



DATE OF ISSUE: 12 SEPTEMBER 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 37 OF 2008

1. Introduction

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

2. Directions to candidates

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

3. Directions to Departments/Provincial Administrations/Components

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

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

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

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **13 OCTOBER 2008**

INDEX

NATIONAL DEPARTMENTS

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE	A	03 – 06
ARTS AND CULTURE	B	07 – 08
DEFENCE	C	09 – 22
ENVIRONMENTAL AFFAIRS AND TOURISM	D	23 – 26
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	E	27 – 28
HEALTH	F	29 – 36
HOUSING	G	37 – 38
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	H	39 – 42
MINERALS AND ENERGY	I	43 – 47
OFFICE OF THE PUBLIC SERVICE COMMISSION	J	48
PROVINCIAL AND LOCAL GOVERNMENT	K	49 – 51
PUBLIC SERVICE AND ADMINISTRATION	L	52 – 55
SOCIAL DEVELOPMENT	M	56 – 61
THE PRESIDENCY	N	62
TRANSPORT	O	63
WATER AFFAIRS AND FORESTRY	P	64 – 72

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	Q	73 – 87
KWAZULU NATAL	R	88 – 89
LIMPOPO	S	90 – 92
MPUMALANGA	T	93 – 98
NORTHERN CAPE	U	99
NORTH WEST	V	100
WESTERN CAPE	W	101 – 104

OTHER

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA	X	105

DEPARTMENT OF AGRICULTURE

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 26 September 2008
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.gov.za/documents and should be accompanied by a recent updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a certified copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

- POST 37/01** : **DEPUTY DIRECTOR (REF 409/2008)**
Directorate: Veterinary Services
- SALARY** : All inclusive package of R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must be in possession of a BVSc or BVMCh degree. Must be registered with the SA Veterinary Council. Knowledge and appropriate extensive experience of procedures regarding import and export of animal and animal products. Knowledge of animal diseases Act and Meat Safety Act. Knowledge of requirements for management of quarantine facilities. Knowledge of requirements for Veterinary approved facilities. Knowledge of Financial Management Act and administration issues. Knowledge of Human Resources Management and personnel issues.
- DUTIES** : The incumbent's responsibility will be to co-ordinate the upgrading, maintenance and management of government animal quarantine facilities in compliance with international and national requirements. Drafting of standard operating procedures for quarantine facilities and ports of entry and ensure that standard operating procedures are implemented by the management of these offices. Assist personnel at quarantine stations and ports of entry with queries relating to imported animals or animal products including illegal imports and detained consignments. Liaison with Import Export Policy unit on matters relating to imported animal or animal products. Manage enquiries from stakeholders and clients regarding imports quarantine, detained consignments and illegal imports. Set standards for and manage approval and maintenance of disease free compartments. Evaluate and recommend foreign facilities approved to exports animals or animal product to South Africa, as well as facilities in South Africa for import or export. Draft Veterinary procedural notices for approval of Veterinary approved establishments for import and export of animal and animal products. Ensure compliance of ports of entry in the enforcement of policy and legislation. Stay up to date with National and International policies and disseminates information to ports of entry and other concerned parties or industries.

<u>ENQUIRIES</u>	:	Dr L. Schoeman, Tel. 012 3197522
<u>POST 37/02</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (REF 406/2008)</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three year degree or a National Diploma in one of the following fields: Labour Relations, Law, Human Resources Management or Administration. He/she must have prior appropriate experience in labour law or law. Proficiency in English (verbal and written) as well as computer literate (MS Word, MS Outlook). He/she must be able to demonstrate good interpersonal skills. Good knowledge of labour law legislations and prescripts as well as other Public Service legislation is a prerequisite for the position. The successful candidate must be willing to travel and he/she must be in possession of a valid driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to supervise sub-ordinates effectively. He/she must have the necessary knowledge and skills to promote sound labour relations in the Department through ensuring compliance with labour legislation, monitoring of fair labour practices and the implementation of departmental processes, procedures and systems in terms of labour law and Public Service prescripts. The successful candidate must be able to represent the Department in conciliation and arbitration cases as well during bi-and multilateral meetings with trade unions. The incumbent in the post will act as Employer Representative and Chairperson in disciplinary hearings as well as acting as investigation officer in formal grievance cases. He/she will be responsible for keeping and maintaining of work registers on grievances, disputes, misconduct and labour unrest. The duties will also entail the capturing of disciplinary matters as well as grievance on PERSAL and other information, management system.
<u>ENQUIRIES</u>	:	Adv J.F. Landman, Tel. 012 3197305
<u>NOTE</u>	:	A pre-interview assessment will be conducted to assess required skills and knowledge.
<u>POST 37/03</u>	:	<u>ASSISTANT DIRECTOR (2 POSTS) (REF 408/2008)</u> Directorate: Water Use and Irrigation Development This is a re-advertisement of Ref: 112/2008. Candidates who previously applied must re-apply.
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Silverton
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate B degree or National Diploma preferably in Agriculture, Natural Science and Environmental Science with relevant experience. Experience in Project Management and Irrigation. Computer literacy and excellent communication skills. Must be in possession of a valid code EB driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to provide technical and scientific advice on water and irrigation matters. Develop guidelines, norms and standards for water use and irrigation development. Conduct investigations and implement plans on water use and irrigation development. Develop best practices for effective use of irrigation water. Conduct research on water use and irrigation development. Provide advice on water use and irrigation development matters. Liaise with stakeholders. Supervise staff. Provide guidelines, norms and standards for water use and irrigation.
<u>ENQUIRIES</u>	:	Ms M.J. Gabriel, Tel. 012 8468567
<u>POST 37/04</u>	:	<u>MEAT INSPECTOR (REF 410/2008)</u> Directorate: Veterinary Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Bull Brand
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a National Diploma in Environmental Health and experience in abattoir industry.

<u>DUTIES</u>	:	The incumbent's responsibility will be to promote Meat Safety Act. Conduct primary meat inspection of carcasses and to ensure that the basic hygiene principles required by the act are complied with.
<u>ENQUIRIES</u>	:	Dr Bergh, Tel. 012 3197688
<u>POST 37/05</u>	:	<u>TECHNICIAN (4 POSTS) (REF 407/2008)</u> Directorate: Water Use and Irrigation Development
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Silverton
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate degree or National Diploma preferably in Agriculture, Natural Science and Environmental Science with relevant experience. Experience in Project Management and Irrigation, Computer literacy and excellent communication skills, Must be in possession of a valid driver's licence
<u>DUTIES</u>	:	The incumbent's responsibility will be to provide technical support to the beneficiaries on water and irrigation matters. Provide advice, information, training and guidance to stakeholders. Collect and analyse water and irrigation data. Handle administrative duties pertaining to workshops and conferences. Provide norms and standards for water use and irrigation.
<u>ENQUIRIES</u>	:	Ms M.J. Gabriel, Tel. 012 8468567
<u>POST 37/06</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF 413/2008)</u> Directorate: Veterinary Services
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a three year Bachelors degree/diploma with accounting as a subject. Appropriate relevant experience in finance/budgets, supply chain management and registry. Knowledge of PFMA. Must be computer literate especially in MS Word and MS Excel. Have managerial experience and be able to compile submissions. Must be in possession of a valid driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to compile and manage the budget of the directorate. Compile the monthly expenditure reports, MTEF adjustments, virements and shifts for the directorate. Responsible for accounts payments, procurements, requisitions and registry management. Training, development and performance appraisal of employees. Revenue management.
<u>ENQUIRIES</u>	:	Ms Fanny Makhubela, Tel. 012 3197521
<u>NOTE</u>	:	Shortlisted candidates will be subjected for a written communication, finance and computer skills test.
<u>POST 37/07</u>	:	<u>CHIEF ACCOUNTING CLERK (REF 411/2008)</u> Directorate: Financial Administration
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Stellenbosch
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a Grade 12 certificate with Accounting as a subject. (Accounting towards obtainment of a degree or Diploma will also be acceptable). Experience in government financial environment. Computer literacy (MS Office). Knowledge and experience in the field of debtor administration. Knowledge of the Basic Accounting System (BAS). Knowledge and experience in the PMFA and Treasury Regulations. Good verbal and written communication skills. Good interpersonal skills, strong sense of responsibility and the ability to work independently. Knowledge of PASTEL.
<u>DUTIES</u>	:	The incumbent will be responsible for the recovery of debt. Administer debtor's accounts. Payment of subsistence and transport claims and advances on BAS and PERSAL. Cashier and expenditure functions. Monthly reporting and statistics and manage subordinates.
<u>ENQUIRIES</u>	:	Ms S.B. Weeks, Tel. 021 8091612
<u>NOTE</u>	:	The candidates must be willing to be subjected to a skills and knowledge test.

<u>POST 37/08</u>	:	<u>AGRICULTURAL PRODUCT TECHNICIAN (REF 403/2008)</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Stellenbosch
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of an appropriate three year national diploma or degree with at least one of the following major subjects: Chemistry/Analytical Chemistry, plus relevant and applicable experience in wet chemistry analysis of liquor products. (You are requested to furnish a credit certificate and/or statement of results). Experience in automated analysis techniques, evaluation of analytical results and maintenance of laboratory equipment. Applicant should be computer literate and have experience of the MS Office software. An added advantage would be familiarity with LIMS (laboratory information management system), ISO 17025 and GLP (Good Laboratory Practice).
<u>DUTIES</u>	:	The incumbent will be responsible for routine analysis of liquor products as required by the Liquor Products Act, using automated techniques like e.g. Auto-Analyzer, Autotitrator and wet chemistry. Further responsibilities will include: instrument maintenance, preparation of standards, evaluation and reporting of analytical results, assisting with development, validation and implementation of new methods of analysis, compliance with the laboratory standards. Other responsibilities including procurement of goods and services, asset control and health and safety assessments.
<u>ENQUIRIES</u>	:	Ms A. Reid Tel. 021 8091692
<u>POST 37/09</u>	:	<u>SENIOR ACCOUNTING CLERK (REF 412/2008)</u> Directorate: Financial Administration
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a Grade 12 certificate with Accounting as a passed subject. (Accounting as a passed subject towards obtainment of a degree or diploma will also be acceptable). Computer literacy (Excel spreadsheet). Knowledge and experience of PERSAL/PERSOL and a Government financial system. Good interpersonal and communication skills. Knowledge of the Public Finance Management, 1999 (Act No. 1 of 1999), Treasury Regulations and Accounting principles. Problem-solving skills, ability to meet deadlines and to accept responsibility.
<u>DUTIES</u>	:	The incumbent will be responsible for capturing PERSAL deductions, allowance and all salary related transactions. Administrate, reconcile and maintain salary ledger accounts. Distribution of salary advices and salary reports, as well as the subsequent follow-up work. Reconciliations of salary records. Administration of Garnish orders and distribution of monthly statements. Payments of periodical workers and fuel claims pertaining to subsidised vehicles. Administration of leave without pay. Administrate service terminations, transfers to and from the department. Handling of salary enquiries.
<u>ENQUIRIES</u>	:	Ms A. Willms, Tel. 012 3196929

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representatively in the public Sector through the filling of these posts. Person whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting the relevant reference and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria. All advertised positions are based in Pretoria.
- CLOSING DATE** : 26 September 2008
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. It must be accompanied by a comprehensive CV (including two recent and contactable referees) and certified copies of qualifications. • Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty. • Correspondence will be limited to shortlisted candidates only • If you do not hear from us within 3 months of the closing date, please assume that your application has been unsuccessful. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted.

OTHER POSTS

POST 37/10**SENIOR STATE ACCOUNTANT BOOKKEEPING & EXPENDITURE**

- SALARY** : R145 920 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year degree in Commerce or equivalent qualification and or 3 years experience in the government • Sound knowledge of the PFMA and Treasury Regulations • Knowledge of and experience in PERSAL as well as BAS is a prerequisite • Good interpersonal relations and ability to work in a team • Computer literacy (MS Word and MS Excel)
- DUTIES** : The successful candidate will be responsible for Authorizing journals on BAS • Control over Petty Cash and petty Cash advances • Authorize BAS payments • Reconciliation of Revenue, Debts, PMG and Control ledger accounts • Fund requisition • Safety Web and Telegraphic Transfers • Act as BAS system controller • Evaluate work performance of subordinates • Attend to queries • Ensure that all payments and other documents are properly filed for future references and audit purposes.
- ENQUIRIES** : N P Maloka Tel: 012 441 3730

POST 37/11**SENIOR STATE ACCOUNTANT S&T AND PERSAL**

- SALARY** : R145 920 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year degree in Commerce or equivalent qualification and or 3 years experience in the government • Sound knowledge of the PFMA and Treasury Regulations • Knowledge of and experience in PERSAL as well as BAS is a prerequisite • Good interpersonal relations and ability to work in a team • Computer literacy (MS Word and MS Excel)
- DUTIES** : • The successful candidate will be responsible for calculating and checking of local and foreign S&T claims • Reconcile outstanding advances and claims on a monthly basis • Approve / authorize the allowances and deductions on Persal system • Perform monthly payroll reconciliation • Request tax directives from SARS • Update IRP5 accumulations • Ensure that all the Salary related documents are properly filed for future references and Audit purposes • Deal salary related queries.
- ENQUIRIES** : N P Maloka Tel: 012 441 3730

<u>POST 37/12</u>	:	<u>SENIOR STATE ACCOUNTING CLERK S&T AND PERSAL</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 certificate • Certificates in Accounting / Commerce • One year relevant experience • Computer literacy (MS Word and MS Excel).
<u>DUTIES</u>	:	The successful candidate will be responsible for calculating and checking and capturing of local and foreign S&T advances and claims on PERSAL • Clearing the S&T advance account • Capturing and managing of allowances and deductions on Persal • Issuing pay slips and reconciling Payroll • Filing Persal runs reports and salary related documents.
<u>ENQUIRIES</u>	:	N P Maloka Tel: 012 441 3730

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 37/13 : **ASSISTANT DIRECTOR ADMINISTRATION**
The post is advertised in the DOD and broader Public Service.

SALARY : R217 482 per annum
CENTRE : Office of the Secretary for Defence, Defence International Affairs Division, Pretoria

REQUIREMENTS : NQF Level 4 preferable. Experience in HR/Fin Generalist and administration will be a recommendation. Applications with prior learning by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-departmental activities in Government, command and control channels within the DOD. Computer literate. Management-, problem solving-, analysis-, strong written and verbal communication skills. Must be able to obtain a Secret security clearance within a year.

DUTIES : Provide support iro planning administration. Provide HR management and logistical administrative service. Assist the Budget Manager iro financial management and control of the DIA Division's budget. Co-ordinate and monitor record management issues with CMI/Registry. Provide secretariat service. General management service.

ENQUIRIES : Mr Thusi, Tel: (012) 355 5550
APPLICATIONS : Secretary for Defence, Defence International Affairs Division, Private Bag X910, Pretoria, 0001

CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 37/14 : **SENIOR ADMINISTRATIVE OFFICER**
The post is advertised in the DOD and broader Public Service.

SALARY : R145 920 annum
CENTRE : Office of the Secretary for Defence, Defence International Affairs Division, Pretoria

<u>REQUIREMENTS</u>	:	NQF Level 4 preferable. Experience in HR/Fin Generalist and administration will be a recommendation. Applications with prior learning by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Government Policies, Departmental Policy, Departmental decisions and Activities as well as on the Wider Intra-Departmental activities in Government, command and control channels within the DOD. Computer literate. Management-, problem solving-, analysis-, strong written and verbal communication skills. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Assist with the providing of support iro planning administration. Provide HR and logistical administrative service. Assist Budget Manager iro financial management and control of the DIA Division's budget. Co-ordinate and monitor record management issues with CMI/Registry. Provide secretariat service. General management of the staff.
<u>ENQUIRIES</u>	:	Mr Thusi, Tel: (012) 355 5550
<u>APPLICATIONS</u>	:	Secretary for Defence, Defence International Affairs Division, Private Bag X910, Pretoria, 0001
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 37/15</u>	:	<u>CHIEF ADMINISTRATION CLERK (REPRODUCTION CLERK)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	SA Army, GSB Ladysmith
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements: Computer literate (MS Word, Excel and presentation). Analytical and numerical skills. Knowledge of CSW. Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Control reproduction. Keep registers up to date daily. Consolidate the photocopy register weekly. Request photocopying paper, wax roll and ink for Risograph. Co-ordinate with Procurement to ensure that contracts and payments of rent is up to date. Supervisory duties.
<u>ENQUIRIES</u>	:	Col T.G.Netshindongololo, Tel (036) 271-3005.
<u>APPLICATIONS</u>	:	Department of Defence, GSB Ladysmith, Private Bag X9914, Ladysmith 3370
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/16</u>	:	<u>CHIEF ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	ASB Dequar RD
<u>REQUIREMENTS</u>	:	NQF Level 2-4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements: Computer literate. Negotiation-, organise-, problem solving- and communication skills. Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Handle all correspondence regarding accommodation. Mange booking administration of accommodation. Liaise with Reception Clerks regarding accommodation bookings. Maintain records regarding accommodation. Keep and update directives. Make calculations especially regarding confirmation of payments of accommodation. Maintain and control accommodations. Have statistics available and information regarding accommodation. Execute administration regarding parking allocated to military messes. File documents. Ensure completion of documents regarding accommodation. Receive and despatch post. Supervisory duties.
<u>ENQUIRIES</u>	:	Ms Y.Mare, Tel (012) 355-1615
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/17</u>	:	<u>CHIEF ADMINISTRATION CLERK</u> The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R117 501 per annum

<u>CENTRE</u>	:	Office of the Secretary for Defence, Defence International Affairs Division, Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 4 preferable. Experience in administration will be a recommendation. Applications with prior learning by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in Government, command and control channels within the DOD. Computer literate. Management-, problem solving-, analysis-, written and verbal communication skills. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Supervise HR and Log administration. Ensure sound record management. Provide general administrative function within the section.
<u>ENQUIRIES</u>	:	Mr Thusi, Tel: (012) 355 5550
<u>APPLICATIONS</u>	:	Secretary for Defence, Defence International Affairs Division, Private Bag X910, Pretoria, 0001
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 37/18</u>	:	<u>CHIEF ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Persol Orientation course and Supervisors and approval course will be a recommendation. Special requirements: Negotiation-, management- and communication skills. Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Assist with updating of pers files. Administer courses, staffing, promotions, military licences and security clearances of staff members, disciplinary system handing and taking over.
<u>ENQUIRIES</u>	:	Ms Y Mare, Tel (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/19</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar RD
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Persol Orientation and admin course will be a recommendation. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements: Negotiation-, management- and communication skills. Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Assist with personnel administration wrt staffing, courses, promotions, military licenses, security clearances, disciplinary system, handing and taking over.
<u>ENQUIRIES</u>	:	Ms Y. Mare, Tel: (012) 355-1615
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/20</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GR III (STRS CLERK)</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Army, GSB Ladysmith.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. CALMIS background will be a recommendation. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements (skills needed): Computer literate. Analytical and numerical skills. Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Accounting of stores admin. Control all IV/RV of commodities issued from the different stores. Ensure Bin maintenance. File IV and RV. Ensure IV/RV are finalized and trace missing IV/RV. Responsible for feedback reports. Execute

	:	tasks within the log policies. Must ensure a 100% accounting of all commodities within stores.
<u>ENQUIRIES</u>	:	Col T.G. Netshindongololo, Tel (036) 271-3005.
<u>APPLICATIONS</u>	:	Department of Defence, GSB Ladysmith, Private Bag X9914, Ladysmith, 3370.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/21</u>	:	<u>SENIOR ADMINISTRATION CLERK GR II</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Army, GSB Ladysmith.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements: Computer literate. Analytical- and numerical skills. Knowledge of CSW. Communicate efficiently (verbal and written). Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Write routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Compile agendas and take notes during meetings. Execute receptionist tasks.
<u>ENQUIRIES</u>	:	Col T G Netshindongololo Tel (036) 271-3005
<u>APPLICATIONS</u>	:	Department of Defence, GSB Ladysmith, Private Bag X9914, Ladysmith 3370.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/22</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III</u>
<u>SALARY</u>	:	R94 362 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd.
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements: Computer literate (CALMIS). Numerical-, administrative-, interpersonal- and communication skills.
<u>DUTIES</u>	:	Administer provisioning in the SSS Section. Manage telephone accounts. Controls leave plans. Register demands and issues. Update ledgers bmo item identification. Administer short and over deliveries. Assist with administration of RV & IV systems. Administrate postings. Responsible for all registers wrt duties unsatisfied demands. Administer staggering of orders. Administer update of ledgers. Administer and control fixed stock levels and re-order points. Administer and control and safe keep vouchers series. Act as Nodal link between procurement and warehousing clients. Distribute accounts. Operate and/or CALMIS and OSIS system.
<u>ENQUIRIES</u>	:	Ms Y Mare, Tel: (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/23</u>	:	<u>SENIOR PERSONNEL OFFICER GR III</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Persal and leave Course will be a recommendation. Special requirements: Computer literate. Negotiation-, organising-, problem solving- and communication skills.
<u>DUTIES</u>	:	Manage attendance registers. Administer leave administration. Manage remuneration, PSAP and military members' administration.
<u>ENQUIRIES</u>	:	Ms Y Mare Tel (012)355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/24</u>	:	<u>SENIOR SECRETARY GR III</u>
<u>SALARY</u>	:	R94 326 per annum

<u>CENTRE REQUIREMENTS</u>	:	SA Army, ASB Limpopo
	:	NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements: Communication- and problem solving skills. Language ability. Computer literate. Must be able to obtain a security clearance.
<u>DUTIES</u>	:	Type/Write routine notes, memo's letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Compile agendas and take notes during meetings. Compile minutes correctly. Deal with classified files and documents. Organise social functions. Arrange for visitors authorization and parking. Ability to handle petty cash payments. Handle all bookings and travel arrangements for the GOC. Arrange meetings with Senior Managers. Keep the GOC's directory. Scan the newspaper and collect import clippings for the GOC. Deal with classified telephone calls, files and documents.
<u>ENQUIRIES APPLICATIONS CLOSING DATE</u>	:	Sgt R M Nukeri, Tel: (015)299-3498.
	:	Department of Defence, ASB Limpopo, Private Bag X 9304, Polokwane, 0700.
	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/25</u>	:	<u>SENIOR ADMINISTRATION CLERK GR III (2X POSTS)</u>
	:	The posts are advertised in the DOD and broader Public Service.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R94 326 per annum
	:	Office of the Secretary for Defence, Defence International Affairs Division, Pretoria
	:	NQF Level 4 preferable. Experience in administration will be a recommendation. Applications with prior learning by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of command and control channels within the DOD. Computer literate. Problem solving-, analysis-, written and verbal communication-, honesty- and integrity skills. Must be able to obtain a Secret security clearance within a year.
<u>DUTIES</u>	:	Provide a general administration service. Ensure control and processing of documentation. Deliver an auxiliary service to super rendering an internal management service.
<u>ENQUIRIES APPLICATIONS CLOSING DATE</u>	:	Mr Thusi, Tel: (012) 355 5550
	:	Secretary for Defence, Defence International Affairs Division, Private Bag X910, Pretoria, 0001
	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<u>POST 37/26</u>	:	<u>SENIOR SECRETARY GR II</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R76 194 per annum
	:	Defence Legal Services Division, Pretoria.
	:	NQF Level 4: Preferable. Secretarial experience/diploma will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, 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 secret security clearance within a year.
<u>DUTIES</u>	:	Write/Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payment. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationary. Keep the Senior Manager's directory. Organise social functions. Deal with classified files documents. Scan the newspaper and collect important clippings for OC. Organise social functions. Arrange for visitor's authorization and parking.
<u>ENQUIRIES APPLICATIONS CLOSING DATE</u>	:	Col G S Soldaat, Tel: (012) 355 5383
	:	Department of Defence, Defence Legal Services Division, Private Bag X159, Pretoria, 0001.
	:	12 October 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 37/27 : **SENIOR PROVISIONING ADMIN CLERK GR II**

SALARY : R76 194 per annum
CENTRE : SA Army, ASB Limpopo
REQUIREMENTS : NQF Level 2 – 4: Preferable. Previous logistical administration experience will be a recommendation. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements: Computer literate. Communication skills. Knowledge of CALMIS.

DUTIES : Capture data on CALMIS. Render advisory service to members and clients. Issue trip authorities. Process data on KURMENU. Gather and process statistics for annual reports. Keep record of records, programmes and articles. Manage admin system. Maintain records autogenously activities and directives. Data capture. Compile returns send to support formation. Issue of vehicle trip authority. Report programmes and records articles. Process documents in relate to department's functional activities. Supervise and inspect work of clerks. Render advice to members and clients of ASB. Remind aid and function of post.

ENQUIRIES : Sgt R M Nukeri, Tel (015) 299-3498.
APPLICATIONS : Department of Defence, ASB Limpopo, Private Bag X 9304 Polokwane, 0700.
CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/28 : **SENIOR ADMINISTRATION CLERK GR II**

SALARY : R76 194 per annum
CENTRE : SA Army, ASB Limpopo
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements: Communication-, organisation-, administrative- and mathematical skills. Computer literate. Knowledge wrt budgets.

DUTIES : Compile returns wrt subsidised vehicles to be sent to Army HQ. Manage, co-ordinate and compile Pac lists for medical movement. Issue private transport authorities. Issue admin authorities wrt movements. Control and issue stable authorities. Manage and control all accommodation. Manage the fax and photocopy machine. Manage all stalactites wrt movement.

ENQUIRIES : Sgt R M Nukeri, Tel: (015) 299-3498.
APPLICATIONS : Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/29 : **PRINCIPAL TYPIST GR I**

SALARY : R76 194 per annum
CENTRE : SA Army, ASB Limpopo
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements: Computer literate. Communication- and problem solving skills. Language ability.

DUTIES : Store and retrieve information on the electronic database. Ensure correct and timeously execution of typing requests. Ensure strict application of departmental typing prescripts. Acknowledge receipt of draft document in register. Type and proof read documents, rectify mistakes and ensure office neatness. Ensure equal workload between typists. Ensure effective utilisation of equipment. Ensure the cleanness of equipment. Up keeping stock levels for stationary

ENQUIRIES : Sgt R M Nukeri Tel (015) 299-3498.
APPLICATIONS : Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/30 : **PRINCIPAL TYPIST GR I (3 X POSTS)**

SALARY : R76 194 per annum
CENTRE : SA Army, GSB Ladysmith
REQUIREMENTS : NQF Level 2–4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special Requirements:

		Computer literate. Analytical and numerical skills. Knowledge of CSW. Must be able to obtain a confidential clearance within a year.
<u>DUTIES</u>	:	Type of Documents, proof reading of documents, rectifies mistakes, ensure office neatness. Ensure equal workload between typists. Ensure effective utilization of equipment. Ensure the cleanness of equipment. Responsible for stationary. Maintain computer and office security.
<u>ENQUIRIES</u>	:	Col T G Netshindongololo, Tel (036) 271-3005
<u>APPLICATIONS</u>	:	Department of Defence, GSB Ladysmith, Private Bag x9914, Ladysmith 3370
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/31</u>	:	<u>SENIOR FOREMAN GROUND SERVICES</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	SA Army, ASB Ladysmith
<u>REQUIREMENTS</u>	:	ABET Level 1–3: Special Requirements: Communication-, planning-, organising- and negotiation skills. Physical strength.
<u>DUTIES</u>	:	Co-ordinate and programme daily maintenance of gardens, buildings, grounds, sports grounds, roads and shooting range. Ensure cultivation, pruning, fertilization, weed control and removal. Plant trees, flowers, shrubs, grass and control pests. Supervise teams of subordinates and control over supplies equipment. Render training to subordinates in utilization of equipment. Preparation grounds for functions, move and remove equipment used for functions. Ensure that routine tasks are executed. Assist with habitat management.
<u>ENQUIRIES</u>	:	Col TG Netshindongololo, Tel (036) 271-3005.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Ladysmith, Private Bag X9914, Ladysmith 3370.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/32</u>	:	<u>SENIOR FOOD SERVICE SUPERVISOR</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	SA Army, ASB Ladysmith.
<u>REQUIREMENTS</u>	:	ABET Level 1 – 3. Previous food service experience will be an advantage. Special Requirements: Must be prepared to work shifts and long hours.
<u>DUTIES</u>	:	Co-ordinate catering. Assist with preparation and serving of meals, snacks and light refreshments. Supervise and control subordinate. Assist with receiving stock and stock taking.
<u>ENQUIRIES</u>	:	Col TG Netshindongololo, Tel (036) 271-3005.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Ladysmith, Private Bag X9914, Ladysmith 3370.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/33</u>	:	<u>HOUSEHOLD AID SUPERVISOR</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd
<u>REQUIREMENTS</u>	:	ABET (Level 1-4). Special requirements: Negotiation-, planning-, organising- and verbal communication skills.
<u>DUTIES</u>	:	Supervise staff. Plan and compile menus. Supervise the preparations and serving of food. Maintain neatness and tidiness and promotion of welfare of occupants. Supply clean linen. Cater for functions. Control the safekeeping and issue cleaning equipment and cleaning material. Personal assistant officials. Ensure the cleaning of ablution facilities. Provide training and guidance wrt cleaning equipment and cleaning material. Monitor cleaning of offices, entertainment areas and accommodation. Ensure the removal of garbage on a daily basis. Ensure the upholding and maintenance of hygiene.
<u>ENQUIRIES</u>	:	Ms Y Mare, Tel (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/34 : **SENIOR FOREMAN CLEANING SERVICES**

SALARY : R64 410 per annum
CENTRE : SA Army, ASB Dequar Rd
REQUIREMENTS : ABET (Level 1-4) Preferable. Special requirements (skills needed): Communication-, planning-, organising- and negotiation skills. Physical strength.

