
<u>APPLICATIONS</u>	:	The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms L Smit
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 36/135</u>	:	<u>PRINCIPAL PERSONNEL OFFICER (2 POSTS)</u> Directorate: Human Resource Management (Establishment Administration)
<u>SALARY</u>	:	R117 501 per annum.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Senior (or equivalent) Certificate with appropriate experience. Recommendations: Knowledge of Establishment functions on the Persal system. Knowledge of CORE (Code of Remuneration), CSP and OSD. Ability to work in a team context and under pressure. Knowledge of the Job Evaluation process.
<u>DUTIES</u>	:	Implementation of Workstudy Reports. Controlling the implementation of establishment amendments, CSP and OSD on Persal. Supervise the collection of statistics in a format as requested by Management, Provincial and National Government. Maintenance of an effective Core, Occupational Classification and Job Title system on the staff establishment. Maintenance of an effective establishment filing system. Establishment training.
<u>ENQUIRIES</u>	:	Mr J Liebenberg, tel. no. (021) 483-4356.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Mr RA Merton
CLOSING DATE : 19 September 2008

PROVINCIAL TREASURY

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

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

FOR ATTENTION : Mr B Damons
CLOSING DATE : 19 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) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

OTHER POSTS

POST 36/136 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION: SERVICE CONDITIONS/ESTABLISHMENT REF NO: WCPT 25/01/08**
Directorate Human Resource Management
Section: Human Resource Administration

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

CENTRE : Cape Town
REQUIREMENTS : Minimum qualification requirement: •An appropriate tertiary qualification in Human Resource Management (or equivalent) •3-5 years supervisory experience and knowledge of Human Resource processes. The following will serve as strong recommendations: •Extensive knowledge of instating all relevant information on PERSAL •Knowledge of and responsibilities of establishment matters and PERSAL controller functions •Knowledge of the relevant legislation. Personal Attributes and Skills: •Management and supervisory skills •Leadership skills •Knowledge of the processes, methods and techniques of personnel management, as well as relevant legislation •Good written and verbal communication skills •Strategic thinking skills •Presentation skills •Self motivated •Sound organizing and planning skills •Computer literacy (MS Office Package, GroupWise and PERSAL and ability to prepare and report on Excel and Power Point) •Demonstrate the ability to facilitate groups •Research skills.

DUTIES : Key duties: Perform all the managerial tasks with regard to the component and supervise staff who perform the following duties: •Administer service conditions •Provide human resource information (inclusive of all statutory reporting) •Maintain the establishment •Render a PERSAL control service.

ENQUIRIES : Mr DJ De Waal, ☎ (021) 483-5243

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000
FOR ATTENTION : Mr R Versfeld
CLOSING DATE : 19 September 2008

OTHER POSTS

POST 36/137 : **MANAGER: ENGINEERING SERVICES U2/08/073**
Job purpose: To manage and to determine policies and processes relating to the provision and maintenance of a comprehensive Civil and Structural engineering technical service to the User Department.

SALARY : An all-inclusive negotiable salary package of R 407 745 - 472 758 per annum
Note It may be expected of candidates to undergo a behavioural and/or potential analysis

CENTRE : Cape Town Directorate Educational Facilities
REQUIREMENTS : An appropriate recognised four-year university degree in Civil Engineering plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Competencies needed: • sound knowledge and experience of civil and structural engineering • sound knowledge of contract documents and administration • good managerial skills • good verbal and written communication skills in at least two of the three official languages of the Western Cape Province • ability to function in a multi-disciplinary professional environment • a valid driver's license and willingness to travel as well as to work away from head quarters in informal settlements and newly established communities • knowledge of cost estimation of building work, budget control of building contracts and accountancy procedures • computer literacy (MS Word and MS Excel) • knowledge of project management • knowledge of CAD and database
Experience: • extensive applicable experience in engineering work after registration

DUTIES : • undertake civil and structural co-ordination as departmental agent for the provision or maintenance of school facilities • monitor project quality and progress together with the consultant team to ensure design and technical standards are being achieved • assist in the preparation of standard school planning requirements, drawings, design guideline specifications, procedures and policies • co-ordinate and report within the department on contract management, project progress, budget and quality of construction work • manage and control civil and structural engineering personnel • determine methods and procedures • compile contract documents

ENQUIRIES : Mr L Truter Tel (021) 483 2181

POST 36/138 : **CIVIL AND STRUCTURAL ENGINEER U2/08/154**
Job purpose: To provide Civil and Structural engineering services and support to multi-disciplinary project teams responsible for erection and maintenance of school facilities. Provide guidance to external / private consultants who render services to the Department of Transport and Public Works and control / inspect work of these consultants.

SALARY : An all-inclusive negotiable salary package of R 344 052 – 398 805 per annum
Note It may be expected of candidates to undergo a behavioural and/or potential analysis

CENTRE : Cape Town Directorate Educational Facilities
REQUIREMENTS : An appropriate recognised four-year university degree in Civil Engineering plus registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Competencies needed: • proven ability, knowledge and experience of civil and structural engineering and engineering principles • sound knowledge of applicable legislation, contract documents and administration • good managerial skills • good verbal and written communication skills in at least two of the three official languages of the Western Cape Province • ability to function in a multi-disciplinary professional environment as a team member or

team leader • a valid driver's license and willingness to travel as well as to work away from head quarters in informal settlements and newly established communities • knowledge of quality control, cost estimation, budget control of building contracts and accountancy procedures • computer literacy (MS Word and MS Excel) • knowledge of project management • knowledge of CAD and database Experience: • applicable experience in engineering work after registration

DUTIES

: • undertake civil and structural co-ordination on projects as departmental representative for the provision or maintenance of school facilities • monitor project quality and progress together with the consultant team to ensure design and technical standards are being achieved • ensure that all projects are on time within the budget, according to prescribed standards and to the satisfaction of clients • assist in the preparation of standard school planning requirements, norms and standards, drawings, design guideline specifications, procedures and policies • co-ordinate and report within the department on contract management, project progress, budget and quality of construction work • compile contract documents • control civil and structural engineering personnel • determine methods and procedures • compile submissions, contract documentation and handle all relevant correspondence

ENQUIRIES

: Mr L Truter Tel (021) 483 2181