DUTIES : Supervise staff. Draw up cleaning programmes. Ensure the cleaning of all facilities and inspect areas. Ensure the availability and maintenance of cleaning equipment and material. Provide training and guidance in the usage of cleaning equipment and material. Ensure the upholding and maintenance of hygiene. Ensure the cleaning, scrubbing and polishing of floors. Wash, wipe, dusts furniture, frames windows and walls. Ensure the removal of garbage on a daily basis. Ensure the cleaning of ablution facilities and vacuum carpet.

ENQUIRIES : Ms Y Mare, Tel: (012) 355-1615.
APPLICATIONS : Department of Defence, ASB Dequar Rd, Private Bag X 172, Pretoria, 0001.
CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/35 : **SENIOR FOREMAN CLEANING SERVICES**

SALARY : R64 410 per annum
CENTRE : SA Army, ASB Dequar Rd
REQUIREMENTS : ABET (Level 1-3) Special requirements (skills needed): Communication-, planning-, organising- and negotiation skills. Physical healthy

DUTIES : Supervise staff. Draw up cleaning programmes. Ensure the cleaning of all facilities and inspect areas. Ensure the availability and maintenance of cleaning equipment and material. Provide training and guidance in the usage of cleaning equipment and material. Ensure the upholding and maintenance of hygiene. Ensure the cleaning, scrubbing and polishing of floors. Wash, wipe, dusts furniture, frames windows and walls. Ensure the removal of garbage on a daily basis. Ensure the cleaning of ablution facilities and vacuum carpet.

ENQUIRIES : Ms Y. Mare, Tel: (012) 355-1615.
APPLICATIONS : Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/36 : **PROVISIONING ADMINISTRATION CLERK GR II**

SALARY : R54 879 per annum
CENTRE : SA Army, ASB Dequar Rd
REQUIREMENTS : NQF (Level 2 – 4): Preferable. Experience in stores administration will be a recommendation. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements: Knowledge of Command & Unit, order, SANDF instructions and unit SWP's and stores accounting. Computer literate. Negotiation-, management- and communication skills. Must be able to obtain a confidential clearance within a year

DUTIES : Process of a broad variety of matters which consist of a routine, directive-intensive and less contentious nature in the field of provisioning administration. Perform elementary personnel administration. Receive and distributes stores. Administer stock levels and replenishment of stock.

ENQUIRIES : Ms Y. Mare, Tel: (012) 355-1615.
APPLICATIONS : Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria.
CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/37 : **FOREMAN CLEANING SERVICES (3 X POSTS)**

SALARY : R54 879 per annum
CENTRE : SA Army, ASB Dequar Rd
REQUIREMENTS : ABET Level 1-3. Preferable. Special requirements (skills needed): Communication-, planning-, organising- and negotiation skills. Physical strength.

DUTIES : Responsible for cleaning, washing, sweeping, dusting, polishing of all floors, walls, passages, offices and/or ablution facilities. Wash windows and crockery in offices as tasked. Sweep sidewalks. Remove refuse in offices/ablution facilities.

		Ensure vacuum carpets. Control inspection cleaning materials. Supervisory duties.
<u>ENQUIRIES</u>	:	Ms Y Mare, Tel: (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/38</u>	:	<u>FOOD SERVICE SUPERVISOR (3 X POSTS)</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	SA Army, ASB Ladysmith. (Location Ladysmith).
<u>REQUIREMENTS</u>	:	ABET (Level 1 – 3). Previous food service experience will be an advantage. Special Requirements: Must be prepared to work shifts and long hours.
<u>DUTIES</u>	:	Co-ordinate catering. Assist with preparation and serving of meals, snacks and light refreshments. Assist with receiving stock and stock taking. Supervise and control sub-ordinates.
<u>ENQUIRIES</u>	:	Col TG Netshindongololo, Tel (036) 271-3005
<u>APPLICATIONS</u>	:	Department of Defence, GSB Ladysmith, Private Bag X9914, Ladysmith 3370.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/39</u>	:	<u>FOREMAN CLEANING SERVICES (2 X POSTS)</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar RD
<u>REQUIREMENTS</u>	:	ABET (Level 1-4). Special requirements (skills needed): Communication-, planning-, organising- and negotiation skills. Physical strength.
<u>DUTIES</u>	:	Supervise staff. Execute the cleaning programme to ensure the cleaning of all facilities. Inspect areas of responsibility. Request, use and maintain cleaning equipment and material. Control the safekeeping of cleaning equipment and cleaning material. Provide guidance in the usage of cleaning equipment and cleaning material. Ensure the upholding and maintenance of hygiene. Clean, wipe, dust, scrub, and polish of floors. Wash windows, walls, carpets, furniture, frames, tiles and office equipment. Monitor and execute the vacuuming of carpets. Monitor and execute the removal of garbage on a daily basis.
<u>ENQUIRIES</u>	:	Ms Y Mare Tel: (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/40</u>	:	<u>FOREMAN GROUND SERVICES (2 X POSTS)</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo, Polokwane.
<u>REQUIREMENTS</u>	:	ABET (Level 1-3) Special Requirements: Communication-, planning-, organising- and negotiation skills. Physical strength.
<u>DUTIES</u>	:	Co-ordinate and programme daily maintenance of garden, buildings, grounds, sports grounds, roads and shooting range. Ensure cultivation, pruning, fertilization, weed control and removal. Plant trees, flowers, shrubs, grass and control pest. Supervise teams of subordinates and control over supplies equipment. Render training to subordinate in utilization of equipment. Prepare grounds for functions and move and remove equipment used for function.
<u>ENQUIRIES</u>	:	Sgt R.M Nukeri Tel (015) 299-3498.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/41</u>	:	<u>ADMINISTRATION CLERK GR II</u>
		The post is advertised in the DOD and broader Public Service.
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Office of the Secretary for Defence, Defence International Affairs Division, Pretoria

REQUIREMENTS : NQF Level 2 preferable. Applications with prior learning by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Problem solving-, written and verbal communication skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Open new files. Update routine information on the system. Keep record of personnel files. Receive/dispatch and record keeping of documents. Type and photocopy documents. Open and update logistical files. Phone for/and fetch quotations. Assist with the inventory list. Issue stationary.

ENQUIRIES APPLICATIONS : Mr Thusi, Tel: (012) 355 5550

CLOSING DATE : Secretary for Defence, Defence International Affairs Division, Private Bag X910, Pretoria, 0001

13 October 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 37/42 : **FOOD SERVICE SUPERVISOR (3 X POSTS)**

SALARY : R54 879 per annum

CENTRE : SA Army, ASB Bloemfontein

REQUIREMENTS : ABET (Level 1-4) previous food service experience will be an advantage. Special requirements (skills needed): Plan-, organising- and communication skills. Prepare to work shifts and long hours.

DUTIES : Manage daily tasks of food services aids. Liaise with caterer and Chef regarding daily tasks for food services aids. Allocate tasks to food services aids. Follow up and inspect tasks have been completed correctly. Ensure and inspect the neatness and hygiene of food services as well as equipment and facilities. Supervise the preparation and serving of food and refreshments as well as the cleaning of the kitchen, dining hall and equipment. Assist with stocktaking. Welcome guests at the dining hall. Maintain kitchen equipment. Report breakages and shortages of equipment immediately. Prepare meals and snacks according to ration scales and menu.

ENQUIRIES APPLICATIONS : Maj M Small Tel (051) 402-1028

Department of Defence, ASB Bloemfontein, Private Bag x20599, Bloemfontein, 9300

CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/43 : **FOREMAN CLEANING SERVICES (3 X POSTS)**

SALARY : R54 379 per annum

CENTRE : SA Army, ASB Bloemfontein.

REQUIREMENTS : ABET (Level 1-3) Special requirements: Physically healthy and be an innovative thinker.

DUTIES : Clean, wash, dust, polish, sweep, vacuum and remove of refuse in the offices. Supervise cleaners to responsible sections. Control equipment and cleaning materials issued. Inspection on cleaning standards. Clean ablution facilities. Sweep sidewalk.

ENQUIRIES APPLICATIONS : Maj M Small Tel (051)402-1028

Department of Defence. ASB Bloemfontein, Private Bag x 20599, Bloemfontein, 9300

CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/44 : **FOREMAN GROUND SERVICES (3 X POSTS)**

SALARY : R54 879 per annum

CENTRE : SA Army, GSB Ladysmith.

REQUIREMENTS : ABET (Level 1 -3) Special Requirements: Communication-, planning-, organising- and negotiation skills. Physical strength.

DUTIES : Co-ordinate and programme daily maintenance of gardens, buildings, grounds, sports grounds, roads and shooting range. Ensure cultivation, pruning, fertilization, weed control and removal. Plant trees, flowers, shrubs, grass and control pests. Supervise teams of subordinates and control over supplies equipment. Render training to subordinate in utilization of equipment. Prepare grounds for functions and move and remove equipment used for functions.

ENQUIRIES : Col TG Netshindongololo, Tel (036) 271-3005.
APPLICATIONS : Department of Defence, GSB Ladysmith, Private Bag X9914, Ladysmith 3370.
CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/45 : **FOREMAN GROUND SERVICES (3 X POSTS)**

SALARY : R54 879 per annum
CENTRE : SA Army, ASB Bloemfontein
REQUIREMENTS : ABET (Level 1-3) Special Requirements: Teamwork, Innovative thinker, adaptability, physical strength and leadership qualities Communication- and interpersonal relation skills.

DUTIES : Maintain the grounds and gardens. Prune trees and fertilize the lawns. Remove refuse and dump at rubbish dump. Water the plants. Prepare allocated areas for functions. Move and remove equipment used for functions. Make firewood for functions. Ensure safety awareness of equipment. Supervise groundsman.

ENQUIRIES : Maj M Small, Tel (051)402-1028
APPLICATIONS : Department of Defence. ASB Bloemfontein, Private Bag x20599, Bloemfontein, 9300

CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/46 : **GENERAL STORES ASSISTANT (2 X POSTS)**

SALARY : R47 787 per annum
CENTRE : SA Army, ASB Bloemfontein
REQUIREMENTS : ABET (Level 1-3) Special requirements: Communicate effectively, Interpersonal skills.

DUTIES : Pack stores neatly in type of arrangement. Assist with issuing of store equipment. Be familiar with the use of fire extinguishing apparatus. Receive requisition from the training wings. Ensure all equipment is received correctly and is in a good condition. Responsible for stock counting and safe keep of equipment against fire, theft and damage. Ensure the description of equipment is the same as the equipment being issued.

ENQUIRIES : Maj M Small Tel-(051) 402-1028
APPLICATIONS : Department of Defence, ASB Bloemfontein, Private Bag x20599, Bloemfontein, 9300

CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/47 : **CLEANER II (21 X POSTS)**

SALARY : R47 787 per annum
CENTRE : SA Army, ASB Bloemfontein
REQUIREMENTS : ABET (Level 1-3) Special requirements (skills needed): Knowledge of cleaning equipment. Planning; negotiating, interpersonal and organising skills. Communicate effectively.

DUTIES : Clean, wash, wipe, dust, scrub, and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls. Polish furniture, frames, and office equipment. Vacuum carpets. Remove refuse daily. Maintain of hygiene environment.

ENQUIRES : Maj M Small, Telephone (051) 402-1028
APPLICATIONS : Department of Defence, ASB Bloemfontein, Private Bag x20599, Bloemfontein, 9300

CLOSING DATE : 13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

POST 37/48 : **GROUNDSMAN II (18 X POSTS)**

SALARY : R47 787 per annum
CENTRE : SA Army, ASB Bloemfontein
REQUIREMENTS : ABET (Level 1-3) Special requirements: Communicate effective and interpersonal relation skills, Physical strength.

<u>DUTIES</u>	:	Maintenance of garden, buildings, grounds, sports grounds, roads and shooting range. Ensure cultivation, pruning, fertilization, weed control and removal. Plant trees, flowers, shrubs and control pests. Irrigate, cut and mow lawns. Ensure maintenance, serviceability and safety of equipment. Remove weeds from gardens. Clean areas after functions. Safety awareness with the use of all equipment on all tasks.
<u>ENQUIRIES</u>	:	Maj M Small Tel (051) 402-1028.
<u>APPLICATIONS</u>	:	Department of Defence. ASB Bloemfontein, Private Bag x 20599, Bloemfontein, 9300
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/49</u>	:	<u>TRADESMAN AID II</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Army, GSB Ladysmith.
<u>REQUIREMENTS</u>	:	ABET (Level 1-3) Special requirements (skills needed): Communication and interpersonal skills, Physical strength, Knowledge of relevant tyre repair and equipment.
<u>DUTIES</u>	:	Repair and maintain of all type of tires.
<u>ENQUIRIES</u>	:	Col T.G.Netshindongololo, Tel (036) 271-3005
<u>APPLICATIONS</u>	:	Department of Defence, GSB Ladysmith, Private Bag X9914, Ladysmith 3370
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/50</u>	:	<u>TRADESMAN AID II (2 X POSTS)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd.
<u>REQUIREMENTS</u>	:	ABET (Level 1-2) Special requirements: Negotiation-, planning- and organise skills.
<u>DUTIES</u>	:	Clean and prepare the objects on which work is to be done. Carry tools and hand them over when it is needed. Assist artisan/technician/handyman with tasks. Uphold and maintenance of hygiene.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>ENQUIRIES</u>	:	Ms Y Mare, Tel: (012)355-1615.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/51</u>	:	<u>OPERATOR (MEDIA) (2 X POSTS)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd.
<u>REQUIREMENTS</u>	:	ABET (Level 1-3). Special requirements: Mathematical- and problem solving ability. Initiative. Physical strength.
<u>DUTIES</u>	:	Manage reproduction process. Clean and up keeping of Photostat machines. Report any damages.
<u>ENQUIRIES</u>	:	Ms Y.Mare, Tel: (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private BagX172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/52</u>	:	<u>TRADESMAN AID II (3 X POSTS)</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd.
<u>REQUIREMENTS</u>	:	ABET (Level 1-3) Special requirements: Negotiation-, planning-, organise- and verbal communication skills. Physical strength.
<u>DUTIES</u>	:	Assist artisan personnel, technicians and handyman. Execute constructions and maintenance duties. Clean and prepare objects on which work is to be done. Carry tools and hand them over when it is needed.
<u>ENQUIRIES</u>	:	Ms Y Mare, Tel: (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.

<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/53</u>	:	<u>FOOD SERVICE AID II (9 X POSTS)</u>
<u>SALARY</u>	:	R47 787per annum
<u>CENTRE</u>	:	SA Army, ASB Dequar Rd.
<u>REQUIREMENTS</u>	:	ABET(Level 1-3) Special requirements (skills needed): Planning-, organise- and verbal communication skills.
<u>DUTIES</u>	:	Prepare meals and snacks. Make salads. Prepare drinks for each meal. Make garnish for meals and snacks. Assist with receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Remove kitchen waste. Pack supplies received in the food storage areas. Keep the kitchen clean and tidy. Apply hygiene as well as safety measures in work environment.
<u>ENQUIRIES</u>	:	Ms Y Mare, Tel: (012) 355-1615.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Dequar Rd, Private Bag X172, Pretoria, 0001.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/54</u>	:	<u>OPERATOR (3 X POSTS)</u>
<u>SALARY</u>	:	R47 787per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo, Polokwane.
<u>REQUIREMENTS</u>	:	ABET Level 1 – 3. Special Requirements: Communication skills, problem solving ability, language ability, initiative, Integrity, Inter Personal proficiency, and operating of photocopy machine.
<u>DUTIES</u>	:	Print, cut, binds and laments documentation. Safekeeping and maintenance of all equipment. Receive and hand out of documents. Clean the repro office daily.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, and Polokwane, 0700.
<u>ENQUIRIES</u>	:	Sgt RM Nukeri Tel (015) 299-3498.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/55</u>	:	<u>MESSENGER</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo Polokwane.
<u>REQUIREMENTS</u>	:	ABET Level 1 – 3. Military driving license. Special Requirements: Communication Skills, problem solving ability, language ability, initiative, Integrity, Inter personal proficiency.
<u>DUTIES</u>	:	Assist with the repro-operator. Update trip authority with transport. Collect and despatch post on a daily basis.
<u>ENQUIRIES</u>	:	Sgt RM Nukeri, Tel (015) 299-3498.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/56</u>	:	<u>CLEANER II (2 X POSTS)</u>
<u>SALARY</u>	:	R47 787per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo, Polokwane.
<u>REQUIREMENTS</u>	:	ABET Level 1-3. Special Requirements: Communication skills.
<u>DUTIES</u>	:	Cleaning of facility, wash windows, vacuum carpets crockery in offices. Maintenance offices and polish all the furniture's. Sweep passages and sidewalks, removal of refuse.
<u>ENQUIRIES</u>	:	Sgt RM Nukeri, Tel (015) 299-3498.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

<u>POST 37/57</u>	:	<u>GENERAL STORES ASSISTANT</u>
<u>SALARY</u>	:	R47 787per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo, Polokwane.
<u>REQUIREMENTS</u>	:	ABET Level 1-3. Special Requirements: Communication skills, bilingual.
<u>DUTIES</u>	:	Receive and distribute equipment. Sort of equipment according to allocated shelves. Responsible for stock counting and safe keeping of equipment against fire, theft and damage. Give inpost training and receive in post training.
<u>ENQUIRIES</u>	:	Sgt RM Nukeri Tel (015) 299-3498.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/58</u>	:	<u>TRADESMAN AID II</u>
<u>SALARY</u>	:	R47 787per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo, Polokwane.
<u>REQUIREMENTS</u>	:	ABET Level 1-3. Special Requirements: Communication skills, physically healthy.
<u>DUTIES</u>	:	Assist factotum with the manufacturing and/or repairing of all executed work which includes building, welding, painting, carpentry. Carry out the orders of the factotum/foreman. Carry tools and hand them out.
<u>ENQUIRIES</u>	:	Sgt RM Nukeri, Tel (015) 299-3498.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/59</u>	:	<u>FOOD SERVICE AID II (5 X POSTS)</u>
<u>SALARY</u>	:	R47 787per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo, Polokwane.
<u>REQUIREMENTS</u>	:	ABET Level 1-3. Special Requirements: Communication skills, bilingual. Work shifts and long hours.
<u>DUTIES</u>	:	Prepare and serve meals. Clean messes and kitchen. Keep hygienic standard.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
<u>ENQUIRIES</u>	:	Sgt RM Nukeri Tel (015) 299-3498.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<u>POST 37/60</u>	:	<u>GROUNDSMAN II</u>
<u>SALARY</u>	:	R47 787per annum
<u>CENTRE</u>	:	SA Army, ASB Limpopo, Polokwane.
<u>REQUIREMENTS</u>	:	ABET Level 1-3. Special Requirements: Communication skills, bilingual. Physical strength.
<u>DUTIES</u>	:	Maintain garden, buildings, grounds, sports grounds, roads and shooting range. Ensure cultivation, pruning, fertilization, weed control and removal. Plant of tree, flowers, shrubs, grass and control pest. Irrigation, cutting and mowing of lawns. Ensure maintenance, serviceability and safety of equipment. Removal of refusal and weeds from gardens.
<u>ENQUIRIES</u>	:	Sgt RM Nukeri, Tel (015) 299-3498.
<u>APPLICATIONS</u>	:	Department of Defence, ASB Limpopo, Private Bag X9304, Polokwane, 0700.
<u>CLOSING DATE</u>	:	13 October 2008 (Applications received after the closing date and faxed copies will not be considered)

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

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

OTHER POSTS

POST 37/61 : **ASSISTANT DIRECTOR: CLUSTER AND CABINET COORDINATION, DIRECTORATE: POLICY AND STRATEGY (AP 543/2008)**

SALARY : R217 482 per annum (Total package of R 295 978 per annum/conditions apply)
CENTRE : Pretoria

REQUIREMENTS : A three year tertiary qualification and appropriate experience in Government Planning and decision-making processes. A qualification in Public Administration and knowledge and experience in Environmental sustainability and Project management will be an added advantage. Sound knowledge of Cabinet and FOSAD Cluster processes. Good communication and interpersonal skills (writing and verbal). Organizational skills. Excellent computer skills. Ability to work individually and in a team. Ability to work under pressure, multi-tasking and self supervision

DUTIES : The successful candidate will be required to provide coordination support to the Directorate: Policy and Strategy for DEATs Cabinet, DG cluster and policy processes through the following activities; Coordinate and Manage DEAT's Cabinet and DG cluster processes and provide research and policy coordination support. Draft quarterly reports in compliance with the Minimum Information Security Standards (MISS). Conduct quality checks on DEAT cabinet memoranda, support policy and research initiatives and provide overall management support. Review all Cabinet documentation and draft briefing notes for Ministerial participation; Ensure that DEAT cabinet memoranda are in correct format before submission; Support the DG and DEAT representatives in their participation in DG Clusters; and Coordinate DEAT inputs to key Government processes.

ENQUIRIES : Ms D Nteo (012) 310-3717

FOR ATTENTION : Mr T Shilenge

CLOSING DATE : 22 September 2008

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

POST 37/62 : **ASSISTANT DIRECTOR: EIM GUIDELINE DEVELOPMENT SUPPORT (AP112/2008)**

SALARY : R217 482 per annum (Total package of 295 978 per annum/ Conditions apply)
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree in Environmental Management, Natural or Physical Sciences, Environmental Law or equivalent qualification and experience. Experience in the review of Environmental Impact Assessments (EIAs) is essential. Sound interpersonal skills. Sound planning and organisational skills. Computer literacy. Good verbal and written communication skills. Project Management and experience is essential. Good understanding of environmental legislation specifically the National Environmental Management Act, Act 107 of 1998 and the Environment Conservation Act, Act 73 of 1989. Proven

	management and administrative abilities. A valid driver's licence as an added advantage.
<u>DUTIES</u>	: The successful candidate will be required to facilitate development, implementation and standardisation of Sector Guidelines. Provide assistance and support in matters pertaining to human and financial resources required in order to optimize the implementation of EIM Guideline Development Support. Facilitate consultation and coordination with relevant stakeholders within the EIM Guideline Development operations. Provide support in the development of capacity to ensure efficient implementation and administration of EIM legislation and Regulations. Provide technical support to identified projects related to EIM Guideline Development Support.
<u>ENQUIRIES</u>	: Ms Sbu Hlela Tel (012) 310 3045
<u>FOR ATTENTION</u>	: Ms P Diphaha
<u>CLOSING DATE</u>	: 22 September 2008
<u>POST 37/63</u>	: <u>ASSISTANT DIRECTOR: BACKLOG AND REMEDIATION PROJECT MANAGEMENT (AP108/2008)</u>
<u>SALARY</u>	: R217 482 per annum (Total package of 295 978 per annum/ Conditions apply
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate Bachelors degree or equivalent qualification in natural, engineering or environmental sciences. The incumbent must have working experience in the field of pollution and waste management and/ or project management. S/he must have an understanding of policy and legislative framework governing pollution and waste management. Experience in data management, managing consultants and/ or working with multiple stakeholders, will be an added advantage. Skills required: Negotiation skills, good interpersonal relations, well-developed communication skills and excellent project management skills. The incumbent must be able to work independently and efficiently under pressure.
<u>DUTIES</u>	: To maintain a database of all unauthorised waste disposal sites and contaminated sites. To support and monitor the processing of applications for the permitting of unauthorised waste disposal sites. To ensure that all unauthorised waste disposal sites are permitted. To support the establishment and maintenance of a database of contaminated sites. To review and provide inputs on the remediation reports received by the Directorate. To undertake risk analysis for identified contaminated sites. To support the development of prioritisation criteria for the remediation of contaminated sites. To encourage the setting of standards for remediation. To assist in the management of projects for the remediation of contaminated sites
<u>ENQUIRIES</u>	: Ms Zini Manana Tel (012) 310 3668
<u>FOR ATTENTION</u>	: Ms P Diphaha
<u>CLOSING DATE</u>	: 22 September 2008
<u>POST 37/64</u>	: <u>ASSISTANT DIRECTOR: HAZARDOUS WASTE MANAGEMENT (AP114/2008)</u>
<u>SALARY</u>	: R217 482 per annum (Total package of 295 978 per annum/ Conditions apply
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree or an equivalent qualification in engineering, chemistry or environmental sciences. The incumbent must have working experience in the field of waste or hazardous waste management. S/he must have experience with implementation of environmental legislation, waste management legislation, policies and strategies. S/he must have managed a project and be experienced in project management. Knowledge of the international framework governing hazardous waste management as well as Multilateral Environmental Agreements (MEAs) will be an added advantage. Skills required: Negotiation skills, good interpersonal relations, well-developed communication skills, excellent project management skills, research skills and computer skills. The incumbent must be able to work independently and efficiently under pressure
<u>DUTIES</u>	: To assist in the identification of policy and regulatory interventions for the sound environmental management of hazardous waste streams. To support the review of the classification system for hazardous waste. To assist in the development of

initiatives for the prevention and minimisation of priority hazardous wastes, including recycling and reuse. To provide technical input to legislation and policy development, environmental impact assessment, capacity building, authorisation and regulatory processes related to hazardous waste management. To support the development and administration of waste management plans with industry aimed at reducing releases of priority hazardous waste streams into the environment. To investigate mechanisms for the safe collection, transportation, treatment and disposal of hazardous waste. To provide technical input to international processes on hazardous waste management. To support the development of plans for the proper management of hazardous waste and for meeting South Africa's obligations with respect to Multilateral Environmental Agreements on hazardous waste management. To investigate mechanisms for improved hazardous waste management. To identify hazardous waste information requirements for the waste information system. To disseminate information on hazardous waste and in particular to promote awareness on dangers of hazardous waste.

ENQUIRIES : Ms Nomphele Daniel Tel: (012) 310-3904
FOR ATTENTION : Ms P Diphaha
CLOSING DATE : 29 September 2008
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

POST 37/65 : **SENIOR ACCOUNTING CLERK III: SALARIES, PAYROLL, REVENUE AND DEBTORS (AP 546/2008)**

SALARY : R94 324 per annum (Total package of R 146 549 per annum/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 senior certificate or equivalent qualification plus appropriate experience. Candidate must have thorough knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills: Government finance/ financial management, numeracy, accounting, computer literacy and accountancy. Good knowledge of Basic Accounting System (BAS), Treasury Regulation, Public Finance Management Act.

DUTIES : The successful candidate will be required to attend to salary related enquiries. Filing of salary documents. Instate, amend and terminate allowance, deductions and other staff changes on PERSAL. Clearing of suspense accounts related to salaries. Compile and control of departments claims. Control and correction of exception reports on PERSAL. Tax and IRP5 updates. Submitting BAS batches at month end.

ENQUIRIES : Ms E Griesel (012) 310-3479
FOR ATTENTION : Mr T Shilenge
CLOSING DATE : 29 September 2008
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

POST 37/66 : **SENIOR ACCOUNTING CLERK III: CREDITORS TRAVEL AND SUBSISTANCE (AP 545/2008)**

SALARY : R94 324 per annum (Total package of R 146 549 per annum/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 senior certificate or equivalent qualification plus appropriate experience. Candidate must have thorough knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills: Government finance/ financial management, numeracy, accounting, computer literacy and accountancy. Good knowledge of Basic Accounting System (BAS), Treasury Regulation, Public Finance Management Act and Logis Integration.

DUTIES : The successful candidate will be required to capture payments on BAS and LOGIS Integration. Clearing of suspense accounts. Capturing of journals on BAS. Issuing of claims to other departments and the follow up thereof. Sending out of BAS payments stubs to companies and officials. Attend to queries with regard to Creditors. Calculation and payment to the Office of the Auditor-General.

ENQUIRIES : Ms E Griesel (012) 310-3479
FOR ATTENTION : Mr T Shilenge
CLOSING DATE : 29 September 2008

<u>NOTE</u>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment
<u>POST 37/67</u>	:	<u>SENIOR LIBRARY ASSISTANT GRADE III: REF (AP109/2008)</u>
<u>SALARY</u>	:	R85 362 per annum (Total package of R 133 813 per annum conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification with relevant experience in library and information services. Knowledge of library administration procedures. Computer literacy. Ability to solve problems. Knowledge of InMagic DB/Text and Sabinet Online products. Good interpersonal, communication, planning and organisational skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following aspects: •Render administrative support and information service •Handle and maintain the loan system •Information retrieval (Sabinet Online products, DB/Text, Internet and other databases •Shelving of all library material
<u>ENQUIRIES</u>	:	Ms K Prinsloo (012) 310 3403
<u>FOR ATTENTION</u>	:	Mr V Blose
<u>CLOSING DATE</u>	:	29 September 2008

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

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 26 September 2008

NOTE : Estimated package includes a housing subsidy, pension fund, medical aid and a service bonus. Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Disabled applicants are welcome to apply.

OTHER POSTS

POST 37/68 : **SENIOR ACCOUNTING CLERK GR III**
Directorate: Finance

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

CENTRE : Pretoria

REQUIREMENTS : Qualifications: Senior or equivalent certificate with Accountancy as a passed subject. Higher qualification with Accounting III as passed subject will be an added advantage. Knowledge: Must have good knowledge of PERSAL and debt administration (BAS). Knowledge of Public Finance Management Act and Treasury Regulations. Previous experience will be to your advantage. Skills: Computer literacy, interpersonal skills and good communication skills both written and verbal.

DUTIES : Manage and control debt for employees, ex-employees as well as the transfer of officials to other government institutions. Ensure that outstanding debts are recovered within the shortest period possible. Do monthly debt reconciliation and age analysis. Presentation of Debt to the monthly Finance Control Forum. Liaise with Debt Tracing Agency and Directorate: Legal Services. Handling of Debt and Salary related queries. Do inputs on PERSAL when required. Provide monthly statistics on various areas of the work.

ENQUIRIES : Ms Mariette Frade Tel.: (012) 314 2378 OR Mr Frik Nieman Tel.: (012) 314 2104

POST 37/69 : **SENIOR ADMINISTRATION CLERK GRADE III**
Communication Service Agency, Sub-directorate Support Services
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, will not be considered for the post).

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

CENTRE : Pretoria

REQUIREMENTS : Senior certificate or equivalent qualification. Excellent administration skills. Experience in government administrative processes. Good communication skills (written and verbal) and the compiling of financial reports. Good filing, planning and organizational skills. Good interpersonal relationships and the ability to work under pressure. Computer literacy (MS Office - Excel, Word, and Access) will be an added advantage. Demonstrate a high degree of initiative. The successful candidate must also be able to work under pressure and must also be willing to work overtime, if and when required.

DUTIES : The successful candidate will be responsible for: All processes related to outsourcing, registration and payment of freelancers used in any work produced by the Chief Directorate. Maintaining an electronic register of all sales of audiovisual archival material Liaison with clients and suppliers, Provisioning Administration, Finance, Human Resources and other sections. Render administrative support to all the production units within the CSA. General administrative tasks will include: Generate and follow-up on internal requisitions

(VAS2s), T&S advances and claims. Travel and accommodation arrangements, and processing of expenditure claims. Filing and records management, making of photocopies and sending of faxes. Administration of accounts, invoicing and office stock control. Electronic updating of commitment registers and financial information for all production units within the CSA

ENQUIRIES : Ms. E. Koorts Tel no: (012) 314 2303

POST 37/70 : **SENIOR ADMINISTRATION CLERK GRADE II**
Communication Service Agency, Sub-directorate Support Services
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, will not be considered for the post).

SALARY : All-inclusive salary: R124 548 per annum, Commencing salary: R76 194 per annum

CENTRE : Pretoria

REQUIREMENTS : Senior certificate or equivalent qualification. Experience in general office administration. Good communication skills (written and verbal). Good filing, planning and organizational skills. Good interpersonal relationships and the ability to work under pressure. Computer literacy (MS Office - Excel, Word, and Access) will be an added advantage. The successful candidate must also be able to work under pressure and must also be willing to work overtime, if and when required.

DUTIES : The successful candidate will be responsible for: Liaison with clients and suppliers, Provisioning Administration, Finance, Human Resources and other sections. Render administrative support to all the production units within the CSA. General administrative tasks will include: Generate and follow-up on internal requisitions (VAS2s), T&S advances and claims. Travel and accommodation arrangements, and processing of expenditure claims. Filing and records management, making of photocopies and sending of faxes. Administration of accounts, invoicing and office stock control. All processes related to sales of official photographs. Maintaining an electronic register of all sales of photographic archival material. Assistance to colleagues in unit as and when required

ENQUIRIES : Ms. E. Koorts Tel no: (012) 314 2303

DEPARTMENT OF HEALTH

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

APPLICATIONS : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

MANAGEMENT ECHELON

POST 37/71 : **CLUSTER MANAGER: HOSPITAL SERVICES (REF NDOH 187/2008)**
Cluster: Hospital Services
This is re-advertisement, candidates who previously applied for this post "Ref.34643", closing date 22 October 2007, must not re-apply as their applications will still be considered).

SALARY : Remuneration package of R635 874 per annum (including choice of basic salary between (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Service.

CENTRE : Pretoria
REQUIREMENTS : A three-years Bachelor's degree or equivalent qualification preferably in a health related field. At least five years experience of working in the health services, preferably experience in hospital management. Ability and preferably experience in the areas of leadership, planning, financial management and human resources management. The ability to work as part of a strategic management team and the flexibility to undertake new tasks at short notice. A valid code 08 (Code B) driver's licence.

DUTIES : *Managing a cluster of five directorates, including taking overall responsibility for policy development and for financial and human resource management within the cluster *Decentralizing management authority and responsibility to hospital level and introducing appropriate management systems *Focusing on cost effectiveness, quality of care and outcomes for patients *Planning where it is most appropriate to provide what facilities and what hospital services *Coordinating the implementation of the Hospital Revitalisation Programme *Improving the quality and coverage of emergency medical services *Coordinate policy development and implementation on more efficient systems to manage health technology in South Africa *Develop and implement systems to improve the quality and coverage of emergency medical services *Develop and implement policies to better monitor and evaluate the performance of the hospital services *Develop and implement strategies, policies and systems to improve the quality of health facilities both public and private sectors *This would include developing legislation to maintain quality standards *Improve secondary and tertiary services by implementing the recommendations of the Modernisation of Tertiary Services (MTS) process *Management of conditional grants.

ENQUIRIES : Dr KS Chetty Tel no: (012) 312 0945

<u>CLOSING DATE</u>	:	6 October 2008
<u>POST 37/72</u>	:	<u>HEAD: MINISTERIAL SERVICES (3 YEAR CONTRACT TO BE NEGOTIATED)</u> <u>(REF NO NDOH 185/2008)</u> Office of the Minister of Health
<u>SALARY</u>	:	Remuneration package of R635 874 per annum (including choice of basic salary between (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Service Dispensation.
<u>CENTRE</u>	:	Pretoria and Cape Town
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year Bachelor's degree or equivalent qualification. At least 3-5 years experience in management. Knowledge of and experience in Ministerial protocol, Parliamentary affairs, Human Resources and Financial Management are essential. Strong organisational skills with specific reference to the management of documentation. Effective leadership abilities with regard to People Management. Good communication skills both (written and verbal). Computer literacy. Ability and willingness to perform sessional duty and to work extended hours when required. A valid code 08 (Code B) driver's licence. Experience in a Health Related Discipline would be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for: *The overall Management, efficient and effective operation of the Minister's Office *Establish and maintain an electronic document tracking system *Liaise with the Director-General, officials of the Department and other Ministries *Assess incoming documentation and distribute to relevant offices within the Department if necessary *Attend to and record meetings of the Minister and make alternative arrangements when necessary *Prepare advice on and oversee the scheduling and planning of the Minister's programme and ensure the implementation of alternate arrangements when necessary *Prepare draft replies and comments on behalf of the Minister *Overall management and accountability of the budget *Manage personnel in the Ministry *Perform sessional duty in Cape Town when required.
<u>ENQUIRIES</u>	:	Mr T Mseleku Tel no: (012) 312 3196
<u>CLOSING DATE</u>	:	6 October 2008
<u>POST 37/73</u>	:	<u>CLUSTER MANAGER: NON-COMMUNICABLE DISEASES (REF NO NDOH 186/2008)</u> Cluster: Non-Communicable Diseases
<u>SALARY</u>	:	Remuneration package of R635 874 per annum (including choice of basic salary between (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Service.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's degree or equivalent qualification preferably in a health related field. A post-graduate qualification in a field related to non-communicable diseases will be an added advantage. At least five years experience of working in the health services in a number of non-communicable fields like chronic diseases, disabilities, geriatrics, oral health, mental health, subsistence abuse, forensic pathology services and organ transplants. Extensive experience in Management, Human Resources and Financial Management, policy development and planning. This should include experience in the non-communicable diseases fields that are listed above. Strong organisational skills and effective leadership abilities with regard to people management. Good communication skills (written and verbal). Computer literacy. The ability to work as part of a strategic management team and the flexibility to undertake new tasks at short notice. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Managing a cluster of five directorates/units, including taking overall responsibility for policy development, legislation and for financial and human resource management within the cluster *Responsible for overall monitoring and implementation of programmes for non-communicable diseases *Oversee programmes that deals with the improvement of health status and dignity of older persons with disabilities, including the WHO initiative on the prevention of

blindness as well as chronic diseases like strokes and diabetes *Monitor the implementation of the Mental Health Care Act and the development of policy guidelines, norms and standards on mental health and substance abuse *Monitor and oversee the water fluoridation programme, the preventative school oral health programme and the national oral health strategy *Oversee and monitor the development of forensic pathology services and the improvement in the management and governance of laboratories *Oversee and monitor the organ donor and transplant programme *High level liaison with stakeholders in the health sector *Management of conditional grants.

ENQUIRIES : Dr KS Chetty Tel no: (012) 312 0945
CLOSING DATE : 6 October 2008

OTHER POSTS

POST 37/74 : **DEPUTY DIRECTOR: BIOLOGICAL MEDICINES (REF NO NDOH 176/2008)**
Cluster: Medicines Regulatory Affairs. Directorate: Medicines Evaluation and Research

SALARY : An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.

CENTRE : Pretoria
REQUIREMENTS : *A four-year Bachelor's degree in biological or medical sciences or equivalent qualification *Additional training or qualification of at least three years to the level of RVQ 4 in the areas of management *Extensive knowledge of policy development *Three to five years managerial experience *At least five years experience in medicines regulation will be an added advantage *Experience in the evaluation, preparation, storage and use of biological medicines will be an added advantage *Knowledge of and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) *Good working knowledge and experience of computer systems with application of word processors and spreadsheets *Knowledge of database development and management *Knowledge and experience in human resources management, financial management and provisioning administration *Good supervisory and co-ordination skills *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Good document management and control skills *Good committee support skills *Ability to work in a team *Must be prepared to travel and work irregular hours *A valid code 08 (Code B) driver's licence.

DUTIES : *Manage administrative and technical activities of the unit *Co-ordinate work of all staff members of the unit *Co-ordinate leave of staff *Facilitate the planning and implementation of projects and work programmes to achieve the aims and objectives of the unit, directorate and cluster *Supervise the assessment and evaluation of applications for registration of new projects and amendments to registered biological medicines *Develop and implement all training programmes for staff of the unit *Undergo training for skills development and personal advancement *Draft and implement policy documents and ensure approval by Council and compliance by the applicants *Develop, update and implement Standard Operating Procedures (SOP's) and guidelines {regulations} for registration of new products and amendments to registered biological medicines *Consult with representatives from industry to advise on administrative and technical issues *Consult with other units, directorates and departments to discuss issues of mutual interest *Liaise with other regulatory authorities in the region as well as internationally to share experiences for learning, and to harmonise the regulatory requirements for the regulation of biological medicines *Prepare documentation/ submissions (reports and other discussion documents relating to technical and administrative policy matters) to Council and its Expert Committees for notification/discussion/ recommendation/ approval *Conduct unit meetings and directing discussions and the implementation of decisions *Allocation of all functions including (electronic) registration functions to staff of the unit *Prepare Monthly, Quarterly and Annual reports for work done in the unit

		and presentation to the director *Perform such other functions as the Directorate may duly allocate or delegate from time to time.
<u>ENQUIRIES</u>	:	Mr F F Hlangwane at Tel no: (012) 312-0214.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/75</u>	:	<u>DEPUTY DIRECTOR: COMPLEMENTARY MEDICINES (REF NO NDOH 177/2008)</u> Cluster: Medicines Regulatory Affairs. Directorate: Medicines Evaluation and Research
<u>SALARY</u>	:	An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*A four-year Bachelor's degree with major in Botanic and/or aspects of traditional herbal medicines in life sciences or equivalent qualification *Additional training or qualification of at least three years to the level of RVQ 4 in the areas of management *Three to five years managerial experience *At least five years experience in medicines regulation will be an added advantage *Extensive knowledge of policy development *Experience in the evaluation, preparation, storage and use of complementary medicines will be an added advantage *Knowledge of and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) *Good working knowledge and experience of computer systems with application of word processors and spreadsheets *Knowledge of database development and management *Knowledge and experience in human resources management, financial management and provisioning administration *Good supervisory and co-ordination skills *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Good document management and control skills *Good committee support skills *Ability to work in a team *Must be prepared to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Manage administrative and technical activities of the unit *Co-ordinate work of all staff members of the unit *Co-ordinate leave of staff *Facilitate the planning and implementation of projects and work programmes to achieve the aims and objectives of the unit, directorate and cluster *Supervise the assessment and evaluation of applications for registration of complementary medicines and amendments to registered complementary medicines *Develop and implement all training programmes for staff of the unit *Undergo training for skills development and personal advancement *Draft and implement policy documents and ensure approval by Council and compliance by the applicants *Develop, update and implement Standard Operating Procedures (SOP's) and guidelines {regulations} for registration of new products and amendments to registered complimentary medicines *Consult with representatives from industry to advise on administrative and technical issues *Consult with other units, directorates and departments to discuss issues of mutual interest *Liaise with other regulatory authorities in the region as well as internationally to share experiences for learning, and to harmonise the regulatory requirements for the regulation of complimentary medicines *Prepare documentation/ submissions (reports and other discussion documents relating to technical and administrative policy matters) to Council and its Expert Committees for notification/discussion/ recommendation/approval *Conduct unit meetings and directing discussions and implementation of decisions *Allocation of all functions including (electronic) registration functions to staff of the unit *Prepare Monthly, Quarterly and Annual reports for work done in the unit and presentation to the director *Perform such other functions as the Directorate may duly allocate or delegate from time to time.
<u>ENQUIRIES</u>	:	Mr F F Hlangwane at Tel no: (012) 312-0214.
<u>CLOSING DATE</u>	:	29 September 2008

<u>POST 37/76</u>	:	<u>DEPUTY DIRECTOR: VETERINARY MEDICINES (REF NO NDOH 178/2008)</u> Cluster: Medicines Regulatory Affairs. Directorate: Medicines Evaluation and Research
<u>SALARY</u>	:	An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*A four-year Bachelor's degree in veterinary sciences or Pharmacy or equivalent qualification *Additional training or qualification of at least three years to the level of RVQ 4 in the areas of management *Three to five years managerial experience *Extensive knowledge of policy development *At least five years experience in medicines regulation will be an added advantage *Experience in the evaluation, preparation, storage and use of veterinary medicines will be an added advantage *Knowledge of and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) *Good working knowledge and experience of computer systems with application of word processors and spreadsheets *Knowledge of database development and management *Knowledge and experience in human resources management, financial management and provisioning administration *Good supervisory and co-ordination skills *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Good document management and control skills *Good committee support skills *Ability to work in a team *Must be prepared to travel and work irregular hours *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Manage administrative and technical activities of the unit *Co-ordinate work of all staff members of the unit *Co-ordinate leave of staff *Facilitate the planning and implementation of projects and work programmes to achieve the aims and objectives of the unit, directorate and cluster *Supervise the assessment and evaluation of applications for registration and amendments to registered medicines as well as Section 21 applications for use of unregistered veterinary medicines *Develop and implement all training programmes for staff of the unit *Undergo training for skills development and personal advancement *Draft and implement policy documents and ensure approval by Council and compliance by the applicants *Develop, update and implement Standard Operating Procedures (SOP's) and guidelines {regulations} for registration and amendments to registered veterinary medicines as well as for Section 21 applications for veterinary medicines *Consult with representatives from industry to advise on administrative and technical issues *Consult with other units, directorates and departments to discuss issues of mutual interest e.g. Department of Agriculture, Food Control Directorate, Inspectorate and Law Enforcement, Pharmacovigilance unit etc. *Liaise with other regulatory authorities in the region as well as internationally to share experiences for learning, and to harmonise the regulatory requirements for the regulation of veterinary medicines *Prepare documentation/ submissions (reports and other discussion documents relating to technical and administrative policy matters) to Council and its Expert Committees for notification/discussion/ recommendation/approval *Conduct unit meetings and directing discussions and the implementation of decisions *Allocation of all functions including (electronic) registration functions to staff of the unit *Prepare Monthly, Quarterly and Annual reports for work done in the unit and presentation to the director *Perform such other functions as the Directorate may duly allocate or delegate from time to time.
<u>ENQUIRIES</u>	:	Mr F F Hlangwane at tel (012) 312-0214.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/77</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION (REF NO NDOH 179/2008)</u> Cluster: Financial Management. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

<u>SALARY</u>	:	R174 243 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An applicable three-year Bachelor's degree or equivalent qualification *Three (3) to five (5) years applicable administrative experience *Experience and a thorough understanding of Supply Chain Management Procedures and systems e.g. LOGIS, Basic Accounting System (BAS) *Knowledge and experience in the application of PPPFA, Broad-based Black Economic Empowerment policies, PFMA and Treasury Regulations *Computer literacy *Good communication skills (written and verbal) *Good organisational and project management skills *Prepared to work overtime when required *Valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Manage and administer the Demand and Acquisition unit *Oversee all acquisition procedures according to Supply Chain Management and Treasury regulations and see to it that all bidding procedures are within the framework as prescribed by National Treasury and Preferential Procurement Policy Framework Act *Serves on committee e.g. Specification Committee (as adviser) when necessary, Secretariat for the Department Bid Adjudication Committee and Bid Evaluation Committee (as adviser) when necessary *Implement and promote PPPFA policy *Establish and maintain suppliers database *Plan on work performance/programmes, determine work procedures and methods in exercising control over procurement *Provide support and give technical advise to Departmental Bid Adjudication Committee *Guide line functionaries in the interpretation of the PPPFA, PFMA and relevant regulations.
<u>ENQUIRIES</u>	:	Mr E Combrinck at tel (012) 312-0619.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/78</u>	:	<u>CHIEF RADIOGRAPHER (REF NO NDOH 182/2008)</u> Cluster: Occupational Health: Directorate: Medical Bureau for Occupational Diseases
<u>SALARY</u>	:	R145 920 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Johannesburg.
<u>REQUIREMENTS</u>	:	A three-year degree or diploma in Radiography: Diagnostics. Registration with the Health Professional Council of South Africa as a Diagnostic Health Therapist. Understanding of the technical specifications for radiographic equipment and radiographic film processing equipment. Knowledge of and experience in different imaging modalities including digital radiography. Knowledge of and experience in the quality ISO standard as controlled by the SABS. The ability to apply research principles and techniques. Good supervisory, planning and organisational and communication skills (written and verbal). A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Liaise with provinces for bettering the radiographic services (both at MBOD and External Practices) *Ensuring that the best quality care that complies with the Occupational Diseases in the Mines and Works Act (ODMWA, 1973) is delivered *Ensuring the updating of statistics for information purposes, measurement of achievement of goals and compiling annual report for tabling in Parliament *Identify correct training needs for personnel and ensuring/facilitating the meetings of these needs *Ensure that the staff is fully utilized *Implement the quality improvement program.
<u>ENQUIRIES</u>	:	Dr BL Ndelu at tel. (011) 403 6322.
<u>CLOSING DATE</u>	:	6 October 2008
<u>POST 37/79</u>	:	<u>SENIOR ACCOMMODATION OFFICER (REF NO NDOH 180/2008)</u> Cluster: Financial Management. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R145 920 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*An appropriate recognised three-year Bachelor's degree or equivalent qualification *Two (2) years appropriate experience in administration *Knowledge and experience in accommodation norms and standards *Knowledge and experience in the application of Occupational Health and Safety Act, space

		planning, parking policies, maintenance of buildings and SCM: Demand and Acquisition Management *Knowledge of Treasury Regulations *Computer literacy *Good interpersonal relations *Good communication skills (written and verbal) *Good organizational and project management skills *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Responsible for the management and supervision of accommodation and facility requirements, including, compilation of an User Asset Management Plan (UAMP) for all accommodation, space planning, parking, maintenance of buildings, initialising of new projects, payment of rentals and municipality services and budgeting inputs for all existing and planned projects.
<u>ENQUIRIES</u>	:	Mr E Combrinck at Tel no: (012) 312-0619
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/80</u>	:	<u>ADMINISTRATIVE OFFICER (REF NO NDOH 183/2008)</u> Cluster: Health Information, Evaluation and Research: Directorate: Monitoring and Evaluation (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R117 501 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year degree in Public Management/Human Resources Management or equivalent qualification. Knowledge of and experience in office administration. Knowledge of and experience in financial management, provisioning administration and procurement procedures. Conversant with administrative and public service regulations and procedures. At least two years administrative experience. Good communication skills (written and verbal). Computer literacy (e-mails and internet skills). Good planning and organisational skills. A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Ensure the smooth functioning of the entire financial and procurement procedures relating to the Directorate *Prepare the budget and monthly cash flow projections for the Patient Information Systems, Monitoring and Research aspects *Assist with personnel administration *Organise meeting and workshops with internal and external partners *Create and maintain a database of internal and external partners *Prepare relevant documents for meetings *Create and maintain a good report system *Write submissions on administrative matters.
<u>ENQUIRIES</u>	:	Mr NH Ntuli/Ms T Khosa at Tel no: (012) 312 0783/0439.
<u>CLOSING DATE</u>	:	6 October 2008
<u>POST 37/81</u>	:	<u>ARTISAN FOREMAN (REF NO NDOH 181/2008)</u> Cluster: Financial Management. Directorate: Support Services (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<u>SALARY</u>	:	R117 501 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*A Senior Certificate (Grade 12) with three (3) to five (5) years experience in the field of the maintenance (electrical and plumbing) of big buildings *Knowledge of Treasury Regulations *Knowledge and experience in Occupational Health and Safety Act as well as technical and non-technical support with regard to maintenance of buildings *Computer literacy *Good interpersonal relations *Good communication skills (written and verbal) *Good organizational and project management skills *A valid code 08 (Code B) driver's licence.
<u>DUTIES</u>	:	*Responsible for the management and supervision of accommodation and facility requirements, including implementation in the maintaining of a conducive working environment *Facilitate, co-ordinate monitor, advise and render technical and non-technical support to the department *Co-ordinate and monitor building maintenance programme *Implement the Occupational Health and Safety Act *Compliance with all relevant acts, policies and procedures *Monitor Contracts and Service Level Agreements *Refurbishment and office accommodation *Budget and administrative control and draft reports.
<u>ENQUIRIES</u>	:	Mr E Combrinck at Tel no: (012) 312-0619

CLOSING DATE : 29 September 2008

POST 37/82 : **ADMINISTRATIVE OFFICER (REF NO NDOH 175/2008)**
Cluster: Maternal, Child and Women's Health and Nutrition. Directorate: Women's Health and Genetics.
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

SALARY : R117 501 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : *An appropriate three-year Bachelor's Degree or equivalent qualification *Three years experience in general administrative duties *Knowledge of and experience in financial management and provisioning administration procedures *Computer literacy (MS Word, MS Excel, MS PowerPoint) *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Valid code 08 (Code B) driver's licence.

DUTIES : General office administration for the HIV and AIDS Comprehensive Management and Treatment Plan programme *Support line functionaries e.g. distribute documents and draft correspondence to relevant units *Manage allocated financial and material resources *Arrange and co-ordinate meetings and workshops *Document events and processes, including taking and distribution of minutes *Draft and edit submissions * *Keep a filing system for the unit *Photocopy and fax documents *Communicate with other agencies at national and provincial level *General administration work in support of the Directorate.

ENQUIRIES : Ms T Hlungwani at tel (012) 312-0408 or Ms B Ntuli at Tel no: (012) 312-0209
CLOSING DATE : 29 September

DEPARTMENT OF HOUSING

- APPLICATIONS** : ITP Response Handling, P O Box 14587, Lyttelton, 0140 or Fax: 086 633 3009 or E-MAIL: **RESPONSE03@ITPHOLDINGS.COM** or Phone: 0860 103113
- CLOSING DATE** : 26 September 2008
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 37/83** : **ASSISTANT DIRECTOR: INFORMATION ANALYSIS AND INTERPRETATION (OFFICE OF DISCLOSURE) REF NO: DOH/172/2008**
Chief Directorate: Equity (Office of Disclosure)

- SALARY** : R217 482 All-inclusive salary package per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Three year National Diploma or equivalent qualification and experience in an administrative field. The following will serve as recommendations: Computer literacy. Ability to analyse and formulate data. Well developed interpersonal relationships and proven negotiation skills. Well developed co-ordination skills. Knowledge and / or experience of the housing environment and information disclosure by financial institutions in terms of Home Loan and Mortgage Disclosure. Report writing skills. Ability to work under pressure and problem mapping skills. Research skills, analysis and interpretation of home loans related information.

- DUTIES** : The successful candidate will support the Office of Disclosure: Perform the duties and responsibilities of analysing and interpretation of information disclosed by financial institutions for the preparation of an annual report in terms of the requirement of the Act, Receiving the required information in terms of the Home Loan and Mortgage Disclosure Act, 2000, Investigations to verify the validity of the information received disclosed by financial institutions, Compiling reports for public comments, Assist in coordination of complaints received from the help desks (Provincial Housing Departments and municipalities), Assist in Analyse public comments and complaints on financial institutions relating to home loans, Assist in investigating public comments and complaints on home loan and mortgage, Identifying any possible discriminatory lending patterns and practices in terms provisions of the Act, Make recommendations on any matter falling within the scope of the Act.

- ENQUIRIES** : Mr G Phoku Telephone no: (012) 421 1799

- POST 37/84** : **ASSISTANT DIRECTOR: BUDGET (REF NO: DOH/178/2008)**
Directorate: Budget Management

- SALARY** : R174 234 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma with accounting/Financial Management with 2 (two) years appropriated experience or at least five (5) years appropriate experience at the level of State Accountant. Thorough knowledge of the government budget planning cycle, the Public Finance Management Act (PFMA), Treasury Regulations. Must have a through working knowledge of Microsoft Excel, MS Word and Power Point. Strong analytical skills. Excellent

financial management and budgeting skills. Good communication skills (written and verbal). Good report writing and presentation skills. Good interpersonal relations. Ability to work under pressure. The appointment is subject to the verifying of educational qualifications, previous experience, citizenship, criminal records and reference checks.

DUTIES : Compilations of the Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Rollovers, Adjustments Estimate and Virement documents for submission to National Treasury. *Ensure that the budget is correctly captured on BAS *Give training to officials within the department as far as budgeting matters are concerned. *On monthly basis ensure that the expenditure is correctly posted *Report all deviations in the budget. The incumbent will manage, control and administer the budget and expenditure. He/she will provide human resource management to junior employees within the section.

ENQUIRIES : Mr S Van der Merwe, Telephone no: (012) 421-1427

POST 37/85 : **SENIOR SUPPLY CHAIN PRACTITIONER (REF NO: DOH/183/2008)**
Directorate: Supply Chain Management

SALARY : R 145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : Candidates must be in possession of grade 12 certificate with at least 5 years appropriate experience or diploma in Supply Chain Management/ Administration or equivalent with 2-3 years appropriate experience. Good interpersonal skills and communication (both written and verbal). Ability to work under pressure. Computer literacy. Knowledge of Treasury Regulations, Public Finance Management Act, supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BASS.

DUTIES : The successful candidate will be responsible for: Preparing documents for advertising of bids, submission to the Departmental Standing Bid Adjudication committee and Departmental control committee. Sourcing quotations for the procurement of good and services through Iqual System; System Controller, Update supplier details including banking details. Update supplier database. Update supplier details including banking details. Update supplier database. Capturing of contracts above R100 000 on the National Treasury's Contract database. Liaising with National Treasury's database of restricted suppliers to determine suppliers status, Supplier performance, and general staff supervision.

ENQUIRIES : Mr Mampuru, Telephone no: (012) 421-1358

POST 37/86 : **STATE ACCOUNTANT: ASSISTANT SYSTEM CONTROLLER (REF NO: DOH/179/2008)**
Directorate: Budget Management

SALARY : R 117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate with accounting and at least 3 years working experience on the Basic Accounting System. Good interpersonal skills and communication (both written and verbal). The ability to work under pressure and willing to work long hours. The following will serve as recommendation: Thorough knowledge and understanding the Basic Accounting System, Public Finance Management Act (PFMA) and Treasury Regulations. The appointment is subject to the verifying of educational qualifications, previous experience, citizenship, criminal records and reference checks.

DUTIES : Management of BAS system in the absence of the System Controller, which includes but is not limited to the following: management of user account, allocation codes including SCOA, Workflows, BAS printers, Reports etc, Ensuring proper record control Monitoring of transversal system (LOGIS, PERSAL and BAS) integration and interface, facilitate and coordinate BAS related training, monitor and help to clear BAS exception as well as helping in the month and year end financial books closing. The incumbent will assist in the management control and administer the budget and expenditure. He/she will provide human resource management to junior employees within the section.

ENQUIRIES : Mr S Van der Merwe Tel: (012) 421-1427

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE

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

MANAGEMENT ECHELON**POST 37/87**

: **PRINCIPAL STATE LAW ADVISOR REF: 08/348/DG**

This is re-advertisement. Candidates who previously applied need not re-apply as their applications will be considered.

SALARY

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

CENTRE

: National Office, Pretoria

REQUIREMENTS

: LLB or four year recognized legal qualification plus extensive experience in policy development; A minimum of five years managerial experience and legal research; In depth knowledge of the South African Judicial System; Knowledge of Financial Management and the Public Finance Management Act (PFMA); Admission as an Advocate/ attorney. Skills and Competencies: Strategic Capability and leadership skills; Programme and Project Management; Monitoring and evaluation; Legal research and Legal drafting; Creative legal thinking and problem solving skills; Good communication (verbal and written); Facilitation and presentation skills; Computer literacy; Ability to work independently and function as a team when required.

DUTIES

: Manage the development, coordination and evaluation of policies relating to the judiciary and courts; Conduct research and plan and direct the development, implementation and evaluation of major research projects relating to the judicial system; Plan and design the research methods and establish procedures to ensure the quality of data; Monitor, evaluate and review existing policies for their optimum effectiveness; Develop solutions to address policy gaps and to establish a sound basis for legislation applicable to the judicial system; Draft discussion documents and issue papers to facilitate consultation and public participation on different policy aspects relating to judicial system; Liaise and interact with academic and other research institutions.

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 Building, Pretoria, 0001.

CLOSING DATE

: 29 September 2008

OTHER POSTS

<u>POST 37/88</u>	:	<u>OFFICE MANAGER (2 POSTS) 08/230/GP</u> The above-mentioned position, as advertised in the dpsa vacancy circular no.35 of 2008 was in-correct advert therefore the correct advert is; family advocate (2 posts) candidate who already applied are encourage to re-apply. We apologize for any inconvenience caused
<u>SALARY</u>	:	R344 025 – R398 805 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Johannesburg
<u>REQUIREMENTS</u>	:	LLB degree or equivalent qualification plus admittance as Advocate or Attorney with right of appearance in the High Court of South Africa; Three years experience in Family Law; Litigation experience will be an advantage; Valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal relations; Leadership and organizational skills.
<u>DUTIES</u>	:	Report to Senior Family Advocate. Execute mandate; perform all functions and duties of the Family Advocate in accordance with relevant legislation. Endorse settlement agreements / commencing thereon. Institute enquiries to ascertain the best interest of minor children involved, by means of ADR procedures and evaluation. Liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals. Furnish the Court with recommendation on any matter concerning the welfare of the minor child involved in a pending matter. Promote access to Family Advocate services and create public awareness. The incumbent will be required to attend all relevant circuit courts within the province
<u>ENQUIRIES</u>	:	Adv. N Thokoane ☎ (011) 333 3724
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000
<u>CLOSING DATE</u>	:	22 September 2008
<u>POST 37/89</u>	:	<u>REGISTRAR REF: 08/243/GP</u>
<u>SALARY</u>	:	R174 243 – R202 090 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court, Johannesburg
<u>REQUIREMENTS</u>	:	LLB or four - year recognize legal qualification; At least three years' relevant experience; A valid driver's license. Skills and Competencies: Numeracy skills; Office management, planning and organization skills; Conflict resolution; Good communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations; Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<u>DUTIES</u>	:	Co-ordinate Case Flow Management Support Services to the judiciary and prosecution at local level; Co-ordinate issues of all processes that initiate court proceedings; Co-ordinate Interpretation Services in conjunction with the interpreters within the court; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise Judges of cases that are distributed and allocated to the courts; Manage Appeals, Reviews, Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Any other official duties requested by the Senior or Chief Registrar.
<u>ENQUIRIES</u>	:	Ms. D Mngomezulu ☎ (011) 332 8391
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, JOHANNESBURG, 2000.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/90</u>	:	<u>ADMINISTRATIVE OFFICER: (1 POST) REF 08/244/GP</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Claims Court, Randburg

<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification. At least one year experience in Courts and the Departmental Financial Management; Sound knowledge of Human Resource Management, Financial Management., Budget control, Asset and facility Management, Supply Chain Management, Extensive knowledge and Risk Management, Extensive knowledge of the PFMA, DFI, BAS and JYP, A valid driver's license Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Public Management skills, Managerial and problem solving skills; Leadership and organizational skills; Good interpersonal skills; Customer orientation; Ability to interpret and apply policy; Ability to work under pressure as well as to work independently; Attention to detail.
<u>DUTIES</u>	:	Exercise control over duties related to Domestic Violence Act, Maintenance Act, Provisioning Administration, Cash Hall (Monies in Trust, Criminal and Civil sections, and General Services; Render efficient and effective support to the courts; General supervision of clerical staff, Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Check diverse documents for completion and correctness, document management and maintaining of prescripts and records related to the functions of the Department; Facilitate training and development of personnel; Formal disciplinary matters; Manage the performance Management in the office; Render advice/assistance on a wide spectrum of matters; Control and maintain the Assets and Accommodation of the Department; Any other duties that may be necessary to ensure the smooth-running of the office
<u>ENQUIRIES</u>	:	Ms. Z Sondlo ☎ (011) 781 2291
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/91</u>		<u>E-SCHEDULER CLERK: (5 POSTS)</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 Krugersdorp Ref: 08/248/GP (1Post) Magistrate Kempton Park Ref: 08/249/GP (2 Posts) Magistrate Randburg: Ref 08/250/GP (1 Post) Magistrate Springs: Ref 08/251/GP (1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years relevant experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Analytical, efficient and resourceful, Project management; Good interpersonal relations and Public relations; Document management and typing; Problem solving; Presentation skills; Customer service oriented and Ability to work under pressure.
<u>DUTIES</u>	:	Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics; Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor.
<u>ENQUIRIES</u>	:	Magistrate Krugersdorp: Mr. C Chauke ☎ (011) 660 3711 Magistrate Kempton Park: Ms. M Opperman ☎ (011) 359 6300 Magistrate Randburg: Ms. L Benade ☎ (011) 998 5300 Magistrate Springs: Ms. R Ramcharitar ☎ (011) 811 2180
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/92</u>	:	<u>SENIOR ADMINISTRATION CLERK: (4 POSTS)</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Krugersdorp Ref: 08/245/GP (1 Post) Magistrate Atteridgeville Ref: 08/246/GP (1 Post) Magistrate Johannesburg: Ref 08/247/GP (2 Posts)
<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>	:	Magistrate Krugersdorp: Mr. C Chauke ☎ (011) 660 3711 Magistrate Atteridgeville: Mr. C Nhlapo ☎ (012) 373 1100 Magistrate Johannesburg: Mr. ML Sobahle ☎ (011) 639 0301
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/93</u>	:	<u>SENIOR TYPIST: (1 POST) RE-ADVERTISEMENT REF 08/252/GP</u> Re-advertisement, Candidates who previously applied need to re-apply
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Claims Court, Randburg
<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. Z Sondlo ☎ (011) 781 2291
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/94</u>	:	<u>SENIOR TELECOM OPERATOR REF: 08/349/2008</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. Experience in Clerical and Administrative will be an added Advantage. Communicate in English as well as African Language. Experience in the Operational of Switchboard. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written);
<u>DUTIES</u>	:	Handle incoming and outgoing calls, transfer calls, take messages and convey messages. Test the switchboard consoles. Update departmental telephone directory. Record and maintain the register for security – related matters. Ensure proper maintenance of the switchboard equipment.
<u>ENQUIRIES</u>	:	Ms A Xundu ☎ 012 315 - 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	29 September 2008

DEPARTMENT OF MINERALS AND ENERGY

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

FOR ATTENTION : Mr H Marakalala / Mr I Tshabalala

CLOSING DATE : 26 September 2008

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

OTHER POSTS

POST 37/95 : **ASSISTANT DIRECTOR: VETTING (X2)**

SALARY : R217 482 per annum

CENTRE : Pretoria

REQUIREMENTS : B degree (or equivalent) in Social Sciences or related areas. Three (3) to five (5) years investigation experience. A valid driver's licence. Short courses in the following areas, analysis, conflict management, listening and interviewing skills. Skills: Problem solving and analysis, Decision making, Team leadership, Analytical skills, Self- management, Customer focus and responsiveness, Creativity, Communication skills, Computer skills, Delegation and development of subordinates, Planning, organising and execution, Ability to manage conflict, Diplomacy, Language proficiency, Listening skills, Insight, Report writing skills and Supervisory skill.

DUTIES : Conduct vetting fieldwork investigations .Gather relevant information. Conduct proper analysis and quality check on the information. Compile and submit reports to management and NIA on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Assist in the development, implementation and maintenance of investigation operating procedures. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure effective communication channel and systems between the Department and the National Intelligence Agency (NIA) and other related agencies. Liaise regularly with NIA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including, credit information providers, to access information. Manage files related to vetting projects. Participation in project and task teams dealing with a variety of subject areas. Manage files and reports completed by ensuring quality control and effective and efficient systems, report on all work allocated and supervise vetting field officers.

ENQUIRIES : Mr M D Matseke ☎ 012 317 8632

POST 37/96 : **PRINCIPAL/SENIOR MINERAL ECONOMIST**

SALARY : R174 920 R217 482 per annum

CENTRE : Pretoria, Head Office

REQUIREMENTS : BSc in Mining Engineering, Metallurgy, Geology, Chemical engineering, Economics or any other degree with 3 years relevant experience in mineral economics environment PLUS the following key competencies: Knowledge of: • knowledge and expertise with respect to South Africa's mineral / mining industry • Major minerals: location reserves, production, supply demands and marketing • Knowledge of Minerals/Mining Acts and Policies and other related policies • Computer literacy in e.g. spreadsheet, database, power point and

word processing software ☐ Skills: • Analytical, research, presentation as well as good time management ☐ Communication: • Sound verbal and written communication ability ☐ Creativity: • Ability to compile, analyse and interpret data. Recommendation/Note: Capability to work under pressure and a valid driver's license are essential.

DUTIES : Collect, process and evaluate local and international mineral related economic information regarding the availability, exploitation, marketing and utilization of minerals and metals, including the tracking of imports and exports. • Monitor and record daily mineral and metal prices, and conduct in depth market analysis and forecast trends in prices as well as supply and demand patterns • Supervise work of subordinates and train them in understanding the nature of the mining industry • Liaise with Research and Development institutions to keep abreast with changes in the mining industry • Handle and reply to mineral economic enquiries from the public and private sectors and render advice on mineral related matters • Assist in the promotion of the South Africa's mineral industry through participation in relevant conferences, seminars, forums, seminars, workshops, exhibitions, etc. both locally and internationally and, advise management at all levels on mineral economics • Carry out adhoc duties.

ENQUIRIES : Mr Paul Mwape ☎ (012) 317 8000

POST 37/97 : **SYSTEM ANALYST**

SALARY : R174 24 per annum
CENTRE : Head Office
REQUIREMENTS : A Degree \ National Diploma in Information Technology with extensive experience in the related Industry PLUS the following key competencies:
☐ Knowledge of: • IT infrastructure • IT Tools • IT Techniques • System Analysis • Development and Support ☐ Skills: Interpersonal Skill, Training Skill, Workshop facilitation, Problem Solving Skill, Team Player, Self- Motivator, Strong work ethics, Communication, Research Facilitation and Technical,
☐ Communication: • Good verbal and written communication, • Ability to communicate all levels, ☐ Creativity: • Ability to organize and initiate • Information gathering, • Evaluation, • Decision making, • Self driven and innovative

DUTIES : The Management of Allocated projects, • Prepare technical specification for enhancements and changes to existing, systems. Create and Test Prototype. • Programme new system functionality and ensure quality of the system • Introduction of modern technologies for system improvements • Train users and ensure appropriate deployment of systems in the department • Implement information security protocols and regulation as per the MISS framework

ENQUIRIES : Ms Mapaseka Mashigo ☎ 012 317 8069

POST 37/98 : **ASSISTANT DIRECTOR: LOGISTICAL SERVICES**

SALARY : R157 686 per annum
CENTRE : (Head Office) Pretoria
REQUIREMENTS : An appropriate three-year degree/ diploma in Accounting /Logistical or Purchasing / Supply Chain Management or equivalent qualification , coupled with a minimum of 2 experience in procurement/ provisioning environment PLUS the following key competencies: Knowledge of: • Public finance Management Act (PFMA) • Treasure regulations • PPPFA • BBBEE Act and SCM Guideline • LOGIS/ BAS procurement system Skills: • Computer literacy • negotiation • planning and organisational. ☐ Communication: • Good verbal and written communication • Ability to communicate at all levels • Creativity • Self-driven and innovative thinker • ability to work under pressure • an understanding of logistics or purchasing management will be added advantage

DUTIES : KRA's: • Oversee and ensure compliance with national and departmental prescripts, policies and procedure pertaining to the processes of purchasing, receiving, storing, distribution and payment of goods and services • Assist with the development, maintenance and implementation of departmental strategies , processes and procedure for the purchasing, receiving , storing ,distribution and payment of goods and services • Advise user and suppliers on national and

		departmental strategies, processes and procedure for the purchasing, receiving, storing, distribution and payment of goods and services • compile management report on purchases trends, payment status. etc • supervise and develop staff Mr P Makutu, ☎012 317 8000
<u>ENQUIRIES</u>	:	
<u>POST 37/99</u>	:	<u>SENIOR MINERAL LAWS ADMINISTRATION OFFICER (X2)</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Degree or Diploma in Law and/or 5 years experience in recording of Deeds, Rights, Permits and Permissions PLUS the following key competencies: ☐ Knowledge of: • The relevant legislative framework including the Mineral and Petroleum Resources Development Act, 2002 and the Mining Titles registration Act, 2003. Mineral and Petroleum Titles Registration Office records and filing system in general • New and old survey system Deeds registration system ☐ Skills: • Ability to examine permits, permissions rights and other deeds and documents related thereto applying Departmental procedures • Procedures in handling mineral and petroleum permits, permissions and rights to make meaningful recommendations to management • Computer Skills ☐ Communication: • Sound report writing skills ☐ Creativity: • Analytical thinker • Ability to provide general legal advice by means of direct verbal and written contact • Ability to solve problems • Ability to work under pressure Recommendation/Note: Candidates from previously disadvantaged South African groups will be given preference
<u>DUTIES</u>	:	• Examine rights, permits and permission granted and issued under the Mineral and Petroleum Resources Development Act 2002 • Examine transfers, cessions, bonds for registration in terms of the Mining Titles Registration Amendment Act, 2003 and Mining Titles Registration Regulations, 2004 • Ensure compliance in terms of the Mineral Petroleum Resources Development Act, 28 of 2002, Transfer Duty Act, 40 of 1949, Companies Act, 61 of 1973, Insolvency Act, 24 of 1936 and the administration of Estates Act, 66 of 1965 • Advice Conveyancers, Notaries and Surveyors where difficulties are experienced with the drafting, examination and registration of rights, permits, permissions, deeds and documents Conduct research for applications for township establishment and issue clearance certificates where land was encumbered by rights issued in terms of the previous mining legislations and the Mineral and Petroleum Resources Development Act 2002 Keep and maintain records, including capturing registration information and its spatial data on the National Mining Promotion System. Provide a deeds information service to the public
<u>ENQUIRIES</u>	:	Ms R Nkambule ☎ 012 317 8157
<u>POST 37/100</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u>
<u>SALARY</u>	:	R145 920 per annum,
<u>CENTRE</u>	:	Braamfontein
<u>REQUIREMENTS</u>	:	A three year tertiary qualification minimum, preferably in the fields of Commerce, Public Relations and/ or Marketing. PLUS the following key competencies: ☐ Knowledge of • Public Finance Management Act (PFMA), Treasury Regulation (TR) and Departmental financial regulation • Revenue management • Financial Provisions • Knowledge of Industry and Department • Access to information and archive prescripts. ☐ Skills: • Numerical • Organising Communication • Supervisory skills • Computer literate and Interpretation of legislation. ☐ Communication: Must be able to communicate at all levels (Verbal and written) ☐ Creativity: • Ability to be proactive • Must be willing to work under pressure
<u>DUTIES</u>	:	KRA's: • Ensure client services to the public and management • Manage license office • Manage registry, MPRDA applications and access to information requests • Manage revenue collection and royalties, and manage financial provision control systems.
<u>ENQUIRIES</u>	:	Ms DA Mthunywa ☎ (011) 358 9778

<u>POST 37/101</u>	:	<u>INVESTIGATOR: VETTING (X5)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year Diploma/ Certificate (or equivalent) in Security/Investigation or related areas. Three (3) to five (5) years security-related experience. A valid driver's licence. Short courses in the following areas, analysis, conflict management, listening, interviewing skills and investigation. ☐ Skills • Problem solving and analysis, Analytical skills, Self- management, Customer focus and responsiveness, Initiative , Acceptance of responsibility, Reliability, Teamwork, communication skills, Computer skills, Planning and organising, Ability to manage conflict, Diplomacy, Language proficiency, Listening skills, Insight, Computer literate (MS Office), Report writing skills
<u>DUTIES</u>	:	Conduct vetting fieldwork investigations, Gather relevant information. Conduct proper analysis and quality check on the information. Compile and submit reports to management and NIA on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Assist in the development, implementation and maintenance of investigation operating procedures. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure effective communication channel and systems between the Department and the National Intelligence Agency (NIA) and other related agencies. Liaise regularly with NIA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including, credit information providers, to access information. Manage files related to vetting projects. Participation in project and task teams dealing with a variety of subject areas. Manage files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated.
<u>ENQUIRIES</u>	:	Mr MD Matseke ☎ 012 317 8632
<u>POST 37/102</u>	:	<u>VETTING ADMINISTRATOR (X2)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Administration/Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in rendering a support/administrative service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Compute literacy. High level of reliability and honesty. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Self-management and motivation knowledge of relevant legislation, policies, prescripts and procedures ☐ Skills Problem solving and analysis, Self-management, Customer focus and responsiveness, Initiative, Acceptance of responsibility, Reliability, Teamwork, Interpersonal relationships, Planning and organising, Ability to manage conflict, Diplomacy, Language proficiency, Listening skills, Report writing skills
<u>DUTIES</u>	:	KRA's: Safekeeping of all vetting files in the Department. Ensure compliance in terms of legislations, policies, prescripts and procedures of personnel security. Ensure effective utilisation of the administrative systems, channels and infrastructure to comply with vetting requirements. Maintenance of all vetting files. Renders administrative support services. Handle all enquiries regarding the status of security clearance applications and provide statistics and progress reports on the status thereof. Receive and submit security clearance applications. Ensures the effective flow of information and documents within the Vetting Unit. Provides support to the Head of the Unit and the other staff regarding vetting operational meetings. (a) Scrutinises documents to determine actions/information/other documents required for meetings. (b) Record minutes/decisions and communicates to relevant role-players, follow-up on progress. Prepares briefing notes for the Head of the Unit as required.
<u>ENQUIRIES</u>	:	MR MD Matseke ☎ 012 317 8632

<u>POST 37/103</u>	:	<u>AUXILIARY SERVICES CLERK</u>
<u>SALARY</u>	:	R49 665 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric (Grade 12), Driver's licence, minimum of two years Registry related experience, computer literacy will be an added advantage. PLUS the following key competencies: ☐ Knowledge of: • Filing system as per National Archives Act • Mail and Records Management Process • Public service regulation act • General Administrative knowledge • ☐ Skills: • Analytical • Organising • Meet deadlines • ☐ Communication: • Read • Write • Good listening • ☐ Creativity • Ability to make decision • Flexible • Adapt easily to developments
<u>DUTIES</u>	:	• Collect, distribute mail from/to post office • Collect, distribute official documents and equipments • Sort, Register and Frank mail • Make copies, Bind documents and distribute faxes Perform other duties as requested by supervisor
<u>ENQUIRIES</u>	:	Mr G.K. Monyamane ☎ 012 317 8042

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
- FOR ATTENTION** : Ms May West
- CLOSING DATE** : 26 September 2008
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and *certified* copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will be required to undergo a security clearance.

OTHER POST

- POST 37/104** : **DEPUTY DIRECTOR: PROFESSIONAL ETHICS RESEARCH AND PROMOTION (DD: PERP/08)**
- SALARY** : R407 745 per annum. This 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 applicable rules. (The flexible portion can be structured for a 13th cheque, home owner allowance and medical aid). The successful candidate will be required to enter into work plan agreement.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: •An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification in the fields of Law, Public Management and Administration or Professional Ethics •Extensive, relevant experience and knowledge of the Public Service and its Regulatory Framework especially the extent to which it relates to professional ethics •Operational knowledge of MS Office (Word, Excel and Outlook) •Analytical and investigative skills •Experience in report writing •Ability to communicate with stakeholders, both in writing and verbally •A valid driver's licence.
- DUTIES** : Key Performance Areas: •Promotion of professional ethics and anti-corruption instruments in the public service •Monitoring and Evaluation of anti-corruption measures •Provide advice and prepare reports on ethics and anti-corruption to key-stakeholders, including Parliament •Conduct research on professional ethics and anti-corruption to inform policy development •Handle administrative matters regarding the National Anti-Corruption Forum secretariat •Participate in anti-corruption workshops and seminars.
- ENQUIRIES** : Mr R Davids Tel. (012) 352 1123

DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

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

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

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

OTHER POSTS

POST 37/105 : **MANAGER (DEPUTY DIRECTOR LEVEL)**
Directorate: Human Resource Management

SALARY : An all-inclusive remuneration package of R344 052 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification, extensive experience in Human Resource Management practices and in-depth knowledge of all relevant legislation. Key competencies: Strong organizational, human resource management, policy development and implementation, analytical and computer skills coupled with excellent communication (verbal and written) skills.

DUTIES : It will be expected of the candidate to manage and administer the following main functions: Recruitment and Selection, Service Benefits, Performance Management, Policy Development and Implementation. Some of the duties include: Facilitating and administering recruitment and selection processes, which includes advertising, updating database, secretariat services and submissions for appointments. Developing, implementing and monitoring human resource management policies and drafting procedures and guidelines. Facilitating the implementation of an effective performance management and development system.

ENQUIRIES : Ms S Moshebi, Telephone: (012) 334-0738
CLOSING DATE : 3 October 2008

POST 37/106 : **MANAGER: IDP SUPPORT (DEPUTY DIRECTOR LEVEL)**
Chief Directorate: Development Planning

SALARY : An all inclusive remuneration package of R344 052 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor Degree / Diploma in Town and Regional Planning Development Planning or Development Studies with experience in any of the previously listed fields. Project management, contract management and co-ordination experience will be an advantage. The Candidate must be able to work under pressure and manage multiple tasks. Have a good knowledge and understanding of municipal integrated development planning, possess a sound knowledge of the current legislation governing municipal integrated development planning in South Africa, possess a fair understanding of how government operates, especially local government, have a sound knowledge and understanding of the planning instruments of other spheres of government such as the Provincial Growth and Development Strategies (PGDS) and National Spatial Development Perspectives (NSDP) and how they are related to one

		another, possess good strategic thinking, facilitation, communication and writing skills, have good computer skills, be willing to work long hours and travel on a frequent basis, and be committed to developing the country.
<u>DUTIES</u>	:	The incumbent will be responsible for the management of the Sub-directorate: IDP Support. He/she will support the Senior Manager with the further development of planning monitoring and reporting tools. This will include: Providing support to provinces and municipalities in the development of credible IDPs, Liaising with national, provincial and local government officials on all matters relating to municipal planning on an ongoing basis, Working with sector departments in the development of IDP Sector Support Plans, Preparing reports on the status of IDPs nationally, creatively supporting the alignment of Integrated Development Plans (IDPs) and Provincial Growth and Development Strategies (PGDS) with the National Spatial Development Perspective (NSDP), Facilitating learning and knowledge sharing across all spheres of government, Managing a development planning communication and information service, Supporting the operation of the National Development Planning/Implementation Forum, Conducting research on issues pertaining to development planning and local government, and Responding to queries and requests regarding municipal integrated planning nationwide
<u>ENQUIRIES</u>	:	Mr Josiah Lodi, tel. (012) 334 0902
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/107</u>	:	<u>DEPUTY MANAGER (ASSISTANT DIRECTOR LEVEL)</u> Directorate: Traditional Leadership and Institutions
<u>SALARY</u>	:	R174 243 salary per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Bachelor's degree (or equivalent qualification), knowledge of and experience in traditional leadership issues and/or indigenous law as well as a valid driver's license. Analytical skills; Report writing skills; presentation skills; verbal and written communications skills; Legislative or Policy Drafting and processing skills and computer skills.
<u>DUTIES</u>	:	Assist with the implementation of both the White Paper on Traditional Leadership and Governance Framework Act No 41 of 2003; Assist in the development and refinement of policy and legislation on traditional leadership generally and on the Khoi-San communities; Assist with planning and managing the assistance provided to provinces in finalising their legislation; Assist in the finalisation and implementation of the National Programme of support to the Institution of Traditional Leadership and its compliance with relevant legislation; and Assist with the development and execution of Implementation Strategies and Programmes in respect of legislation governing the Institution of Traditional Leadership.
<u>ENQUIRIES</u>	:	Mr N Mpungose (012) 336 5808
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/108</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Directorate: Traditional Leadership and Institutions
<u>SALARY</u>	:	R 145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three or four year Bachelor's degree (or equivalent qualification), knowledge of and experience in traditional leadership issues and/or indigenous law as well as a valid driver's license. Analytical skills; Report writing skills; presentation skills; verbal and written communications skills; Legislative or Policy Drafting and processing skills; and computer skills.
<u>DUTIES</u>	:	Assist with the implementation of both the White Paper on Traditional Leadership and Governance Framework Act No 41 of 2003 through the National Programme of Support to the Institution of Traditional Leadership; Assist with the provision of support to the National House of Traditional leaders; Assist with planning and managing the development and Implementation of the Skills Development Programme for Traditional Leadership; Assist with planning and managing the development of a Framework for Partnerships between Municipalities and Traditional Councils; Assist with planning and managing the support provided to the Commissions and the National House; and Assist with planning and

managing the allocation of Roles and Functions by Government Departments to
Traditional Leaders and Traditional Councils.

<u>ENQUIRIES</u>	:	Ms V Maleka (012) 336 5809
<u>CLOSING DATE</u>	:	26 September 2008

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS

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

NOTE

- : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note On Salary Level 15, 14 and 12, the all-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 according to personal needs within a framework. 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.

MANAGEMENT ECHELON**POST 37/109**

- : **DEPUTY DIRECTOR-GENERAL: SERVICES DELIVERY IMPROVEMENT (SDI)**

Applications are invited for a high profile position in the Department of Public Service and Administration who would report to the Director General of the DPSA. This position requires the services of a talented and energetic manager to lead the Branch: Service Delivery Improvement (SDI)

SALARY

- : All-inclusive remuneration package of R770, 823 per annum. Annual Progression up to maximum salary of R830 085 per annum is possible, subject to satisfactory performance.

CENTRE

- : Pretoria

REQUIREMENTS

- : An appropriate degree or equivalent qualification. Appropriate senior management experience. Excellent knowledge of the Public Management Framework; Public policy development, implementation, monitoring, evaluation and Service Delivery Improvement. Proven experience in programme management. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Strong conceptual and strategy formulation skills. Proven track record of leading change management initiatives and applying innovative solutions to service delivery challenges. Proven track record of the ability to multi-task and manage under rapidly changing and pressurized circumstances. Understanding of the Government regulatory framework and processes. Sound analytical, interpretive and high-level communication skills (verbal and written). Excellent presentation, negotiation, facilitation and influencing skills. A very good understanding of Public Service transformation. Willingness to work under pressure and periodically travel and work away from home.

<u>DUTIES</u>	:	Strategically manage the Branch: SDI, comprising of the following Chief Directorates: Community Development Work, Batho Pele, Service Delivery Facilitation and Service Delivery Improvement Mechanisms. Co-ordinate and implement the Community Development Worker Programme. Facilitate the rolling out of Batho Pele through targeted long-term Interventions and campaigns. Ensure that the Batho Pele policy is implemented in a co-ordinated and integrated manner throughout the Public Service. Support service delivery improvement through improved sharing of information, lessons and experiences in the Public Service and the department. Inculcate a learning culture and knowledge management. Conduct research into service delivery improvement and monitor service delivery challenges throughout the public service and advice on appropriate interventions and support. Oversee the implementation of interventions and support programmes. Ensure documentation and impact assessments of specific interventions, projects and programmes. Collaborate with other branches and institutions within the portfolio of the Minister for Public Service and Administration and participate in relevant cluster committees and working groups. Provide overall strategic leadership and operational oversight of the Service Delivery Improvement branch
<u>ENQUIRIES</u>	:	Mr T Ntsiko, Tel no: (012) 336 1163
<u>CLOSING DATE</u>	:	Monday, 22 September 2008
<u>POST 37/110</u>	:	<u>CHIEF DIRECTOR: PLANNING, MONITORING AND EVALUATION ANALYSIS</u> Reporting directly to Deputy Director General: Governance, the incumbent will ensure the development of systems that will enable the establishment and maintenance of an integrated and participatory monitoring and evaluation system within the DPSA and the integrated Government Wide Monitoring and Evaluation Framework (GWM&E).
<u>SALARY</u>	:	An all-inclusive remuneration package of R635 874 per annum. Annual progression up to maximum salary of R684 708 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A postgraduate degree or equivalent qualification in Social Science or related sciences. A minimum of three years' postgraduate working experience in M&E. Experience in management of M&E programmes, policy evaluation and implementation. Analytical and research skills. Proven writing skills. Proven management competencies. Competent knowledge in computer application and communication skills. Presentation and networking skills.
<u>DUTIES</u>	:	Provide technical expertise and strategic direction within the DPSA and Governance and Administration Director Generals Cluster as well as oversee the development, implementation and maintenance of a planning, monitoring and evaluation system which will enhance the tracking of service delivery and well as popular participation in the DPSA and GWM&E. Ensure the analysis and reporting based on the available HR information to assist evidence based decision-making within the DPSA and the rest of the Public Service. Ensure popular participation within DPSA's M&E programme and GWM&E. Manage the Chief Directorate: P,M&E Chief Directorate to ensure that an efficient and effective service is delivered through the efficient and effective utilisation of resources.
<u>ENQUIRIES</u>	:	Dr E Kornegay, Tel no: (012) 336 1053
<u>CLOSING DATE</u>	:	Monday, 22 September 2008
<u>NOTE</u>	:	The shortlisted candidates will be subjected to a competency assessment battery as part of the selection process.
<u>POST 37/111</u>	:	<u>CHIEF DIRECTOR: APRM</u> Chief Directorate: African Peer Review Mechanism The purpose of the Chief Directorate: African Peer Review Mechanism is to ensure the implementation of APRM programme action to improve governance in South Africa
<u>SALARY</u>	:	An all inclusive package of R635 874 per annum. Annual progression up to a maximum salary of R684 708 is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Bachelor's degree in International Relations/ Social Science (postgraduate degree an advantage). Proven appropriate experience at management level. Analytical and Technical expertise in Research. Excellent managerial and organisational skills. People management skills. Project management skills. Presentation and networking skills. Report writing skills. Sound Planning, communication, negotiation, decision making, financial management and administration skills. Display innovative and critical thinking skills. Must be able to perform well under pressure and operate at a strategic executive level.
<u>DUTIES</u>	:	Support the Director-General to institutionalise the APRM process in South Africa. Co-ordinate, monitor and evaluate the implementation of the APRM Programme of Action. Lead the National Secretariat. Render secretariat support to the National Governing Council. Compile reports, correspondence and submissions. Monitor and take responsibility of APRM budget.
<u>ENQUIRIES</u>	:	Dr E Kornegay, tel no: (012) 336 1053
<u>CLOSING DATE</u>	:	Monday, 22 September 2008
<u>NOTE</u>	:	The shortlisted candidates will be subjected to a competency assessment battery as part of the selection process.

OTHER POSTS

<u>POST 37/112</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROJECTS INTERNATIONAL AND AFRICAN AFFAIRS</u> Purpose: The incumbent will manage the entire project cycle for ad hoc and special International and African Affairs projects, with special focus on projects that deal with bilateral, multilateral exchange programmes and technical visits to the Department.
<u>SALARY</u>	:	An all-inclusive remuneration package of R407 745 per annum. An annual progression up to a maximum salary of R472 758 per annum is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Recognised Honours Degree in International Relations, African Studies, or Political Science or related equivalent qualification. Appropriate management experience in project management, administration and/or international relations. Sound knowledge of and experience in Government, with particular exposure to the International Relations field. International relations background. Project management. Strategic thinking. Strategic planning. Financial management. Strategy and policy development. People development. Business writing skills.
<u>DUTIES</u>	:	Manage entire project flow – from initiation to closure. Ensure project alignment. Manage information systems. Research and business writing. Strategy development. Design, implement and manage IAA special projects, on bilateral and multilateral matters including exchange programmes, study tours and research missions. Establish and maintain a user friendly IAA project management system. Establish and maintain proper records of technical visits with bilateral and multilateral partners. Update data on special projects to support the International Governance and Public Administration programme, including but not limited to the signing and updating Memorandums of Understanding (MOUs). Promote and market IAA special projects, including but not limited to the African Public Sector Innovation wards.
<u>ENQUIRIES</u>	:	Ms M Rantla, Tel no: (012) 336 1066
<u>CLOSING DATE</u>	:	Monday, 22 September 2008
<u>POST 37/113</u>	:	<u>DEPUTY DIRECTOR: REMUNERATION POLICY</u>
<u>SALARY</u>	:	An all-inclusive remuneration package of R407 745 per annum. Annual progression up to maximum salary of R472 758 per annum is possible, subject to satisfactory performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three year degree degree/diploma or equivalent qualification in Human Resource Management, Economics, or related fields and appropriate experience. In-depth knowledge of and skills in policy research, analysis and development in terms of remuneration policy. Good knowledge of the Public Service regulatory

framework and compensatory practices. Good communication (written & verbal) skills. Computer skills and knowledge of Ms Office (Word, Excel, PowerPoint). A valid drivers licence (Code 08).

DUTIES : Provide advice and assistance to the Minister for the Public Service and Administration and the DPSA management in the determination and maintenance of remuneration dispensations and practices. Development and implementation of policies related to remuneration and related matters. Provide advice and assistance to Departments and other stakeholders on the correct interpretation and application of remuneration policies and procedures. Monitor impact of remuneration policies and dispensations. Develop systems to guide departments on appropriate remuneration dispensations by occupation.

ENQUIRIES : Mr E Harris, Tel no: (012) 336 1520

CLOSING DATE : Monday, 22 September 2008

POST 37/114 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION PRINCIPLES AND PRACTICES**

SALARY : R217 482 per annum. Annual Progression up to a maximum salary of R252 483 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : An appropriate tertiary qualification and/or equivalent. Working experience/knowledge of policy development and implementation within M&E environment. Policy development and implementation. Writing skills. Competent knowledge in computer application. Communication skills, presentation and Networking skills.

DUTIES : Support the development and the maintenance of a system through which to evaluate the impact of the DPSA's programmes within the Public Service. Support the development and popularisation of operational guides that would enable the adherence to the evaluation system. Support the development and implementation of a programme within the DPSA that would ensure that the necessary capacity exists within the DPSA in order to adhere to the evaluation policy. Support the setting and monitoring of evaluation standards within the DPSA and the implementation of corrective measures.

ENQUIRIES : Mr H Serfontein, Tel no: (012) 336 1210.

CLOSING DATE : Monday, 22 September 2008

POST 37/115 : **LOGISTICAL CLERK**

SALARY : R64 410 per annum. Annual progression up to a maximum salary of R74 772 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : Junior certificate coupled with extensive driving experience. Valid code: 08 drivers' license. Proven computer literacy. Good interpersonal skills. Good communication (verbal and written) skills. Competencies required: Knowledge of the utilization of computer software packages, e.g. MS Word, PowerPoint, Excel and Outlook (e-mail). Telephone etiquette, Document tracking and Administrative practices. Willing to occasionally work after hours.

DUTIES : Collect/delivery and distribution of documents, mail/post and equipment in support of the department's strategic objectives. Transportation of authorized passengers. Assist in the management and control of the department's vehicle fleet. Administration of trip authority forms and log books. Document control including filing and retrieval of documents. Assist with adhoc activities within the Supply Chain Management directorate.

ENQUIRIES : Mr Michael Jackson, Tel no: (012) 336 1189

CLOSING DATE : Monday, 29 September 2008

DEPARTMENT OF SOCIAL DEVELOPMENT

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

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms J Malala
<u>CLOSING DATE</u>	:	26 September 2008
<u>NOTE</u>	:	<p>□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"</p>

MANAGEMENT ECHELON

<u>POST 37/116</u>	:	<p><u>DIRECTOR: ORGANISATION DEVELOPMENT</u> Three-Year Contract Chief Directorate: Human Capital Management</p>
<u>SALARY</u>	:	R540 429 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	<p>Pretoria</p> <p>□An appropriate Bachelors Degree in the Organisational Development field or equivalent qualification PLUS proven experience in organisational development, workplace change management/ transformation and project management. □A post graduate qualification coupled with registration as a psychometrist will be an added advantage. □A qualification in project management such as Project Management Professional (PMP) will be an added advantage. □Knowledge and understanding of Public Service Regulatory Frameworks. □Knowledge of needs analysis and talent management. □Knowledge of complex problem solving methodologies. □Knowledge and understanding of Employment Equity Act, Labour Relations Act and PFMA. □Knowledge of transformation methodologies. □Understanding of organisational business models and drivers. □Knowledge and ability to design customized programmes and processes that meet business needs. □ Knowledge of Job Evaluation Systems. Competencies needed: □Computer literate (MS-Project, Organisational Structure Software such as Org Plus, MS Office). □Complex Problem solving skills. □Planning and organising skills. □Analytical skills. □Presentation skills. □Communication (written and verbal) skills. □Facilitation skills. □Negotiation skills. □People management and empowerment. □Client Orientation and Customer Focus Skills. □Project management skills. □Qualitative and quantitative research skills. □Strategic management skills. □Financial management skills. Attributes: □ Ability to work in a matrix environment. □ Good interpersonal relations. □Innovative and creative. □Ability to work under pressure. □Cultural sensitivity. □Assertiveness. □Approachability. □Drive/energy □Attention to detail.</p>
<u>DUTIES</u>	:	<p>Key Responsibilities: □Facilitate development and implementation of integrated Organisational Development interventions that are aligned to the Department's strategic objectives. □Coordinate workplace change/transformation initiatives and provide advice to senior management. □Facilitate processes of organisational planning that evaluates structures, job design, job evaluation and</p>

human capital planning. □Project manage implementation of employee retention strategies and organisational culture initiatives. □Establish project timelines, budget, schedules, stakeholder expectations and appropriate subject matter/content requirements for employee retention strategies and organisational culture initiatives. □Facilitate performance reporting and make presentations to senior management. □Management of the Directorate.

ENQUIRIES : Mr EJ van Vuuren Tel: (012) 312-7809

OTHER POSTS

POST 37/117 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT**
Directorate: Organisational Development

SALARY : R344 052 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria
REQUIREMENTS :
□An appropriate Bachelors Degree /or equivalent qualification PLUS proven experience in performance management and development. □Knowledge and understanding of the public service regulatory framework. □ Knowledge and understanding of performance management frameworks and best practice. □Knowledge and understanding of Employment Equity Act, Labour Relations Act and PFMA. Competencies needed: □ Client Orientation and Customer Focus Skill. □ Research skills □ Facilitation skills □ Presentation skills □Computer literate □ Management Skills □Communication (verbal and written)skills. □Problem-solvingskills □People management. □ Policy development and analysis skills. □Project management skills. □Planning and organising skills. □ Interpersonal skills. Attributes: □ Innovative and creative. □Ability to work under pressure. □ Ability to work in a team and independently. □ Ability to maintain objectivity. □ Approachability. □ Drive/energy. □ Attention to detail. □Assertiveness.

DUTIES : Key Responsibilities: □Manage the Performance Management function of the department. □ Provide performance management advice to employees and senior management. □Coordinate moderating committees and provide secretariat services □ Continuous review and implementation of the PMDS policy and procedure including Senior Manager Service (SMS) performance management. □Provide training to employees and management on the PMDS policy and procedure □ Compile, submit and present management reports as and when required, □Ensure Performance Agreement are aligned to Strategic Plan of the department.

ENQUIRIES : Mr D Chinappan Tel no: (012) 312-7504

POST 37/118 : **DEPUTY DIRECTOR: HIV & AIDS GENDER**
Directorate: Prevention Programmes

SALARY : R344 052 p.a. This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria
REQUIREMENTS :
□An appropriate Bachelor's Degree in Social Science or equivalent qualification PLUS sufficient experience in HIV and AIDS programmes. □Knowledge of gender related issues. □Knowledge of HIV and AIDS and Socio-economic development. □Knowledge of Departmental policies, procedures and regulations. □Knowledge of Public Service Regulatory Framework. Competencies needed: □Good planning and organising skills. □ Communication (verbal and written) skills. □Problem-solving skills. □Presentation and facilitation skills. □Research skills. □Computer literacy. □Programme development skills. □Leadership and management skills. □ Financial Management Skills. □Project management skills. □Monitoring and evaluation skills. □Interpersonal and liaison skills. □Strategic planning skills. □Need assessment and analysis skills. Attributes: □Ability to work independently. □Ability to work under pressure. □Adaptability. □Disciplined. □Problem solving. □Friendly and trustworthy. □Innovation. □Assertiveness.

<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Develop and implement strategies to facilitate HIV and AIDS prevention programmes in circumstances where gender based violence is prevalent. <input type="checkbox"/> Develop and implement programmes to empower women. <input type="checkbox"/> Develop programmes to educate men and women on human rights. <input type="checkbox"/> Develop educational material that will increase open discussion of HIV and sexuality between parents and children. <input type="checkbox"/> Develop and implement gender sensitive male intervention programmes that address HIV prevention, gender issues and responsible parenting.
<u>ENQUIRIES</u>	:	Ms I Mngadi Tel no: (012) 312-7301
<u>POST 37/119</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL BUDGET</u> Directorate: Budget Planning and Monitoring
<u>SALARY</u>	:	R344 052 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<input type="checkbox"/> An appropriate 3 year Degree / Diploma in Accounting, Auditing or Finance PLUS sufficient experience. <input type="checkbox"/> In depth knowledge of budget planning. <input type="checkbox"/> Knowledge of PFMA, Treasury Regulations and intergovernmental fiscal relations. <input type="checkbox"/> Knowledge of Division of Revenue Act and the Public Service Act. Competencies needed: <input type="checkbox"/> Monitoring and Evaluation skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Communication (verbal and written) skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Financial Management Skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Costing and Budgeting. Attributes: <input type="checkbox"/> Accurate. <input type="checkbox"/> Compliant. <input type="checkbox"/> Ability to work in a team. <input type="checkbox"/> Ability to work under pressure and to cope with a high work load. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Disciplined. <input type="checkbox"/> Friendly. <input type="checkbox"/> Diplomatic <input type="checkbox"/> Systematic <input type="checkbox"/> Assertive. Persuasive. <input type="checkbox"/> Integrity. <input type="checkbox"/> Accuracy.
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> Analyse provincial expenditure trends and compile reports for submission to the Minister, Director-General, Parliament and National Programme Managers. <input type="checkbox"/> Analyse provincial MTEF inputs to ensure adequate budgeting for sectoral priorities and new or changes to policies, legislation, strategies and programmes. <input type="checkbox"/> Promote sound financial management by complying with the requirements of the PFMA, Treasury Regulation, Annual Division of Revenue Act and the Departmental Financial Policies. <input type="checkbox"/> Performance Management and development of staff. <input type="checkbox"/> Ensure strategic and operational planning and implementation functions for the Directorate. <input type="checkbox"/> Provide administrative support to the Social Development CFO's forum and attend the National Treasury's forum for Social Development sector.
<u>ENQUIRIES</u>	:	Ms. Lebohang Mokheseng Tel no: (012) 312 7704
<u>POST 37/120</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION</u> Chief Directorate: Cluster Interface and Executive Support
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three year tertiary qualification in the field of administration or equivalent qualification PLUS sufficient experience in executive support and administration field. <input type="checkbox"/> Knowledge of FOSAD Cluster system. <input type="checkbox"/> Knowledge and understanding of PFMA requirements. <input type="checkbox"/> Knowledge of the Public Service Prescripts and Procedures. <input type="checkbox"/> Willingness to travel. <input type="checkbox"/> It will be compulsory for a successful candidate to go through vetting process. Competencies needed: <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Analytical skills. <input type="checkbox"/> Client orientation skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Diversity management. <input type="checkbox"/> Financial management. Attributes: <input type="checkbox"/> 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. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Diplomacy. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Attention to detail. <input type="checkbox"/> confidentiality
<u>DUTIES</u>	:	Key Responsibilities: <input type="checkbox"/> <input type="checkbox"/> Render general administrative duties to support the Chief Directorate: Cluster Interface and Executive Support, this would entail, <i>enter alia</i> : a) compile submissions, memoranda and reports. (b) assist in managing the inventory of the Chief Directorate. (c) facilitate the procuring of

goods and services for the office. (d) Assist in the logistical arrangements for DG meetings. □ Assist in taking minutes in DG meetings. □ Maintain the filing system of the Chief Directorate. □ Maintain systems and procedures to ensure proper storage, retrieval and tracking of documents. □ Assist with secretarial duties for the Chief Directorate's meetings. □ Liaise and engage with all stakeholders (internal and external) on matters relating to the Chief Directorate. □ Maintain the registry for the DG office. □ General supervision of staff. □ Coordinate training needs for the Chief Directorate staff. □ Coordinate all HRM matters in the DG's office

ENQUIRIES : Ms HI Ntuli Tel no: (012) 312-7768

POST 37/121 : **PROJECT ADMINISTRATOR**
Directorate: Sustainable Livelihood

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification PLUS sufficient experience in administration. □ Knowledge of public service legislative framework. □ Knowledge and understanding of Sustainable Livelihood. □ Approach will be an advantage. Competencies needed: □ Project Management skills. □ Presentation and facilitation skills □ Communication (written and verbal) skills. □ Research and analytical skills. □ Problem solving skills. □ Negotiation skills. □ Planning and organising skills. □ Monitoring and evaluation skills. □ People management skills. □ Financial management skills. Attributes: □ Patience. □ Ability to work under pressure. □ Ability to work in a team and independently. □ Creative and Innovative □ Compliant. □ Integrity. □ Assertiveness.

DUTIES : Key Responsibilities: □ Administer programme activities within the Directorate. □ Participate in the development and review of project business plans and guidelines in line with Sustainable Livelihood Approach. □ Coordinate pilot project steering committees. □ Consolidate input documents and prepare project progress reports. □ Keep record of lessons learnt from other pilot projects. □ Provide administration support on the provincial and national meetings and workshops for Sustainable Livelihood programme. □ Participate in community needs identification and analysis.

ENQUIRIES : Mr A Mahlako Tel no: (012) 312-7723

POST 37/122 : **SENIOR PROVISIONING ADMINISTRATION CLERK (PAYMENTS) (TWO POSTS)**
Directorate: Supply Chain Management

SALARY : R94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate or equivalent qualification. □ Knowledge and experience in LOGIS, BAS procurement process, PPPFA, PFMA and Treasury Regulations. □ Appropriate experience in logistics management including payments and orders. □ Knowledge of Supply Chain Management framework. Competencies needed: □ Communication (written, verbal and liaison) skills. □ Presentation skills. □ Planning and organising skills. □ Interpersonal skills. □ Problem-solving skills. □ Computer literacy. □ Analytical Skills. □ Business Ethics. □ Administrative Skills. Attributes: □ Ability to work in a team. □ Ability to work under pressure and to cope with a high workload. □ Self-starter. □ Accurate and compliant. □ Trustworthy.

DUTIES : Key Responsibilities: □ □ Attend to enquiries pertaining to payments. □ Capture invoices on the systems using selection FIIN □ Capture payments on the systems. □ Sort out invoices and draw correct orders from files. □ Request new or updated banking details from suppliers. □ Follow-up on outstanding payments from filing system. □ Keep records of payments and monthly statistics.

ENQUIRIES : Mr MD Nchabeleng Tel no: (012) 312-7542

POST 37/123 : **SENIOR ADMINISTRATION CLERK (BID OFFICE)**
Directorate: Supply Chain Management

SALARY : R94 326 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	<ul style="list-style-type: none"> □ Senior Certificate or equivalent qualification. □ Knowledge and experience in LOGIS, BAS procurement process, PPPFA, PFMA and Treasury Regulations. □ Appropriate experience in logistics management including payments and orders. □ Knowledge of Supply Chain Management framework. Competencies needed: □ Communication (written, verbal and liaison) skills. □ Presentation skills. □ Planning and organising skills. □ Interpersonal skills. □ Problem-solving skills. □ Computer literacy. □ Analytical Skills. □ Business Ethics. □ Administrative Skills. Attributes: □ Ability to work in a team. □ Ability to work under pressure and to cope with a high workload. □ Self-starter. □ Accurate and compliant. □ Trustworthy.
<u>DUTIES</u>	:	Key Responsibilities: □ Collate and compile all bid related documents. □ Issue bid documents to prospective bidders. □ Perform secretarial support services to the various bid committees. □ Maintain a filing system for contracts. □ Capture all awarded contracts on the database. □ Compile and submit monthly bid reports.
<u>ENQUIRIES</u>	:	Ms T Ngcobo Tel no: (012) 312-7715
<u>POST 37/124</u>	:	<u>STATE ACCOUNTANT (BOOKKEEPING)</u> Directorate: Financial Administration
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> An appropriate Diploma or bachelors Degree in Accounting PLUS sufficient experience in Government Financial Accounting. □ Knowledge and understanding of the PFMA and Treasury Regulations. □ Knowledge and understanding of the LOGIS and BAS. Competencies needed: □ Communication (verbal and written) skills. □ Computer literacy. □ Problem-solving skills. □ Planning and organising skills. □ Analytical Skills. □ Liaison Skills. □ Client orientation skills. □ Financial Management skills. □ Presentation skills. □ Customer care skills. Attributes: □ Friendly and trustworthy. □ Accuracy. □ Confidence. □ Ability to work under pressure. □ Ability to work in a team and independently. □ Assertiveness. □ Self starter.
<u>DUTIES</u>	:	Key Responsibilities: □ Clear BAS bank exceptions online on a weekly basis. □ Investigate balances in relevant ledger accounts and pass necessary journals. □ Liaise with relevant stakeholders in order to obtain necessary source documents. □ Attend to payments rejected by the banks and enquiries related to payments. □ Perform monthly closure on BAS before due date.
<u>ENQUIRIES</u>	:	Mrs R Henning Tel: (012) 312-7780
<u>POST 37/125</u>	:	<u>SENIOR SECRETARY</u> Office of the Chief of Staff
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<ul style="list-style-type: none"> Grade 12 or equivalent Certificate PLUS credible experience in the administrative/secretarial field. □ Candidates on the short list will be required to undergo a computer literacy/typing test and a test to assess written communication skills. □ The successful candidate will qualify for a monthly non-pensionable allowance of R810.00 Competencies needed: □ Planning and organising skills. □ Ability to interpret directives. □ Interpersonal skills. □ Problem solving skills. □ Typing skills. □ Communication (written and verbal) skills. □ Cost consciousness. □ Knowledge of document tracking, storage and retrieval. □ MS Office Suite. □ Knowledge of filing systems. □ Telephone etiquette. □ Knowledge of provisioning administration prescripts. Attributes: □ Friendly. □ Confident. □ Accurate. □ Adaptable. □ Independent. □ Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	:	Key Responsibilities: □ Processing and prioritising submissions to the Minister. □ Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. □ Receive clients or visitors. □ Arrange meetings, workshops and appointments and provide administrative support. □ Manage the diary of the senior manager. □ Arrange journeys and accommodation and compile and submit subsistence and travel claims. □ Scan, manage and draft correspondence, documentation, supporting registers and filing. □ Facilitate inputs for parliamentary questions. □ Take notes, keep minutes

ENQUIRIES

and do typing. ☐Co-ordinate financial inputs as well as human resource management and human resource development matters. ☐Act as Chief User Clerk. ☐Act as relief Assistant Appointments Secretary as and when required.
: Mr V Mthintso Tel no: (012) 312-7642

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue. For attention: Ms M Makgae
<u>CLOSING DATE</u>	:	26 September 2008
<u>NOTE</u>	:	Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POSTS

<u>POST 37/126</u>	:	<u>ACCOUNTING CLERK (BATCH CONTROL)</u> Directorate: Finance
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate with accounting as a subject. Knowledge of accounting (process and procedures). Good communication (verbal and written), Computer literacy (MS Office). Ability to work under pressure, good interpersonal and organizational skills. Be able to adhere to confidentiality. Ability to perform routine tasks.
<u>DUTIES</u>	:	The successful candidate will be responsible for filling of all face value forms (payments journals, Persal-S&T etc) request reports and maintain the filling register. Issue files and batches requested by officials and auditors. Capture payments, entities on requests. Send faxes and make copies of documentation.
<u>ENQUIRIES</u>	:	Ms M Hartman: 012 300 5608
<u>POST 37/127</u>	:	<u>SUPPLY CHAIN CLERK: TRANSPORT</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and a valid driver's license. Knowledge of transport policies. Computer literacy. Good communication skills, both written and verbal. Knowledge and understanding of PFMA and Treasury Regulations.
<u>DUTIES</u>	:	The incumbent will be responsible for booking transport for clients, reconciling logbooks and capturing transport bookings on the system. Booking of courier service and reconciling payments.
<u>ENQUIRIES</u>	:	Mr C Serutle 012 300 5655

DEPARTMENT OF TRANSPORT

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

- 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** : 26 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 37/128** : **SENIOR ADMINISTRATIVE OFFICER: BILATERAL AFFAIRS**
(Branch: Transport Regulation and Accident and Incident Investigation)
(Chief Directorate: Civil Aviation)
(Directorate: Air Transport)
(Sub-Directorate: Bilateral Affairs)
- SALARY** : R145 920 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate three years Bachelor Degree/ National Diploma or an equivalent qualification and relevant experience • Note: The following will serve as a recommendation: Organisational and communication skills. Computer literacy. Knowledge of the transport industry environment, Knowledge of meeting procedures.
- DUTIES** : Maintain and enhance South Africa's framework of Bilateral Air Services Agreements (BASA) and memorandum of understanding with foreign governments in respect of air transport services. Assist the Bilateral section in drafting the annual bilateral schedule. Provide administrative and logistical support for negotiations of air services agreements. Provide assistance in activities leading to signing of bilateral air service agreements. Do necessary preparations for meetings of the strategy planning committee. Provide assistance in activities related to, tabling of BASA in Parliament, Registration of BASA with International Civil Aviation Organisation (ICAO) and filing with Department of Foreign Affairs (DFA). Liaise with Aeronautical Authorities of other states. Administration of International Air Services Act and other duties. Process applications for designation of airlines. Process applications for foreign operator's permit. Process applications of airline time tables. Process applications for tariff filings. Make travel and accommodation arrangements. Responsible for updating of bilateral air services reports paradox system. Responsible for recording and filing of documents. Perform other ad-hoc tasks as required.
- ENQUIRIES** : Ms B Sithole Tel: (012) 309 3554
- NOTE** : Shortlisted candidates will be subject to personality profile analysis

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity in the Public Service through the filling of these positions and the candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference. An indication by candidates in this regard will expedite the processing of applications. If no suitable candidates from the underrepresented groups can be recruited, candidates from the represented groups will be considered.

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

MANAGEMENT ECHELON

POST 37/129 : **DIRECTOR: MANAGEMENT ACCOUNTING**
(5-Year Contract)

SALARY : R540 429 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : B Com Degree or NQF level 6 qualification in finance and accounting plus relevant experience. Extensive knowledge in computerised, financial and business systems. Understanding of PFMA and Treasury Regulations. Understanding of business imperatives around financial management and budget control. Knowledge of MTEF process, government priorities, policies and legislation, departmental policies and strategies, Standard Chart of Accounts, Basic Accounting System (BAS) and PERSAL, Knowledge of project management and financial management. Progressive leadership and management qualities. Good Interpersonal Relations and ability to work effectively with officials across all levels within and outside the department. Performance and result orientated. Strong leadership, conceptualization and analytical thinking, strategic thinking. Policy formulation abilities. Excellent communication skills (verbal and written), Strong managerial skills. Ability to manage a large team of people. Problem solving/conflict management. Innovative and creative skills. Presentation skills and strong influencing and negotiation skills.

DUTIES : Key Performance Areas: The effective and efficient coordination and management of the Departmental MTEF process, maintenance and recording of the budget on the BAS system, management of the adjustments estimates, expenditure control of voted funds, inputs to financial statements, cash flow management and expenditure control of donor funds. Assist Departmental managers with the preparations of their budgets and ensure that it is consistent with the overall strategic plan of the Department. Develop a budget guideline for managers in line with the annual budgeting guideline from National Treasury. Liaise and/or participate in meetings with National Treasury to discuss the budget. Prepare budget submissions for National Treasury, MTEC etc. Undertakes analysis of performance against budget and investigate significant variances. Assist managers in taking proactive actions to prevent over and under expenditure. Manage the roll-over and virement process. Manage the preparation of monthly management reports. Compile reporting packs and presentations for top management meetings. Manage and enhance the performance of the Management Accounting Directorate.

ENQUIRES : Mr. P.R. Botha, Tel (012) 336- 7647
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private BagX313, Pretoria, 0001

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 26 September 2008

OTHER POSTS

<u>POST 37/130</u>	:	<u>DEPUTY DIRECTOR: WEB MANAGER</u> Chief Directorate: Communication Services
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualifications and an excellent command of English with extensive experience in managing websites, proofreading and writing. The incumbent needs to have knowledge of software necessary to design web pages. Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: The incumbent will be responsible for the management of the DWAF Internet websites, including management of the web strategies, policies, standard, guidelines, architecture and Corporate Identity as well as the search facility and co-ordination with the Office of the CIO. Identify, selecting and acquiring information for websites. Classifying and abstracting information, and creating and maintaining metadata records. Evaluating/reviewing of the websites. Management of the daily updating and maintenance of the websites. Handling enquiries.
<u>ENQUIRIES</u>	:	Ms L Fatana, (012) 336 8045
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/131</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/diploma. Experience in the Management of projects. A strong research background. A sound ability to formulate policies through analytical and innovative thinking. Excellent writing, communication and presentation skills. Computer literacy, Sound knowledge of Persal. Good understanding of Public Service Regulations and Management Framework. Ability to link performance and IDP and incentives.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will be responsible for policy research in the area of performance management and Human Resource. Providing strategic advice to both line managers and regional offices. Provide training on PMDS and provide advice on implementation. Give advice in assessment meetings. Understanding of a link between strategic plan, business plan and performance agreements. Managing database on performance agreement and Quarterly review. Monitoring the implementation of bonuses and pay progressions. To be able to take minutes during SMS assessments meetings and compile documents for SMS. Render supervisory duties to the subordinates under your control.
<u>ENQUIRIES</u>	:	Mr T. D. Muzwayine, Tel: 012-336 7459
<u>APPLICATIONS</u>	:	The Director General, Department of Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, Zwamadaka Building, Room 610
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/132</u>	:	<u>ASSISTANT DIRECTOR AUXILIARY SERVICES</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate four-year degree/national diploma plus relevant experience. Valid driver's license. Extensive supervisory experience. Client liaison and administrative experience. Good communication and supervisory skills, ability to work under pressure. Knowledge of Occupational Health and Safety (OHS), Departmental procurement procedures, PMDS., PFMA, and application of the Microsoft packages (MS Word, Excel, PowerPoint, and Outlook). Knowledge in the administration of the cell phone contract will be an added advantage. Understanding of/ and competency in property and facilities management.

DUTIES : Key Performance Areas: Management of the cleaning services, messengers, operator's services, Drivers, Telecommunication service, and Budget. Ensure compliance with the OHS. Manage all contracts relating to the component Auxiliary Services. Conduct performance assessments. Policy formulation

ENQUIRIES : Mr MC Netshidzivhani Tel (012) 336 8008

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

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

CLOSING DATE : 26 September 2008

POST 37/133 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**
Directorate: Supply Chain Management

SALARY : R174 243 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognized three-year degree/diploma or equivalent qualification in Financial Management, coupled with appropriate experience in managing movable and immovable assets. Knowledge of asset planning process, acquisitions, disposal and lease management and control. Successful completion of LOGIS I and PAS I. Knowledge of Treasury Regulations, GAAP and PFMA requirements. Good communication (written and verbal) and leadership skills. Computer Literacy.

DUTIES : Key Performance Areas: Co-ordinate the planning process of asset management and manage all asset acquisitions, disposals, losses, leases and properties within the Department. Dispose assets in accordance with the requirements of the Treasury Regulations and internal prescripts. Implement and manage registers for leases and properties. Periodic yearly development of asset management plans and monthly reporting on acquisitions, disposals, leases and properties of the Department.

ENQUIRIES : Mr J Kutumela, Tel (012) 336-7990.

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

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

CLOSING DATE : 26 September 2008

POST 37/134 : **SENIOR ADMINISTRATIVE OFFICER: BUSINESS RISKS**
(Directorate: Business Risk Management)
Please note that this is a re-advertisement and those that previously applied need not apply again.

SALARY : R 145 920 per annum

CENTRE : Pretoria

REQUIREMENTS : B.Com qualification with risk management/ or a senior certificate (Grade 12) with a minimum of one to two years appropriate risk management experience is a prerequisite. Knowledge and experience in risk management, procurement, budget and expenditure management. SAP knowledge would be advantageous. Experience and working knowledge of general office administration, minute taking, arranging of workshops and meetings and financial management. Knowledge of the PFMA, ERM COSO model, Australia/New Zealand ERM Standards, National Water Act (Act no. 36 of 1998) and other relevant legislation. Computer knowledge: MS Excel, MS Word and MS PowerPoint.

DUTIES : Key Performance Areas: Reporting to the Deputy Director, the prospective incumbent will be responsible for, providing financial (budget and expenditure management) and administrative support to the risk management directorate. Procuring of goods and maintenance of the directorate's asset register. Updating the risk registers. Providing guidance to the risk champions on the completion and management of their risk registers. Ensure that reports are prepared in accordance with the stipulated requirements. Arrange risk management workshops and meetings. Take minutes at meetings, document management, handle travel arrangements and maintains a year planner for the section. Personnel leave management. Manage training and development as per workplans. Handles recruitment of personnel and ensures that workplans and quarterly reviews are completed timeously. Supervision of junior staff and ensure compliance to all relevant policies and procedures.

ENQUIRIES : Ms V Pillay, Tel (012) 336 8107

<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/135</u>	:	<u>SENIOR INDUSTRIAL TECHNICIAN (CIVIL)</u> Directorate: Hydrology
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (T/N-stream Civil) or registration as Engineering Technician (Civil) in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Recommendations: Hydrology as a subject, appropriate experience and clearly demonstrating good understanding and competence in all facets of practices, maintenance methods, data collection techniques, data processing, calibration of gauging weirs and all systems applied in the full spectrum of the Hydrometry fields. Good technical problem solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. Understanding of Government Policies, knowledge of the implementation of Occupational Health and Safety act (OHS). Knowledge and understanding of Government Procurement System, environment Conservation and the National Water Act (Act no. 36 of 1998). Good interpersonal relations (good human relations) presentation, organizing and analytical skills. Proven ability to operate independently. Computer literacy. A Valid driver's licence. The successful candidate will be traveling and will work away from home from time to time and may work under physical demanding and hazardous conditions. Must be prepared to undergo extensive in-house training at different locations
<u>DUTIES</u>	:	Perform day to day Hydrometry investigations, report and planning of data collection, maintenance, construction and calibration of the hydrological network. Technical problem solving. Validation of integrated hydrological data/information. Identify proper sites for gaugings. Planning, surveying, design and drawing of plans for structures. Install data capturing and real time equipment and maintenance thereof. Apply commercial software and in-house computer services regarding equipment and materials used in the sub-region. Technical report writing. Provide guidance, assistance, supervise and train sub-ordinates
<u>ENQUIRIES</u>	:	Mr J Knoetzen (044-802 2701)
<u>APPLICATIONS</u>	:	The Chief Director: Dept.of Water Affairs and Forestry, Private Bag X6553, GEORGE 6530
<u>FOR ATTENTION</u>	:	Ms MM Smit
<u>CLOSING DATE</u>	:	26 September 2008
<u>NOTE</u>	:	The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment. If you have not heard from us within 6 weeks after the closing date, please accept that your application has been unsuccessful. No official housing available.
<u>POST 37/136</u>	:	<u>SENIOR HYDROLOGIST</u> Directorate: Water Regulation & Use Sub-Directorate: Hydrology Kwazulu-Natal Region
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An appropriate four-year BSc (Hons) Degree in Hydrology or equivalent qualifications plus at least three years appropriate experience. The following will serve as recommendations: Computer literacy. Knowledge of GIS and its application. Good written and verbal communication skills. Initiative and innovative thinking skills. Knowledge of the National Water Act. Willingness to travel to all areas in KwaZulu-Natal. In possession of a valid code 08 driver's license. Ability to compile clear and concise reports.
<u>DUTIES</u>	:	Perform routine calibrations of gauging structure and flood sections. Evaluate the quality of historical data and fill in missing data. Improve hydrological time series. Compiling of calibration, evaluation, inspection and auditing reports. Process field data and create computerized hydrological data information systems. Involve in

the evaluation of hydrological data, undertaking of mathematical and statistical water resource analysis and computer modeling of hydrological processes. Compile gauging network investigation and provide input to gauging network planning. Other duties include determining the impact of forestation and development upon the flows, preparing statistical flood and drought frequency analysis and prediction, plan and undertake current meter gauging as well as undertaking and reporting on field surveys.

ENQUIRIES : Mr B. Pillay – Tel. (031) 336 2830
APPLICATIONS : Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
FOR ATTENTION : The Manager (Human Resources)
CLOSING DATE : 10 October 2008

POST 37/137 : **CHIEF ADMINISTRATION CLERK**
 Chief Directorate: Communication Services

SALARY : R117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate or equivalent qualification plus appropriate experience and strong background in finance and budgetary process. Knowledge and experience of payment administration and BAS. Knowledge of the Government Finance Management System and provisioning administration standard procedure. Knowledge of the government tender process. Supervisory skills. PAS or LOGIS will be an added advantage. Code 8 driver's license. Ability to work under pressure and meet deadlines.

DUTIES : Key Performance Areas: To allocate financial resources, co-ordinate and reconcile the Chief Director's budget. Prepare cash flow projections, compile and monitor budget. Compile monthly expenditure report and early warning systems on monthly basis. Process payments of suppliers. Check and process subsistence and travelling claims for the Chief Directorate. Ensure the efficient running of the office and general administration duties relating to finance provision, human resource management and transformation related matters. Supervise two administration clerks and messenger/driver.

ENQUIRIES : Ms L Fatana, Tel: (012) 336 8045
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 26 September 2008

POST 37/138 : **CHIEF ACCOUNTING CLERK**
 (Sub-directorate: Bookkeeping)

SALARY : R 117 501 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior or equivalent certificate with accounting or mathematics as a subject. Knowledge of the Public Finances Management Act, 1999 (PFMA), National Treasury Regulations, Basic Accounting System (BAS), Knowledge of financial norms and standards, Good communication skills (verbal and written), Supervisory skills, training skills, Computer literacy (Ms Word and Excel), problem solving skills and the ability to work under pressure.

DUTIES : Key Performance Areas: Reporting to the Senior State Accountant, the successful candidate will be responsible for scrutiny and control of the BAS generated reports relevant to suspense accounts in the Revenue Section. Supervising of the cashier and the cashier's office and controlling of work performance, clearing and follow-up of suspense accounts. Training of subordinates and authorization their work. Personnel evaluations. Problem solving skills

ENQUIRIES : Mr Z.H Qaqane, Tel: (012) 336 8951
APPLICATIONS : The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria. 0001
FOR ATTENTION : Ms C. Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 26 September 2008

<u>POST 37/139</u>	:	<u>SENIOR ADMINISTRATIVE CLERK GRADE III</u> Directorate: Hydrological Services
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification coupled with in-depth experience in provisioning/ procurement processes and related policies. The following will serve as strong recommendations: Knowledge of Treasury Regulations. Knowledge and experience in Basic Accounting System (BAS). Functional computer skills in Ms Office (Word, Excel, Power Point and Outlook). Effective administrative, organizational and communication skills at all levels. Good interpersonal relations. The person should be creative, motivated, self-driven, results oriented and take initiative. Ability to work both independently and as part of a team.
<u>DUTIES</u>	:	Key Performance Areas: The successful incumbent will be responsible for rendering efficient general administrative support services to the directorate and sub-directorates. Assisting with the financial management and provisioning. Procurement of office equipment and stationery. Completing of VAS-2, Orders, handling of equipment, inventories, entity maintenance & SARS certificates. Ensure proper handling of losses and disposal processes. Ensure proper administrative principles, procedures and processes are practiced. Verify invoices against orders. Gathering and processing of information. Handling routine correspondence and enquiries.
<u>ENQUIRIES</u>	:	Ms. M. Potgieter, Tel (012)336 7859
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/140</u>	:	<u>SENIOR AUXILIARY SERVICES OFFICER – HYDRO GEORGE</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	George Office
<u>REQUIREMENTS</u>	:	*A Grade 12 Certificate with Mathematics and/or Earth Science as subject. Computer literacy and skilful in the usage of Windows-driven programmes such as Excel, MS Word, PowerPoint etc. Good technical problem solving abilities and relevant field experience in the Hydrometry field will be to the advantage. Good interpersonal relations. A valid driver's licence and good driving expertise. (Certified copy attached) Proven ability to operate independently. The successful candidate will be travelling and will work away from home from time to time and may work under physical demanding and hazardous conditions.
<u>DUTIES</u>	:	Render hydrological support services to technical staff and assist in specialized activities. Install data capturing devices and maintenance thereof. Execute light maintenance on Hydrological gauging stations. Execute quality measures to ensure reliable data. Technical report writing. Collect and assist technical staff with the capturing and processing of Hydrological data. Monitor and supply of hydrological data.
<u>ENQUIRIES</u>	:	Mr. JF Kriel, Tel. 044-802 2733
<u>APPLICATIONS</u>	:	Area Manager: Department of Water Affairs and Forestry, Private Bag X 6553, George, 6530,
<u>FOR ATTENTION</u>	:	Ms. M. Smit
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/141</u>	:	<u>INDUSTRIAL TECHNICIAN</u> Directorate: Hydrology
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (T/N- stream Civil) or registration as Engineering Technician (Civil in terms of section 14(1) of the Engineering Profession of South Africa Act, 1990. Hydrology as a subject will be a recommendation. Clearly demonstrating good understanding and competence in all facets of civil engineering eg. construction and maintenance methods, data collection techniques, data processing, calibration and all systems applied in the

full spectrum of the Hydrometry field. Appropriate experience in project management, field work, formulating and setting of standards will be a recommendation. Good technical problem solving abilities and relevant field experience in hydrometry. Good interpersonal relations (good human relations), presentation-, organising- and analytical skills. Good spoken and written English language. Good communication skills. Understanding Xhosa will be a recommendation. Computer literate. Valid driver's license. Willingness to travel long distances and work away from home. Must be prepared to undergo extensive in-house training at different locations. Preparedness to work in adverse conditions.

DUTIES : Perform day to day Hydrometry investigations, report and planning of data collection, processing, maintenance, construction and calibration of the hydrological network. Technical problem solving. Validation of integrated hydrological data/ information. Identify proper sites for gauging. Planning, surveying, design and drawing of plans for structures. Apply commercial software and in- house computer services regarding equipment and materials used in the sub- region. Provide guidance, assistance, supervise and train sub-ordinates.

ENQUIRIES : Mr J. Knoetzen (044-802 2701)
APPLICATIONS : Area Manager, Dept.of Water Affairs and Forestry, Private Bag X6553, GEORGE, 6530

FOR ATTENTION : Mrs. Marda Smit
CLOSING DATE : 26 September 2008

POST 37/142 : **SENIOR ACCOUNTING CLERK GRADE II (2 POSTS)**
(Sub-directorate: Bookkeeping)

SALARY : R 76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior or equivalent certificate with accounting or mathematics as a subject. Knowledge of the Basic Accounting System (BAS) in bookkeeping as well as computer literacy will be a recommendation. The suitable candidate must be self-motivated, should have good communication skills, interpersonal relations and be able to work under pressure.

DUTIES : Key Performance Areas: The successful candidate will be responsible for general bookkeeping administrative duties in the Bookkeeping section.

ENQUIRIES : Mr. Z.H. Qaqane (012) 336-8951
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 26 September 2008

POST 37/143 : **SENIOR ACCOUNTING CLERK GRADE II**

SALARY : R 76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior or equivalent certificate with accountancy or mathematics as a subject. Knowledge of the BASIC Accounting System (BAS) in debt control as well as computer literacy will be a recommendation. The suitable candidate must be self-motivated, should have good communication skills, interpersonal relations and be able to work under pressure.

DUTIES : Key Performance Areas: The successful candidate will be responsible for debt control administrative duties in the Bookkeeping Section

ENQUIRIES : Mr Z.H Qaqane, Tel: (012) 336 8951
APPLICATIONS : The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001

FOR ATTENTION : Ms C. Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 26 September 2008

POST 37/144 : **SENIOR ACCOUNTING CLERK GRADE II (CASHIER)**

SALARY : R 76 194 per annum
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Senior or equivalent certificate with accountancy or mathematics as a subject. Knowledge of the BASIC Accounting System (BAS) as well as computer literacy will be a recommendation. The suitable candidate must be self-motivated, should have good communication skills, interpersonal relations and be able to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for receiving, banking and safe keeping of state money. Capturing and allocating receipts and deposits on BAS. Issue, replenish and reconciliation of petty cash. Handling of all queries related to the cashier's office
<u>ENQUIRIES</u>	:	Mr Z H Qaqane, Tel: (012) 336 8951
<u>APPLICATIONS</u>	:	The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C. Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/145</u>	:	<u>SENIOR ACCOUNTING CLERK GRADE II (2 POSTS)</u> Please note that this is a re-advertisement and those that previously applied need not apply again. Post 35/128
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Hartbeespoort Area Office and Groblersdal Area Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate with accounting as a passed subject, supplemented by appropriate experience. Experience in the finance field, computer literacy, code 08 Driver's license and experience in PERSAL. Knowledge of the PFMA, Treasury Regulation and financial policies.
<u>DUTIES</u>	:	Key Performance Areas: Check and capture of PERSAL transactions e.g. Overtime, Standby, night shift allowance and camping allowance. Capturing of allowances and deductions, payrolls, deal with queries related to PERSAL transactions and functions. Compile and capture payments, S&T advances, receipts and journals. Compile and capture fleet journals. Request all SAP related reports. Suspense account, queries relating to SAP transactions and functions. Order and distribute all face value books and documents. Perform cashier duties with petty cash, receiving and banking of state money and issuing of receipts.
<u>ENQUIRIES</u>	:	Mr M R Williams Tel (012) 2531093
<u>APPLICATIONS</u>	:	Director Northern Operations NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<u>FOR ATTENTION</u>	:	Mr M R Williams, Tel (012) 253 1093
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/146</u>	:	<u>SNR.GENERAL FOREMAN (SR5)</u> Directorate: Hydrology
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	A minimum of eight years experience in the field of gauging station maintenance and construction is required. The following will serve as recommendations: Willingness to work away from home for extended periods. Ability to learn. Able to work in a team and communicate with people on all levels. Have sober habits. Code 14 driving licence.
<u>DUTIES</u>	:	The candidate will be responsible for: Maintenance and construction of gauging stations, including the Supervision & maintenance of buildings, facilities & upkeep of grounds. Control and supervision over stock, equipment and mashinery.
<u>ENQUIRIES</u>	:	Mr J Knoetzen (044-802 2701)
<u>APPLICATIONS</u>	:	Area Manager: Dept of Water Affairs and Forestry, Private Bag X6553, GEORGE 6530
<u>FOR ATTENTION</u>	:	Mrs. Marda Smit
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/147</u>	:	<u>SENIOR AUXILLIARY SERVICES OFFICER – HYDRO GEORGE</u>
<u>SALARY</u>	:	R64 410 per annum (SR4)
<u>CENTRE</u>	:	George Office

<u>REQUIREMENTS</u>	:	*A Grade 12 Certificate with Mathematics and/or Earth Science as subject. Practical experience and appropriate knowledge in Hydrological data processing and editing with the use of the Hydstra software package and other database programmes will be to the successful candidate's advantage. Computer literacy and skilful in the usage of Windows-driven programmes such as Excel, MS Word, PowerPoint etc. Good technical problem solving abilities and relevant field experience in the Hydrometry field and ability to interpret hydrological data will be to the advantage. Good interpersonal relations. Good written and verbal communication skills. Willingness to undergo in-house training and meetings/workshops at various locations.
<u>DUTIES</u>	:	Register incoming hydrological data. Capture hydrological data on computer database systems. Editing and processing of hydrological data. Liaison with Technical personnel in terms of data quality, tasks assignments and reliable source documents. General office administration duties.
<u>ENQUIRIES</u>	:	Mr. JF Kriel , Tel. 044-802 2733
<u>APPLICATIONS</u>	:	Area Manager: Department of Water Affairs and Forestry, Private Bag X 6553, George,6530,
<u>FOR ATTENTION</u>	:	Ms. M. Smit
<u>POST 37/148</u>	:	<u>GENERAL WORKER 3</u> Directorate: Hydrology
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	Grade 10. The following will serve as recommendations: Work away from home. Ability to learn, Technical background, Experience with power tools, lawnmowers and brush cutters.
<u>DUTIES</u>	:	The candidate will be responsible for: Maintenance and construction of gauging stations, including the maintenance of buildings, facilities and grounds.
<u>ENQUIRIES</u>	:	Mr J Knoetzen (044-802 2701)
<u>APPLICATIONS</u>	:	Area Manager, Dept.of Water Affairs and Forestry, Private Bag X6553, GEORGE 6530
<u>FOR ATTENTION</u>	:	Mrs Marda Smit
<u>CLOSING DATE</u>	:	26 September 2008

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

APPLICATIONS : Gauteng Shared Service Centre, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222

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

OTHER POSTS

POST 37/149 : **DEPUTY DIRECTOR: MEDICAL NATURAL SCIENTIST REF NO: 70053595**
Directorate: Natural Scientist

SALARY : R407 745 per annum (all inclusive package)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : B-Tech in Biomedical Sciences – specialisation in estrogenic activity in environmental samples. M-Tech in Biomedical technology –Anti-oxidants, Reactive oxygen species in sperm. Post-Doctoral study in the endocrine disrupting chemical and andrology field. ESHRE Basic Semen Analysis course, qualifications in haematology and microbiology. Must have lecturing experience in andrology and environmental health. Must have culture experience especially in the EDC type assays and yeast screen bioassay for estrogenicity. Completely computer literate, budget management etc.

DUTIES : Manage the specialized test and reproductive toxicology laboratory including cell culture work. Manage the routine semen analysis laboratory. Manage and understand the principles of a quality control programme on an internal and external basis. Manage laboratory budget and ordering of supplies (Gauteng and UP Unikom system). Responsible to develop or establish new reproductive techniques in the laboratory. Responsible for training students, technologists and clinicians in the various assays and techniques. Work on and manage various research and community based projects in the Department including those in rural areas for example Limpopo Province. Responsible to develop and maintain projects databases. Responsible for various administrative tasks as designated by supervisor.

ENQUIRIES : Mrs D van der Westhuizen, / Mrs. M. van Ginkel, Tel No: (012) 354- 2374
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/150 : **PRINCIPAL SPECIALIST REF NO: 70053661**
Directorate: Family Medicine

SALARY : R407 745 per annum (all inclusive package)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : MBBCH or equivalent. Postgraduate in family medicine (MMed.fam med). Experience in district health system. Teaching experience. Experience in health management and transformation. Professional competence and willingness to make a difference in district health services. Joint appointment with Department family medicine WITs.

DUTIES : Facilitate and support the provision of primary health care service in the district including clinics community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care and mentoring and supervision of health care professionals through an integrated approach to programmes. Participate in 24hr PHC services including medico-legal and EMS. Improve clinical skills, protocols, guidelines and referrals in accordance with national provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training nurses,

	:	intern and community services doctors in the district. Support development of district research projects, conduct and write up research.
<u>ENQUIRIES</u>	:	Dr Sam Agbo Tel No: (011) 876 1700/1813 or 0833208377
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/151</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROJECTS (EMS) REF NO: 70053573</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R407 745 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Advanced Life Support with minimum 5 years experience, an appropriate post graduate degree or equivalent qualification/s. Policy development, experience in research (both qualitative and quantitative methods). Knowledge of EMS service delivery prescripts, monitoring and evaluation skills, exceptional leadership, co-ordinating and negotiation skills. Relevant experience in an Emergency Medical Services environment will be an added advantage. A valid driver's licence is essential.
<u>DUTIES</u>	:	Contribute to project initiation, full project management function, costing develop quality assurance process, methodology & procedures. Assist with the compilation of project documentation to support project processes, implement project administration according to government requirements. Manage Head Office team of Emergency Care Practitioners (all levels). Monitor, facilitate and ensure implementation of special projects in the Chief Directorate Emergency Medical Services. Ensure the successful management of special events, analyse policy and regulatory processes, develop regulations and guidelines, conduct research, compile reports and present findings and assist in implementing recommendations.
<u>ENQUIRIES</u>	:	Mr C Theu. Tel No: (011) 564 - 2013
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/152</u>	:	<u>PRINCIPAL MEDICAL OFFICER (4 POSTS) REF NO: 70053664</u> Directorate: Family Medicine
<u>SALARY</u>	:	R344 052 per annum (all inclusive package)
<u>CENTRE</u>	:	Ekurhuleni and District Office
<u>REQUIREMENTS</u>	:	At least 3 years post internship registration with HPCSA as a medical practitioner MBCHB or equivalent. A valid driver's license. Recommendations: Experience in district health service. Experience in general medical practice (Inclusive of HIV & AIDS). Teaching experience. Willing to work/ participate in outreach programmes in any PHC facility in the district. Post graduate diploma or registrar in family medicine is an advantage.
<u>DUTIES</u>	:	Facilitate and support the provision of primary health care service in the district including clinics. Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care and mentoring and supervision of health care professionals through an integrated approach to programmes. Participate in 24hour PHC services including medico-legal and EMS. Improve clinical skills, protocols, guidelines and referrals in accordance with national provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training nurses, intern and community services doctors in the district. Support development of district research projects.
<u>ENQUIRIES</u>	:	Dr Sam Agbo Tel: (011) 876 1700/1813 or 0833208377
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/153</u>	:	<u>SENIOR SPECIALIST (CRITICAL CARE) REF NO: 70053596</u> Directorate: Clinical Services – Critical Care
<u>SALARY</u>	:	R322 722 per annum (all inclusive package)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	HPCSA – registration as a Specialist in either Surgery or Internal Medicine or Anaesthesiology. Extensive work experience as Specialist. Keen interest in and significant work experience in Critical Care and Emergency Medicine.

<u>DUTIES</u>	:	Will function as a senior member of a multidisciplinary team of Critical Care personnel. Will be the Manager of the Multidisciplinary High Care Unit. Will provide patient care in the Multidisciplinary HCU and other ICU's. Teaching and training. Research. Administrative duties.
<u>ENQUIRIES FOR ATTENTION</u>	:	Prof. J.P. Pretorius, Tel No: (012) 354- 2107 / 082 558-1647
<u>CLOSING DATE</u>	:	Ms Victoria Skosana 29 September 2008
<u>POST 37/154</u>	:	<u>SPECIALIST: FELLOW IN CRITICAL CARE REF NO: 70053597</u> Directorate: Clinical Services – Critical Care
<u>SALARY</u>	:	R271 797 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	HPCSA – registration as a Specialist in either Surgery or Internal Medicine or Anaesthesiology. A commitment to complete a 2 year training programme in Critical Care. Work experience in Critical Care and Emergency Medicine.
<u>DUTIES</u>	:	Will function as a member of a multidisciplinary team of Critical Care personnel. Provide patient care in the Multidisciplinary HCU and the ICU's. Participate in the academic programme. Teaching and training. Research. Administrative duties.
<u>ENQUIRIES FOR ATTENTION</u>	:	Prof. J.P. Pretorius, Tel No: (012) 354- 2107 / 082 558-1647
<u>CLOSING DATE</u>	:	Ms Victoria Skosana 29 September 2008
<u>POST 37/155</u>	:	<u>MEDICAL PRACTITIONER (REGISTRARS) (4 POSTS) REF NO: 70053662</u> Directorate: Family Medicine
<u>SALARY</u>	:	R217 482 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Basic Medical Degree MBChB or equivalent. Registration with the HPCSA as a medical practitioner. Registration for MMed (Family Medicine) degree with HPCSA. Registration with Health Professions Council of South Africa as a registrar in family medicine. Recommendations: Will be required to demonstrate progressive development in respect of these competencies: Knowledge of Basics of Family Medicine and Primary Care, Current clinical Literature, Current protocols. Clinical skills in terms of Consultation, History Taking, Examination, Clinical Assessment, Management, Procedures. Professionals Attitude, Communication skills, Ethics- in relation to patients/ families/community, referral, consent for treatment, multidisciplinary management, team work, medical records and reports. Professional development in areas of reliability, motivation, prioritization, teaching, presentations, publications etc.
<u>DUTIES</u>	:	Provision of quality full PHC service package within Ekurhuleni health district.
<u>ENQUIRIES</u>	:	Dr Sam Agbo Tel No: (011) 876 1700/1813 or 0833208377
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/156</u>	:	<u>SENIOR PHARMACIST (EMS) REF NO: 70053574</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R217 482 per annum (plus benefits)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Relevant Degree / Diploma in Pharmacy, registered with SAPC. At least 2 years post qualification experience is required. Good communication and interpersonal skills. Ability to work under pressure, knowledge of and ability to comply with good pharmacy practice drug supply management, PFMA, Public Service Regulations, Medicine and related Substance Act. Person must be willing to work flexible hours including call out and standby roster availability.
<u>DUTIES</u>	:	Ensure quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and guidelines in keeping with Batho Pele Principles and National Drug Policy. Monitor and advise on pharmaceutical expenditure, implementation and evaluation of budgetary control measures and adherence to set protocols (both prehospital care and hospital care). Ensure compliance to procedures & policies on Medicines and Substances Act by the EMS Chief Directorate. Maintain necessary records and statistics to ensure effective pharmaceutical care.
<u>ENQUIRIES</u>	:	Mr. C. Theu, Tel No: (011) 564 - 2013

CLOSING DATE : 29 September 2008

POST 37/157 : **HUMAN RESOURCE MANAGER REF NO: 70053552**
Directorate: Corporate

SALARY : R174 243 per annum (plus benefits)
CENTRE : East Rand TB Hospital
REQUIREMENTS : Appropriate Bachelor's degree or equivalent or grade 12. 10 years experience and knowledge of PERSAL and computer literate. Knowledge of HR regulatory framework. Good interpersonal and communication skills. Valid driver's license.

DUTIES : Manage conditions of service and supervise subordinates. Involved in development of staff through inductions and training. Be a committee member of Employee Assistant Programme (EWP). Attend all matters relating to Human Resource Administration. Development and management including termination of service. Compile monthly, quarterly and annual report. Attend Institutional, District, Regional and Provincial meetings and report back to Corporate and Exco. Be able to be part of various Task Teams as required by Central Office and DPSA. Manage HR registry and keep personnel database. Develop HR policies and give HR advice to Exco. Manage PMDS. Be able to do post filling and update staff establishment regularly. Be involved with Labour Relations and form part of institutional multi and bilateral teams.

ENQUIRIES : Mr L.S. Mashaba Tel No: (011) 845 6057
CLOSING DATE : 30 September 2008

POST 37/158 : **PRINCIPAL MEDICAL SCIENTIST REF NO: 70053598**

SALARY : R174 243 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Msc in Human Physiology / Reproduction. Proven experience in various assisted conception techniques, equipment and quality control measures. Knowledge of sexual transmitted infections, infertility & reproduction. Excellent communication and interpersonal skills, computer literate with problem solving skills. Ability to work independently, with evident capabilities to succeed in post-graduate studies. Practical knowledge of soft-ware associated assisted conception equipment. Registration with HPCSA as a scientist.

DUTIES : Assist in the management of the human embryology and spermatology laboratory. Participate in all assisted reproduction procedures with due consideration to biological, mechanical and chemical safety precautions. Supervise, perform decontamination procedures and compile reports for patients with sexual transmitted infections. Manage photo library data-images, record keeping and maintenance of equipment, quality control procedures, inventory control and orders for disposables of specific laboratories. Manage (edit, proof-read and update) standard operational procedures of the laboratory. Assist in the training of staff-members. Initiate and participate independently in research projects dealing with micro-organisms that can cause disease of the reproductive tract and impact on assisted conception as well as infertility.

ENQUIRIES : Prof. S. Reif, / Prof. M.S. Bornman, Tel No: (012) 354 1513
FOR ATTENTION : Ms. Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/159 : **CONTROL CLINICAL TECHNOLOGIST (VARIOUS DISCIPLINES) REF NO: 70053599**
Directorate: Clinical Services: Clinical Technology

SALARY : R174 243 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : B-Tech degree in Clinical Technology. HPCSA registration as Clinical Technologist. At least 6 years post-qualification clinical experience. Supervisory and managerial experience.

DUTIES : Service rendering in the relevant clinical technology discipline. Management of clinical technology service concerned. Supervision of clinical technologists. Theoretical and practical training of student clinical technologists. Set service and quality standards. Control expenditure and consumable stock.

ENQUIRIES : Dr. A.P. van der Walt, Tel No: (012) 354- 2336

FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/160 : **ASSISTANT DIRECTOR: INFORMATION REF NO: 70053600**
 Directorate: Information Technology

SALARY : R174 243 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Grade 12 with appropriate relevant tertiary qualification (N.Dip IT or equivalent, MCSE, A+, N+). Extensive experience in an IT Helpdesk and Call Centre environment. Ability to operate and configure computer hardware and software. Ability to work independently as well as within a group. Ability to manage staff and projects. A valid drivers license is mandatory.

DUTIES : To plan, develop and improve computer based information systems, software, hardware and related concepts. Maintain management systems such as databases to ensure integrity and security of data. Provide assistance and support to users of all computers, software and hardware packages in use. Carry out programming tasks related to the installation and maintenance of computer hardware and software. Manage staff in IT department and Call Centre. Communicate with staff and other stakeholders. Develop and provide IT training in the institution

ENQUIRIES : Mr. F.C. Boshoff, Tel No: (012) 354- 2478
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/161 : **SENIOR MEDICAL OFFICER (CRITICAL CARE) REF NO: 70053676**
 Directorate: Clinical Services – Critical Care

SALARY : R173 850 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : HPCSA – registration as a Medical Practitioner. Significant work experience especially with acutely ill patients. ATLS or ACLS is a strong recommendation.

DUTIES : Will function as a member of a multidisciplinary team of Critical Care personnel. Provide patient care in the Multidisciplinary HCU and ICU.

ENQUIRIES : Prof. J.P. Pretorius, Tel No: (012) 354- 2107 / 082 558-1647
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/162 : **MEDICAL SCIENTIST REF NO: 70053677**

SALARY : R145 290 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : BSc Hons degree in Human Physiology / Reproduction. Proven experience in various cell-associated laboratory techniques, applicable equipment and qualify control measures. Basic knowledge of cell-physiology, reproduction and sexual transmitted infections. Excellent communication, interpersonal and computer literate with problem solving skills. Ability to work independently, with evident capabilities to succeed in post-graduate studies.

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

ENQUIRIES : Dr. C. Huyser, Tel No: (012) 354- 2067/ 2208
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/163 : **CHIEF CLINICAL TECHNOLOGIST (VARIOUS DISCIPLINES) REF NO: 70053678**
 Directorate: Clinical Services: Clinical Technology

SALARY : R145 920 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital

<u>REQUIREMENTS</u>	:	B-Tech degree in Clinical Technology. HPCSA registration as Clinical Technologist. Operational managerial experience. Experience in the training of clinical technology students.
<u>DUTIES</u>	:	Service rendering in the relevant clinical technology discipline. Management and supervision of clinical technologist. Theoretical and practical training of student clinical technologists. Set service and quality standards. Control expenditure and consumable stock.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	:	Dr. A.P. van der Walt, Tel No: (012) 354- 2336 Ms Victoria Skosana 29 September 2008
<u>POST 37/164</u>	:	<u>CHIEF RADIOGRAPHER (NUCLEAR MEDICINE) REF NO: 70053679</u> Directorate: Nuclear Medicine
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 920 per annum (plus benefits) Pretoria Academic Hospital B-Rad (Hons) Nuclear Medicine or equivalent tertiary qualification in Nuclear Medicine. Registration as Nuclear Medicine radiographer with HPCSA. Experience in a Nuclear Medicine facility offering a comprehensive service including "hot lab" procedure. Adequate knowledge and experience to take charge of the application, training of PACS and R15 systems, as well as FET/CT is essential. Specialised knowledge and experience to do training, problem solving, advising and planning for application on different gamma camera systems is essential.
<u>DUTIES</u>	:	Systems administrator for all computer –radiographer related Nuclear Medicine procedures i.e. PACS, RIS, Protocols, Procedures Processing and Sending etc. Supervision and training of radiographers on above mentioned matters. Liaising with company application specialists and engineers for problem solving. Clinical service rendering. Participating in planning and implementation of Dept policies and procedures. Supervision of pre- and post – graduate students and inputs during clinical training. Participation in CPD programs.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	:	Mrs Z. Cronje, Tel No: (012) 354- 2336 Ms Victoria Skosana 29 September 2008
<u>POST 37/165</u>	:	<u>MEDICAL OFFICER (CRITICAL CARE) REF NO: 70053680</u> Directorate: Clinical Services – Critical Care
<u>SALARY CENTRE REQUIREMENTS</u>	:	R139 302 per annum (plus benefits) Pretoria Academic Hospital HPCSA – registration as a Medical Practitioner. Keen interest in caring of acutely ill patients. ATLS or ACLS is a strong recommendation.
<u>DUTIES</u>	:	Will function as a member of a multidisciplinary team of Critical Care personnel. Provide patient care in the Multidisciplinary HCU and ICU.
<u>ENQUIRIES FOR ATTENTION CLOSING DATE</u>	:	Prof J.P. Pretorius, Tel No: (012) 354- 2107 / 082 558-1647 Ms Victoria Skosana 29 September 2008
<u>POST 37/166</u>	:	<u>SENIOR RADIOGRAPHER (THERAPY) REF NO: 70053681</u> Directorate: Radiation Oncology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 per annum (plus benefits) Pretoria Academic Hospital B-Rad Therapy / Dipl in Therapy, minimum 1 year experience in Therapy. Registration with HPCSA. Good communication, Interpersonal, Excellent patient care, Empathetic, Good team worker, Prepare to take responsibility, Supervisory and Leadership skills. Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasms.
<u>DUTIES</u>	:	Physical and emotional support of patients. Daily and weekly QA. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills. PMS of sub-ordinates. Manage and organize area of work. Disciplines and conflict management.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mrs. Z. Cronje, Tel No: (012) 354- 2309 Ms Victoria Skosana

CLOSING DATE : 29 September 2008

POST 37/167 : **SENIOR CLINICAL TECHNOLOGIST (VARIOUS DISCIPLINES) REF NO: 70053682**
Directorate: Clinical Services: Clinical Technology

SALARY : R117 501 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : National Diploma in Clinical Technology. HPCSA registration as Clinical Technologist. Practical hospital experience as Clinical Technologist.

DUTIES : Render clinical technological services. Supervise Clinical Technologists. Provide practical training to Student Clinical Technologists. Control expenditure and consumable stock.

ENQUIRIES : Dr. A.P. van der Walt, Tel No: (012) 354- 2336
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/168 : **NUCLEAR MEDICINE RADIOGRAPHER/ POST GRADUATE (PROSPECTIVE) REF NO: 70053683**
Directorate: Nuclear Medicine

SALARY : R117 501 per annum (plus benefits)
CENTRE : Pretoria Academic Hospital
REQUIREMENTS : Nuclear Medicine Radiographer; B-Rad (Hons) Nuclear Medicine or equivalent tertiary qualification in Nuclear Medicine. HPCSA registration mandatory. Post-graduate students in Nuclear Medicine (prospective). B-Rad or equivalent tertiary qualification. (University of Pretoria may require qualifying exam). Completion of community service mandatory. 2 years experience after basic qualification recommended.

DUTIES : Nuclear Medicine Radiographer: Service rendering and patient care. "Hot laboratory" duties. Relevant admin duties. Participation in organizing, planning, implementation of dept. Procedures / Policies. Supervision of student service delivery and inputs in. Post-graduate students in B Rad (Hons) (prospective): Apart from academic program students are expected to deliver clinical service under supervision and to participate fully in all academic and clinical department activities.

ENQUIRIES : Mrs. Z. Cronje, Tel No: (012) 354- 2336
FOR ATTENTION : Ms Victoria Skosana
CLOSING DATE : 29 September 2008

POST 37/169 : **PROFESSIONAL NURSE GENERAL 3 POSTS REF NO: 70053457**
Directorate: Ekuruleni Sedibeng Health Region

SALARY : R117 225-135 894 per annum (plus benefits).
CENTRE : Germiston Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice 452 (i.e. Diploma /Degree in Nursing) or equivalent qualifications that allows registration with SANC as a Professional Nurse.

DUTIES : Supervision of nursing personnel, Assist with formulation and implementation of institutional operational plan. Exercise control of all personnel regarding discipline, hours of duty and work ethics. Implement and promote quality health care. Assists with formulation and implementation of nursing policies. Education and training of nursing personnel. Adhere to all Acts and Regulations pertaining to health service and public service management. Monthly data collection, interpretation and analysis. Willingness to work day and night duties and rotate when the needs com. Ability to function effectively under stressful situations.

ENQUIRIES : Mr. Z.P.N. Mofokeng, Tel No: (011) 345-1240
FOR ATTENTION : Ms Diane Samuels
CLOSING DATE : 26 September 2008

POST 37/170 : **PROFESSIONAL NURSE GENERAL ART (1 POST) REF NO: 70053458**
Directorate: Ekuruleni Sedibeng Health Region

SALARY : R117 225-135 894 per annum (plus benefits).

<u>CENTRE</u>	:	Germiston Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government notice 452 (i.e. Diploma /Degree in Nursing) or equivalent qualifications that allows registration with SANC as a Professional Nurse. Training in VCT CCMT,TB,& STI will be and added advantage.
<u>DUTIES</u>	:	Supervision of nursing personnel. Assist with formulation and implementation of institutional operational plan. Exercise control of all personnel regarding discipline, hours of duty and work ethics. Implement and promote quality health care. Assists with formulation and implementation of nursing policies. Education and training of nursing personnel. Adhere to all Acts and Regulations pertaining to health service and public service management. Monthly data collection, interpretation and analysis. Willingness to work day and night duties and rotate when the needs come. Ability to function effectively under stressful situations.
<u>ENQUIRIES</u>	:	Mr. Z.P.N. Mofokeng, Tel No: (011) 345-1239/40
<u>FOR ATTENTION</u>	:	Ms Diane Samuels
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/171</u>	:	<u>SENIOR PHYSIOTHERAPIST REF NO: 70053554</u> Directorate: Nursing Department
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	East Rand TB Hospital
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Physiotherapist. Appropriate experience as a physiotherapist. Understanding of comprehensive rehabilitation services. A valid driver's license. Recommendations: Extensive experience in Hospital Environment. Knowledge of relevant Acts and protocols with regard to medical ethics. Computer literacy.
<u>DUTIES</u>	:	Provide comprehensive, preventative, curative rehabilitative healthcare to TB and co-infected patients. Be part of the multidisciplinary healthcare team. Prevent institutionalization boredom, physical and mental inactivity associated with prolonged hospitalization. Provide full day balance programme variety of interests and abilities. Assist in development and implementation of operational plans based on strategic objectives of the department. Liaise with stakeholders regarding service delivery. Render and manage physiotherapy services that comply with the standards and norms as indicated by the health policies.
<u>ENQUIRIES</u>	:	Dr N.D. Sithole Tel No: (011) 845 6004
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/172</u>	:	<u>PROFESSIONAL NURSE REF NO: 70053636</u> Directorate: Nursing Services
<u>SALARY</u>	:	R117 225 -135 894 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	Diploma in General Nursing Science. Registration with SANC. Knowledge of TB, HIV and AIDS treatment care and support. Good communication, Interpersonal and leadership skill with PFMA knowledge.
<u>DUTIES</u>	:	Deliver high quality care according to scope of practice and relevant legal frame work in accordance to patient needs. Work night shift on rotation basis. Coordinate patient care across the multidisciplinary team. Practice within the code of conduct of Public service prescripts. Supervise subordinates. Implement good problem solving skills, comply with the Public Finance Act.
<u>ENQUIRIES</u>	:	Ms. M.M. Makutu, Tel No: (012) 373 5033 x202
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/173</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 70053553</u> Directorate: Corporate services
<u>SALARY</u>	:	R117 501 per annum (plus benefits)
<u>CENTRE</u>	:	East Rand TB Hospital
<u>REQUIREMENTS</u>	:	Human Resource qualification or equivalent or Grade 12 with at least 3 years relevant experience. Knowledge of Public service legislation and Batho Pele principles. The incumbent must be computer literate. Must have problem solving skills and conflict resolution. Must be able to work on PERSAL and have

		knowledge of PMDS. Must be able to manage leave. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Manage conditions of service and supervise subordinates. Attention to termination of service, recruitment and selection. Manage leave. Compile monthly, quarterly and annual reports when requested. Attend institutional, Regional, District and Provincial meetings and report back to Corporate as well as Exco. Be able part of various tasks teams as required by Central Office and DPSA. Manage HR registry and keep personnel database. Give human resource advises to Exco where required. Supervise sub-ordinates. Be involved with Labour Relations and be part of Institutional Multi- lateral when requested.
<u>ENQUIRIES</u>	:	Mr J.M. Rampheri Tel No: (011) 845 6083
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/174</u>	:	<u>LOSS CONTROL OFFICER REF NO: 70053532</u> Directorate: Administration
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Sterdfontein Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (Mathematics, Economics and/or Accounting) Proficiency in accounting principles, techniques and government finance. Extensive knowledge of PFMA, Treasury regulations, BAS, SAP and Risk Management.
<u>DUTIES</u>	:	Must ensure compliance with the PFMA, Treasury Regulation and other relevant legislation and Government policies. Obtaining all details and statements in connection with claims .losses and entering of all claims and losses in the loss register. Following up and settling of all outstanding cases. Compiling of monthly repots to head office. Liaising as far as possible with the office of the state attorney. Assisting with coordination and administrative processes in relation to audit processes. Working closely with all units with specific reference to Assets Management Unit.
<u>ENQUIRIES</u>	:	Mr. S. Dlamini, Tel No: (011) 951 - 8210
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/175</u>	:	<u>HORTICULTURIST REF NO: 70053534</u> Directorate: Finance
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	SterKfontein Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Horticulture or equivalent qualification. Proof of completion of National examination board. Knowledge of departmental guidelines and policies. Appropriate supervisory experience. Drivers license.
<u>DUTIES</u>	:	Planning, managing and development of Horticultural activities (landscaping gardens and pot plant maintenance floral arrangement, special events). Maintenance and control of equipment and stock. Procurement of goods and service. Train departmental staff. Manage pest control. General office administration. Utilize human, material and general resource efficiently and effectively,
<u>ENQUIRIES</u>	:	Mr. Shilubanej, Tel No: (011) 951 - 8252
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/176</u>	:	<u>SENIOR ACCOUNTING CLERK REF NO: 70053635</u> Directorate: Finance
<u>SALARY</u>	:	R94 326 – 109 313 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent with 2 years relevant experience in Finance Management and Accounting. A Degree or Diploma in Financial Management and / or Accounting will serve as an advantage. Working knowledge of government transversal system e.g. BAAB, BAS, SAP and PERSAL. Well conversant with the PFMA, Treasury Regulation, Analytical skills, computer literacy e.g. extensive appropriate experience. Computer literacy e.g. Excel (Spread sheets) and MS Word and verbal written communication skills.
<u>DUTIES</u>	:	Account payable, general ledger and petty cash management. Revenue management, attending to supply reports, tracing accounting printing and posting. BAS and PERSAL reconciliation Patients accounts and values

		requesting face value forms and assisting the finance section with the overall management of the hospital budget.
<u>ENQUIRIES</u>	:	Ms. M.M. Makutu, Tel No: (012) 373 5033x 202
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/177</u>	:	<u>RADIOGRAPHER (THERAPY) REF NO: 70053684</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	R94 362 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	B-Rad Therapy / Dipl in Therapy. Registration with HPCSA. Good communication and interpersonal skills. Excellent health record, Empathetic, Good team worker. Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasms.
<u>DUTIES</u>	:	Physical and emotional support of patients. Daily and weekly QA. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills.
<u>ENQUIRIES</u>	:	Mrs D van der Westhuizen, / Mrs. M. van Ginkel, Tel No: (012) 354- 2374
<u>FOR ATTENTION</u>	:	Ms Victoria Skosana
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/178</u>	:	<u>CLINICAL TECHNOLOGIST (VARIOUS DISCIPLINES) REF NO: 70053686</u> Directorate: Clinical Services: Clinical Technology
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Clinical Technology. HPCSA registration as Clinical Technologist
<u>DUTIES</u>	:	Service rendering in the relevant clinical technology discipline
<u>ENQUIRIES</u>	:	Dr AP van der Walt, Tel No: (012) 354- 2336
<u>FOR ATTENTION</u>	:	Ms Victoria Skosana
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/179</u>	:	<u>RADIOGRAPHER (POST GRADUATE TRAINING IN RADIOTHERAPY) (3 POSTS) REF NO: 70053685</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	R94 362 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	B-Rad Diagnostic / Dipl in Diagnostic Radiography. Basic knowledge of Radiographic appearance on film. Have a firm grasp of patient care in a health care environment. Basic computer skills. Good communication skills and must be an excellent team worker. Excellent Health record.
<u>DUTIES</u>	:	The candidate will enroll with the University of Pretoria (UP) for the B Rad Hons (Therapy) course. The candidate will have to adhere to the admission criteria and regulations of UP Compulsory clinical time will be spending in the Radiation Oncology department, Pretoria Academic Hospital. During this time the student will work under supervision of qualified therapy radiographers. Duties will include localization and radiation treatment planning. Deliver radiation treatment to patients. Provide holistic physical and physiological support for patients. Ensure accurate record keeping and functions within any quality management system. Applicable research projects forms a major part for the qualification as a therapy radiographer.
<u>ENQUIRIES</u>	:	Dr AP van der Walt, Tel No: (012) 354- 2336
<u>FOR ATTENTION</u>	:	M. Victoria Skosana
<u>CLOSING DATE</u>	:	29 September 2008
<u>POST 37/180</u>	:	<u>DATA CAPTURER REF NO: 70053637</u> Directorate: Administrative Service
<u>SALARY</u>	:	R94 326 – 109 515 per annum (plus benefits)
<u>CENTRE</u>	:	Tshepong TB Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification plus experience. Computer literacy with and understanding of MS Word, Excel Access and Power Point.

		Good interpersonal/ communication skills. Able to work under pressure, analistic and numeric skills.
<u>DUTIES</u>	:	Collect data from source point and wards. Ensure data capturing within set time frames. Ensure that data submitted is validated. Regularly ensuring backup system for work captured. Prepare and provide reports within the facility, faxing of reports to different departments. Do administrative work.
<u>ENQUIRIES</u>	:	Ms MM Makutu, Tel No: (012) 373 5033x202
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/181</u>	:	<u>FINANCIAL CLERK REF NO: 70053663</u> Directorate: Financial Management
<u>SALARY</u>	:	R94 326 – 109 515 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni District Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate with accounting as a passed subject or one year financial qualification and experience in finance environment. Good computer literacy in MS Excel, Word. Good verbal and writing skills. Knowledge of BAS, PFMA, Treasury Regulation and Internal Control process within area of responsibility. Document management skills.
<u>DUTIES</u>	:	Compile sundry payments for the timeous and correct payment of service providers. Assist in the compilation of journals for the correction of misallocations. Handling of Petty Cash transactions. Ensure the correct tracking and reconciliation of payments due to creditors. Ensure the safekeeping of documents of service providers. Attend to any queries with regards to the payment of service providers.
<u>ENQUIRIES</u>	:	Ms P. Khumalo Tel No: (011) 876 1700
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/182</u>	:	<u>CLIENT INFORMATION CLERK REF NO: 70053537</u> Directorate: Admin
<u>SALARY</u>	:	R94 326 per annum (plus benefits)
<u>CENTRE</u>	:	SterKfontein Hospital
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent and 4 years experience. Good communication and interpersonal skills. Committed. Ability to work on a switchboard Computer literate. Knowledge of PABX system.
<u>DUTIES</u>	:	Supervision of subordinates falling within Switchboard. Ensure that shifts are fully covered (day/night). Attend to all reported faults of lines and queries for telecommunication. Compile monthly accounts using system. Generate revenue from private calls made. Liaise with HR Department for telephone deductions. Keep monthly records for future queries. Training of staff in telecommunication developments. Ensure smooth running of all lines and paging system. Communicate with service provider when there are problems. Compile job descriptions and conduct PMDS for staff according to Department policy. Carry out instructions and duties as delegated by Senior.
<u>ENQUIRIES</u>	:	Mr.M.A. Ledwaba, Tel No: (011) 951 - 8240
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/183</u>	:	<u>NURSING ASSISTANT NA-3 (2 POSTS) REF NO: 70053461</u> Directorate: Ekuruleni Sedibeng Health Region
<u>SALARY</u>	:	R84 687-104 151 per annum (plus benefits).
<u>CENTRE</u>	:	Germiston Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing assistant.
<u>DUTIES</u>	:	To provide quality elementary nursing care services under the supervision of a Professional Nurse within the scope of practice as defined by the SANC AND Charter of Nursing Practice. Supervision of Nursing Assistant NA-1. Implementation of basic nursing procedures. Function according to scope of practice. Willingness to rotate to various departments and to work day and night duties
<u>ENQUIRIES</u>	:	Mr. Z.P.N. Mofokeng, Tel No: (011) 345-1239/40
<u>FOR ATTENTION</u>	:	Ms Diane Samuels

CLOSING DATE : 26 September 2008

POST 37/184 : **STAFF NURSE SN1 (3 POSTS) REF NO 70053459**
Directorate: Ekuruleni Sedibeng Health Region

SALARY : R77 505-87 228 per annum (plus benefits)
CENTRE : Germiston Hospital
REQUIREMENTS : Qualification that allows registration with SANC as staff Nurse (Enrolled Nurse).
DUTIES : Provide nursing care within the scope of practice as delegated by the Professional Nurse Escort/ accompany patients. Provide health information and education. Willingness to work shifts, day and night duties and rotate through clinical departments in hospital. Ability to function effectively under stressful conditions.

ENQUIRIES : Mr. Z.P.N. Mofokeng, Tel No: (011) 345-1239/40
FOR ATTENTION : Ms Diane Samuels
CLOSING DATE : 26 September 2008

POST 37/185 : **ADMINISTRATION CLERK 70053536**
Directorate: Admin

SALARY : R76 194 per annum (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 10/12 or equivalent qualifications and 2 years experience. Good interpersonal and communication skills. Knowledge of Mental Health Act and Criminal Procedure Act.

DUTIES : Daily capturing of statistics received from the wards. Collect monthly statistics from pharmacy, social worker, workers kitchen and other sections of the hospital. Compile full monthly reports of DHIS and understanding of formulas used. Ability to calculate BOR, ALOF AND PDE. Meet deadlines for submission to the head office. Give reports statistics when requested by the management. Ability to open files using PAAB system and filling of records. Have proper easy retrieval of previous and current statistics records when they are required. Perform additional duties given by Supervisor or delegated person in line with Patient Affairs.

ENQUIRIES : Mr MA Ledwaba, Tel No: (011) 951 - 8240
CLOSING DATE : 26 September 2008

POST 37/186 : **NURSING ASSISTANT NA-2 (1 POST) REF NO: 70053462**
Directorate: Ekuruleni Sedibeng Health Region

SALARY : R70 929-79 830 per annum (plus benefits)
CENTRE : Germiston Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing assistant.

DUTIES : To provide quality elementary nursing care services under the supervision of a Professional Nurse within the scope of practice as defined by the SANC and Charter of Nursing Practice. Supervision of Nursing Assistant NA-1. Implementation of basic nursing procedures. Function according to scope of practice. Willingness to rotate to various departments and to work day and night duties

ENQUIRIES : Mr Z PN Mofokeng, Tel No: (011) 345-1239/40
FOR ATTENTION : Ms Diane Samuels
CLOSING DATE : 26 September 2008

POST 37/187 : **WARD CLERK (PATIENT ADMIN) REF NO: 70053634**
Directorate: Administrative

SALARY : R64 410 per annum (plus benefits)
CENTRE : Tshepong TB Hospital
REQUIREMENTS : Grade 12 certificate or equivalent with extensive appropriate experience. Computer literacy. Good interpersonal relations and communication skills (verbal & written). Good team spirit and dedicated to work.

DUTIES : Variety of administrative duties, Admissions, discharge, registration and classification of patients, filing, retrieval and capturing. Recording of patients on

	:	the system. Compiling of monthly statistics. Any other tasks that the manager may delegate as extra duties.
<u>ENQUIRIES</u>	:	Ms MM Makutu, Tel No: (012) 373 5033x 202
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/188</u>	:	<u>NURSING ASSISTANT (19 POSTS) REF NO: 70053660</u> Directorate: Nursing Department
<u>SALARY</u>	:	R59 400 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Enrolment with South African Nursing Council as an Auxiliary nurse. Recommendations: Good communication and interpersonal skills.
<u>DUTIES</u>	:	Render elementary nursing care in an assisting capacity.
<u>ENQUIRIES</u>	:	Ms T.R. Seikaneng Tel No: (012) 318 6622/32
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/189</u>	:	<u>NURSING ASSISTANT NA-1 (3 POSTS) REF NO: 70053460</u> Directorate: Ekuruleni Sedibeng Health Region
<u>SALARY</u>	:	R59 400-66 856 per annum (plus benefits)
<u>CENTRE</u>	:	Germiston Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant).
<u>DUTIES</u>	:	Implementation of basic nursing procedures. Function according to scope of practice. Willingness rotate to various departments and to work, day and night duties.
<u>ENQUIRIES</u>	:	Mr. Z.P.N. Mofokeng, Tel No: (011) 345-1239/40
<u>FOR ATTENTION</u>	:	Ms Diane Samuels
<u>CLOSING DATE</u>	:	26 September 2008
<u>POST 37/190</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 70053555</u> Directorate: Corporate
<u>SALARY</u>	:	R54 879 – 63 717 per annum (plus benefits)
<u>CENTRE</u>	:	East Rand TB Hospital
<u>REQUIREMENTS</u>	:	Grade 12. At least three years experience in the Public sector. Knowledge of Batho Pele principles and be computer literate. The incumbent must have good interpersonal relationship. Must be able to keep confidentiality of records in the Human Resource.
<u>DUTIES</u>	:	Open files for newly appointed staff and official documents e.g. Circulars and Memos. Must be able to do filling of all HR documents in the personnel files. Taking minutes during sectional meetings. Good record keeping at all times. Assist with all HR queries. Do leave audit.
<u>ENQUIRIES</u>	:	Mr J.M. Rampheri Tel No: (011) 845 6083
<u>CLOSING DATE</u>	:	30 September 2008
<u>POST 37/191</u>	:	<u>ADMINISTRATION CLERK 70053535</u> Directorate: Administration
<u>SALARY</u>	:	R54 879 per annum (plus benefits)
<u>CENTRE</u>	:	SterKfontein Hospital
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent. Good interpersonal and communication skills. Knowledge of Mental Health Act and Criminal Procedure Act.
<u>DUTIES</u>	:	Perform administrative activities in Patient Affairs. Handling of less complicated routine correspondence, directives, Acts and manual. More emphasis is in Forensic Unit to communicate internally and externally. Liaise with doctors concerning completion of reports for patients according to Court requirements. Daily statistics and movement of patients. Open files for new patients. Draw files and update files accordingly. Ensure that all patients are registered on PAAB system and admitted with correct classification. Maintain high level of confidentiality. Have ability to work long hours and rotate when need arise within Department. Execute additional duties from supervisor or delegated person in Patient Affairs.
<u>ENQUIRIES</u>	:	Mr.M.A. Ledwaba, Tel No: (011) 951 - 8240

<u>POST 37/192</u>	:	<u>ADMINISTRATION CLERK: ASSET 70053533</u> Directorate: Administration
<u>SALARY</u>	:	R 54 879 per annum (plus benefits)
<u>CENTRE</u>	:	SterKfontein Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (mathematics and/or Accounting). Proficiency in accounting principles, techniques and government finance. Knowledge and skills of BAS and SAP. Computer literacy is essential.
<u>DUTIES</u>	:	Bar-coding and capturing of new assets on assets register (BAUD). Control all assets movement , ie transfer in and out of assets within the hospital. Update inventory lists for all locations in the institution. Be a member of assets stock take as well as stock verifications. Any other duties related to asset management in within the institution.
<u>ENQUIRIES</u>	:	Mr. Dlamini, Tel No: (011) 951 - 8210
<u>POST 37/193</u>	:	<u>REGISTRY CLERK (4 POSTS) REF NO: 70053687</u> Directorate: Patient Administration: Patient Records
<u>SALARY</u>	:	R54 879 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Good number orientation. Be prepared to rotate and operate as relievers in other sections in Patient Administration. Knowledge of filling will be an added advantage. Must be able to work under pressure. Good interpersonal communication skills.
<u>DUTIES</u>	:	Accurate sorting and filing of patient files and documentation according to patient numbers. Drawing of files for wards, clinics, billing section, patient report office, auditors, etc. Filetracking and movement history of patients on Medicom or equivalent system. Daily checking of files in shelves for misfiles. Regular removal of inactive patient files according to prescribed policies. Performing other reasonable tasks as allocated by the supervisor and team leaders.
<u>ENQUIRIES</u>	:	Mr. M.F. Monama, Tel No: (012) 354- 1421
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	29 September 2008

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Gauteng Shared Service Centre, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
<u>CLOSING DATE</u>	:	01 October 2008
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed. People with disabilities are encouraged to apply. Appointment is subject to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

MANAGEMENT ECHELON

<u>POST 37/194</u>	:	<u>DEPUTY DIRECTOR GENERAL: INSTITUTIONAL SUPPORT SERVICES REF NO 70053657</u>
<u>SALARY</u>	:	R770 823 per annum (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognised post graduate qualification plus extensive experience of 5 to 10 years in senior management/executive management. Competencies :The successful candidate must possess sound knowledge of Performance Management in the public service, Organizational Development, Human Capital Management, Institutional Performance systems, Change Management processes, Financial Management, Supply Chain Management. Knowledge of the latest advances in public management theory and practice as well as

knowledge of Information Communication and Technology management practices. Strong leadership and inter-personal skills. Knowledge of security and risk management for the demands of organizational performance in a global city region. Ability to liaise with relevant stakeholders such as the Presidency, National Departments, National and Provincial Treasury and GITO Councils. Advise the Head of Department on strategic, organizational and operational strategies and policies

DUTIES

: The incumbent will be responsible for the development of human and social capital, organizational performance management, e-innovation services to relevant clients (internal and external), managing the security and risk, finance and strategic support functions in the Office of the Premier. Render strategic management in the following areas of service delivery: Internal Human Resource, Auxiliary Services, Information Communication and Technology services, Strategy and Operational Support, Security and Risk Management and Financial Management. Provide guidance and strategic advice in respect of effective and efficient institutional arrangements.

ENQUIRIES

: Mr M Mokoena, Tel No: (011) 355-6201

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

Department of Health is an equal opportunity ,affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

- APPLICATIONS** : Applications should be forwarded to: Ms N W P Mabizela: The Human Resource Manager Vryheid District Hospital Private Bag X 9371 Vryheid 3100
- CLOSING DATE** : 03 October 2008
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR the web site. Certified copies of ID document, highest educational qualifications, registration certificates plus proof of current registration. (Not copies of certified copy) Certified copies of highest school qualification , - not copies of certified copies. Curriculum Vitae Faxed applications will not be accepted. Failure to comply with the above instructions will disqualify applicants The Reference number must be indicated in the column provided on the form Z83 e.g Ref: 22/ 2005. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply Please note that due to large number of applications received , applications will not be acknowledged.

OTHER POSTS

- POST 37/195** : **PHARMACY MANAGER REF: VRH 23/2008**
- SALARY** : R217 482 per annum (plus benefits Scarce skills allowance and Rural Allowance)
- CENTRE** : Vryheid Hospital
- REQUIREMENTS** : National Pharmacy Degree/ Diploma PLUS Current Registration with the South African Pharmacy Council as a Pharmacist PLUS At least 3- 5 years post qualification experience as a Pharmacist At least 2 years supervisory experience in the Pharmacy Knowledge, Skills Training And Competencies Required: Knowledge of Pharmaceutical Services, approaches, policies and procedures. In depth knowledge and experience in the supervision of a pharmaceutical service. Excellent communication skills both written and verbal Ability to be part of an inter- active team Knowledge and understanding of the legislative prescripts governing the Public Service Pharmacy Practice and control of medicines. Appropriate clinical & theoretical knowledge. Ability to manage conflict & apply discipline Knowledge and skills in managing Quality Improvement Programmes.
- DUTIES** : Key Performance Areas: Overall management of the Pharmacy Department of the Hospital including financial, human resource and drug supply management. Coordinate training programmes such as Pharmacy assistant and in-service training for clinicians. Develop protocols, and procedure and guidelines for the pharmacy Department. Provide medicine related information to clinical staff. Ensure 24 hours access to drugs. Monitor patient treatment and medicine usage through clinical audits. Perform standby / on call duties as required. Ensure effective and efficient utilization of staff to cover the needs of the hospital and attached clinics. Co-ordinate hospital Pharmaceutical and Therapeutic Committees. Be responsible for procurement, control and security of drug stock and equipment. Supervise and provide training to pharmacist interns, Assistants and student.
- ENQUIRIES** : Dr F.S Idika 034 9822111 ext 214
- POST 37/196** : **PRINCIPAL PHARMACISTS 2 POSTS REF: VRH 22/2008**
- SALARY** : R174 243 per annum (plus benefits Scarce skills allowance and Rural Allowance)
- CENTRE** : Vryheid Hospital
- REQUIREMENTS** : National Pharmacy Degree/ Diploma PLUS Current registration with the South African Pharmacy Council as a Pharmacist PLUS 3- 5 years post qualification

	experience in the Pharmacy Knowledge, Skills Training And Competencies Required: Knowledge of Pharmaceutical Services, policies, procedures & legislations including the Essential Drug Lists. Excellent communication skills both written and verbal Good supervisory, analytical & team building skills. Ability to manage conflict and apply discipline Computer literacy
<u>DUTIES</u>	: Key Performance Areas: Ensure adherence to standard treatment guidelines and protocols. Supervise, monitor and evaluate Pharmacy staff in the unit. Monitor and evaluate the quality of service in the department and assist with the dispensing of medicines. Ensure adherence to both the centre and Provincial drug formularies. Implement and evaluate budgetary control measures and adherence to set treatment protocols. Collect data and provide reports and statistics with regard to all aspects of pharmaceutical services. Accept managerial responsibility and accountability for drug dispensing of medicines to patients Maintain accurate & appropriate patient records, statistics & information as required by management in the line with legal requirements. Provide appropriate and adequate counseling on medication to patients to ensure optimal pharmaco-therapeutic outcomes. Supervise and provide training to pharmacist interns, Assistants and student. Dispensing and Counselling of patients on ARV's Implement quality improvement programmes in accordance with the principles of Batho Pele.
<u>ENQUIRIES</u>	: Dr F.S Idika Telephone: (034) 9822111ext 227
<u>POST 37/197</u>	: <u>SENIOR PHARMACISTS 2 POSTS REF: VRH 21/2008</u>
<u>SALARY</u>	: R145 920 per annum (plus benefits Scarce skills allowance and Rural Allowance)
<u>CENTRE</u>	: Vryheid Hospital
<u>REQUIREMENTS</u>	: Bachelor of Pharmacy degree PLUS Registration with the South African Pharmacy Council as a Pharmacist PLUS One year Pharmacy experience Knowledge, Skills Training And Competencies Required: Knowledge of Pharmaceutical Services, policies ,procedures & legislations including the Essential Drug Lists. Excellent communication skills both written and verbal Ability to be part of an inter- active team Knowledge of essential drug list and the National Drug Policy. Commitment to service excellence Good supervisory, analytical & team building skills. Appropriate clinical & theoretical knowledge. Ability to manage conflict & apply discipline
<u>DUTIES</u>	: Key Performance Areas: To execute all duties, functions and responsibilities to the best of his/her abilities within all applicable legislation. Implementation of the Standard Operating Procedures, Good pharmacy practice and norms and standards with regard to the procurement ,storage and dispensing of pharmaceuticals. Maintain accurate & appropriate patient records, statistics & information as required by management in the line with legal requirements. To provide pharmaceutical services by :dispensing medicines , preparing of mixtures , ointments and creams. Provide appropriate and adequate counseling on medication to patients to ensure optimal pharmaco-therapeutic outcomes Supervise and provide training to pharmacist interns, Assistants and student. Dispensing and Counselling of patients on ARV's Implement quality improvement programmes in accordance with the principles of Batho Pele.
<u>ENQUIRIES</u>	: Dr F.S Idika 034 9822111 ext 214

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

APPLICATIONS : All applications should be addressed to: The District Manager, Sekhukhune District, Private Bag x 04, Chuenespoort, 0745.

CLOSING DATE : 26 September 2008

NOTE : Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health and Social Development is an equal opportunity and Affirmative Action employer.

OTHER POSTS

POST 37/198 : **SENIOR ADMINISTRATION CLERK [ASSET MANAGEMENT] 2 POSTS**

SALARY : R64 410 per annum

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Qualifications and Competencies: Grade 12 Certificate or equivalent qualifications at NQF level 4 plus competencies in Asset Management. B) Knowledge and Skills: Knowledge of the FINEST assets register management module. Knowledge of PFMA and other public services acts, regulations, policies, system, and procedures. Ability to do reconciliation of accounts.

DUTIES : Key Performance Areas: Bar-code new assets. Capture assets into FINEST system and open assets files. Split bulk assets. Update FINEST assets register. Control assets movement between offices and buildings, and update the assets register accordingly. Undertake regular asset verification and ensure that updated inventory lists are pasted behind all office doors. Identify redundant, obsolete, unserviceable and useless assets for purposes of assets disposal. Take part in asset disposal and update the asset register.

ENQUIRIES : General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.

POST 37/199 : **ADMIN CLERK [ASSET MANAGEMENT] 2 POSTS**

SALARY : R54 879 per annum

CENTRE : Ellisras Hospital [1], Malamulele Hospital [1]

REQUIREMENTS : Qualification and Competencies: Grade 12 Certificate with NQF level 4 plus competencies in assets Management. Computer Literacy. Knowledge and Skills: Knowledge of FINEST asset Management system. Ability to do reconciliation of accounts.

DUTIES : Key Performance Areas: Bar-code new assets. Capture assets into FINEST system and opening of assets files. Split bulk assets. Update FINEST asset register. Control asset movement between offices and buildings, and update the asset register accordingly. Undertake regular asset verification and ensure that updated inventory list pasted behind the doors. Identify redundant, obsolete, unserviceable and useless assets for purpose of asset disposal. Take part in asset disposal and update the asset register.

ENQUIRIES : General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.

ENQUIRIES : General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.

POST 37/200 : **PROVISIONING ADMIN CLERK [STORES] 7 POSTS**

SALARY : R54 879 per annum

<u>CENTRE</u>	:	Dr CN Phatudi Hospital [2], Witpoort Hospital [1], Tshilidzini Hospital [2], Thabazimbi Hospital [1], Ellisras Hospital [1]
<u>REQUIREMENTS</u>	:	Qualifications and Experience: Grade 12 certificate at NQF level 4 coupled with competencies in Provisioning. Knowledge and skills: An understanding of the departmental policies. Knowledge of the PFMA. Knowledge of the procurement system.
<u>DUTIES</u>	:	Key Performance Areas: Prepare stores payments. Capture requisitions for goods and services. Commit funds in the relevant register.
<u>ENQUIRIES</u>	:	General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<u>POST 37/201</u>	:	<u>ADMIN CLERK [STORES] 1 POST</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Hospital [1]
<u>REQUIREMENTS</u>	:	Qualifications and Experience: Grade 12 certificate at NQF level 4 coupled with competencies in Stores. Knowledge and skills: An understanding of the departmental policies. Knowledge of the PFMA. Knowledge of the procurement system.
<u>DUTIES</u>	:	Key performance areas: Prepare stores payments. Capture requisitions for goods and services. Commit funds in the relevant register
<u>ENQUIRIES</u>	:	General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<u>POST 37/202</u>	:	<u>ADMINISTRATION CLERK [LOGISTICS] 1 POST</u>
<u>SALARY</u>	:	R54 879 per annum
<u>CENTRE</u>	:	Witpoort Hospital
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Grade 12 certificate at NQF level 4. Knowledge and skills: Computer literacy.
<u>DUTIES</u>	:	Key performance areas: Render switchboard services. Render Registry services. Render typing services.
<u>ENQUIRIES</u>	:	General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<u>POST 37/203</u>	:	<u>CLEANERS 53 POSTS</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	Greater Tubatse: Swaranang Clinic [1], Rietfontein Clinic [1], Sterkspruit Clinic [1], Naboomspruit Clinic [1], Selala New Clinic [2], Dilokong Gateway [2], Riba/Schlickmanskloof Clinic [1], Motlolo Clinic [1], HC Boshoff Health Centre [4], Matsageng Clinic [2] Fetakgomo: Manotoana Clinic [1], Motsepe Clinic [1], Phasha Clinic [1], Nchabeleng Health Centre [2], Mankotsana Clinic [1], Seroka Clinic [1], Mphanama Clinic [2], Ikageng Clinic [1], Mohlaetse Clinic [1], Phahlamanoge Clinic [3], Marble Hall: Mmotwaneng Clinic [1], Moeding Clinic [1], Elandskraal Clinic [1], Makeepsvlei Clinic [1], Marble Hall Clinic [3], Moutse West Health Centre [4], Groblersdal: Magukubjane Clinic [2], Zaaiplaas CHC [1], Matsepe Clinic [1], Moutse East [2], Makhuduthamaga: Manganeng Clinic [1], Phaahla Clinic [1], Eensaam Clinic [1], Setlaboswana Clinic [1], Tswaing Clinic [2]
<u>REQUIREMENTS</u>	:	Qualification and Competencies: Appropriate competencies in cleaning services.
<u>DUTIES</u>	:	Key performance areas: Rendering cleaning services. Use and keep all cleaning goods and material properly. Infection control
<u>ENQUIRIES</u>	:	General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<u>POST 37/204</u>	:	<u>GROUNDSMAN 33 POSTS</u>
<u>SALARY</u>	:	R47 787 per annum
<u>CENTRE</u>	:	Greater Tubatse: Burgersfort Health Centre [1], Taung Clinic [1], Selala Clinic [2], Dilokong Gateway [2], Riba/Schlickmanskloof [1], HC Boshoff Health Centre [4], Eerstegeluk Clinic [2], Matsageng Clinic [2], Fetakgomo: Phasha Clinic [1], Nchabeleng Clinic [1], Mphanama Clinic [2], Phahlamanoge Clinic [2], Marble Hall: Witfontein Clinic [1], Marble Hall Clinic [1], Moutse West Health Centre [2],

REQUIREMENTS

: Groblersdal: Magukubjane Clinic [2], Groblersdal Clinic [1], Moutse East [2],
Makhuduthamaga: Marishane Clinic [1], Tswaing Clinic [2]
Qualification and Competencies: Ability to read and write. Competencies in
gardening.

DUTIES

: Key performance areas: Maintain grounds.

ENQUIRIES

: General enquires about advertised posts should be directed to Mr. Mabasa G.T.
at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF FINANCE**

The Department of FINANCE is an equal opportunity and Affirmative Action employer

- APPLICATIONS** : All applications should be addressed to: Sinethemba Management Consultants, Office number 343, Caltex Building, Third Floor, 32 Bell Street, Nelspruit, 1200. or post to: PO Box 5468, Nelspruit 1200
- CLOSING DATE** : 26 September 2008
- NOTE** : Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and Certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged Communities. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. A successful candidate will be required to sign a Performance Management Agreement, subjected to security clearance as well as disclosure of financial interest.

MANAGEMENT ECHELON

- POST 37/205** : **CHIEF FINANCIAL OFFICER (REF: MDF 128/08)**
Office of the Chief Financial Officer
- SALARY** : R540 429 per annum
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : The formal qualification requirement for appointment is at least an appropriate, Bachelor degree with extensive, appropriate management experience in a strategy development environment and Financial Administration. Knowledge: Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, Advanced knowledge of modern systems of governance and administration, Expert knowledge of financial and supply chain management processes, Sound knowledge of government auditing processes, Sound knowledge of financial risk management processes. Skills: Strategic planning and project facilitation skills, Excellent interpersonal skills, Excellent communication skills, Outstanding planning, organizing and people management skills, Access to and the ability to develop and maintain networks relevant to the task environment and Computer literacy skills.
- DUTIES** : Chief Financial Officer for the Department in terms of the Public Finance Management Act. Ensure effective budget management. Provide a departmental financial accounting service. Manage provisions, assets and procurement. Apply internal control measures. Render general support services. Co-ordinate the Department's strategic and business planning processes. Manage the human, financial, physical information and statutory resources allocated to the CFO, Strategic management, guidance and advice in respect of the effective and efficient rendering departmental strategy development and departmental co-ordination.
- ENQUIRIES** : MR Dan Siziba @ 013 766 4478

OTHER POSTS

- POST 37/206** : **MANAGER: SUPPLY CHAIN MANAGEMENT (REF: MDF 129/08)**
- SALARY** : R344 052 per annum
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : A three year recognized tertiary qualification in Supply Chain Management or Financial Management or related field Plus a minimum of five (5) years relevant work experience. A clear understanding of procurement reforms in the Public Service. In-depth knowledge of the PPPFA, PFMA and other relevant financial regulations and budget laws. In-depth knowledge of Supply Chain Management Framework, policies, regulations and legislations. Proven Project Management and analytical skills. Extensive report writing skills. Excellent interpersonal and communication skills. Ability to communicate and interact with all stakeholders.

<u>DUTIES</u>	:	Formulate and customize Supply Chain Management policies and procedures to suit the needs of the department. Issue Supply Chain Management instructions, guidelines, practices and notices to departmental officials. Monitor and evaluate the departmental compliance to the Supply Chain Management Framework and policies. Ensure an effective support services to the line functionaries by giving advice on the interpretation and implementation of policies, guidelines and manuals and in the areas of inventory management, asset management and fleet management services. Develop and implement risk management strategies. Ensure asset management capacity enhancement activities in the department. Prepare and implement asset register. Develop and customize policies and procedures that give effect to sound asset management, inventory and fleet management. Assist the department in building Supply Chain Management capacity at all levels. Ensure compliance with the SCM framework, policies and guidelines. Report monthly and annually on the SCM implementation in the department. Implement the Performance Management and Development System within the SCM. Manage the division's operational plan.
<u>ENQUIRIES</u>	:	MR Dan Siziba @ 013 766 4478
<u>POST 37/207</u>	:	<u>ASSISTANT MANAGER: PRODUCTION AND PUBLICATION (GRAPHIC DESIGNER) (Ref: MDF 130/08)</u> Subdivision: Communication
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	A Diploma or degree in Graphic Design and Lay-out or equivalent. Extensive knowledge of and experience in graphic design and lay-out. Computer literacy, good writing and editing skills and experience in desktop publishing. Experience and knowledge in using various design and lay out softwares used in the printing industry. Willingness to work under pressure and outside regular office hours. valid drivers license will be an added advantage.
<u>DUTIES</u>	:	Perform design and layout duties for all departmental publications and documentation. Compile departmental corporate branding manual and ensure compliance to the brand. Facilitate printing and manage distribution of all publications and documentation. Compile and manage a data-base of all printed information material. Manage equipment of the section. Manage and update departmental intranet and website. Perform any other communication related work.
<u>ENQUIRIES</u>	:	MR Dan Siziba @ 013 766 4478

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is committed to providing equal opportunities and practising affirmative action employment. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully an indication of race, gender and disability status is required

<u>APPLICATIONS</u>	:	Applications should be forwarded to the address below as per Region: Head Office, Nelspruit, The Head of Department, Department of Public Works, Private Bag X11302, Nelspruit, 1200 Physical Address: 1 st Floor, Building number 7, Government Boulevard, Riverside Park, Nelspruit. Enquiries: Ms LK Ngema at 013-766 6540 or Ms PN Mokhotla at 013-766 8220 Ehlanzeni South Region: The Regional Head-Ehlanzeni South, Dept of Public Works, Private Bag X 11224, Nelspruit, 1200 Physical Address: 1 Hardekool Street Vintonia, Nelspruit, 1200 Enquiries: Ms CZG Skhosane at 013-7523212 or Mr. KG Ngwenyama at 013-7523212 Nkangala Region: The Regional Head-Nkangala, Dept of Public Works, Private Bag X4009, KwaMhlanga, 1022 Physical Address: Government Complex, Building No. 7, 1 st Floor, KwaMhlanga Enquiries: Ms MG Mhlangu at 013-947 2311 or Mr. F Sithole at 013-947 2311
<u>CLOSING DATE</u>	:	26 September 2008
<u>NOTE</u>	:	Applications should be made on form Z83, obtained from any Public Service Department or Magistrate's Office and should be accompanied by certified copies of qualifications and a CV (on a separate page if necessary). Late or faxed applications will not be accepted. Applicants who do not receive any

correspondence from the Department within three months of the closing date should accept that their applications were unsuccessful. The Mpumalanga Department of Public Works is committed to the achievement and maintenance of diversity and equity in employment.

OTHER POSTS

<u>POST 37/208</u>	:	<u>SENIOR MANAGER: FACILITIES MANAGEMENT REF: SM/FM1</u>
<u>SALARY</u>	:	An all inclusive salary package of R540 429 per annum. Basic salary 60% of total package and flexible portion.
<u>CENTRE</u>	:	Nelspruit (Head Office)
<u>REQUIREMENTS</u>	:	A relevant B Degree/Diploma or equivalent qualifications in the built environment, real estate or legal fields plus extensive property and facility management experience. A valid driver's license. Please note: Short-listed candidates will be subjected to a Skills Competency Assessment and successful candidates will be subjected to the signing of a performance agreement three months from the date of assumption of duty and financial disclosure. Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing the Public Service and the Public Service Regulations with emphasis on the Public Finance Management Act, Occupational Health and Safety Act and relevant land and property legislation e.g. GIAMA. Sound skills and competency in financial management, strategic capacity and leadership, people management and empowerment, client orientation and customer focus, and problem solving and analysis. Computer literacy. Sound communication and report writing skills.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate facilities management in the Province. Manage facilities of the Riverside Government Complex and other shared buildings throughout the province. Manage the maintenance of the Riverside Government Complex. Management of staff. Policy formulation, budget and expenditure, strategic planning, human resources and its related key activities.
<u>POST 37/209</u>	:	<u>SENIOR MANAGER: REGIONAL HEAD - EHLANZENI SOUTH REF: SM/EHL S1</u>
<u>SALARY</u>	:	An all-inclusive salary package of R540 429 per annum. Basic salary 60% of total package and flexible portion.
<u>CENTRE</u>	:	Nelspruit (Ehlanzeni South Regional Office, Vintonia)
<u>REQUIREMENTS</u>	:	A recognized B Degree/Diploma or equivalent qualification plus extensive managerial experience. A valid driver's license. Please note: Short-listed candidates will be subjected to a Skills Competency Assessment and successful candidates will be subjected to the signing of a performance agreement three months from the date of assumption of duty and financial disclosure. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing the Public Service, with particular reference to knowledge of Public Finance Management Act and Public Service Regulations. Computer literacy. Strong verbal and written communication skills. Good analytical skills. . Sound skills and competency in strategic capacity and leadership, people management and empowerment, client orientation and customer focus, and problem solving.
<u>DUTIES</u>	:	Key Performance Areas: Manage all administrative aspects in the region. Provide strategic leadership within the region. Manage maintenance of Public Works buildings. Manage the implementation of capital projects. Ensure that line function managers carry out their duties and responsibilities. Manage regional budget and compile reports as required. Manage Pilgrim's Rest Town. Manage the co-ordination of EPWP within the region. Manage regional facilities and property management. Render corporate services.
<u>POST 37/210</u>	:	<u>SENIOR MANAGER: EPWP-CO-ORDINATION REF: SMC/EPWP1</u>
<u>SALARY</u>	:	An all-inclusive salary package of R540 429 per annum. Basic salary 60% of total package and flexible portion.
<u>CENTRE</u>	:	Nelspruit (Head Office)
<u>REQUIREMENTS</u>	:	A recognized B Degree/Diploma or equivalent qualification plus extensive managerial experience. A valid driver's license. Please note: Short listed candidates will be subjected to a Skills Competency Assessment and successful

candidates will be subjected to the signing of a performance agreement three months from the date of assumption of duty and financial disclosure. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing the Public Service, with particular reference to knowledge of Public Finance Management Act and Public Service Regulations. Computer literacy. Strong verbal and written communication skills. Good analytical skills. . Sound skills and competency in strategic capacity and leadership, people management and empowerment, client orientation and customer focus, and problem solving. A valid driver's license.

DUTIES : Key Performance Areas: To coordinate the creation of job opportunities under the Expanded Public Works Programme (EPWP). To report on the creation of job opportunities through the EPWP. To render human resource management and general administration of the section. To ensure efficient management of finances of the section.

POST 37/211 : **SENIOR MANAGER: EPWP-MONITORING AND EVALUATION REF: SM/ME1**

SALARY : An all-inclusive salary package of R540 429 per annum. Basic salary 60% of total package and flexible portion.

CENTRE : Nelspruit (Head Office)

REQUIREMENTS : A recognized B Degree/Diploma or equivalent qualifications plus extensive managerial experience. A valid driver's license. Please note: Short-listed candidates will be subjected to a Skills Competency Assessment and successful candidates will be subjected to the signing of a performance agreement three months from the date of assumption of duty and financial disclosure. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing the Public Service, with particular reference to knowledge of Public Finance Management Act and Public Service Regulations. Computer literacy. Strong verbal and written communication skills. Good analytical skills. . Sound skills and competency in strategic capacity and leadership, people management and empowerment, client orientation and customer focus, and problem solving. A valid driver's license.

DUTIES : Key Performance Areas: Co-ordinate the registration of EPWP projects with stakeholders. Monitor implementation of EPWP projects. Compile and consolidate EPWP quarterly reports. Evaluate the credibility of reported data. Establish and maintain database for EPWP activities. Render administrative guidance and support to the directorate and ensure efficient management of finances.

POST 37/212 : **ASSISTANT MANAGER: EPWP-MONITORING AND EVALUATION 4 POSTS REF: AM/ME1, AM/EPWP3**

SALARY : R174 243 per annum

CENTRE : Nelspruit (Head Office) and Thulamahashe

REQUIREMENTS : A recognized 3 year degree/national diploma or equivalent qualification plus extensive relevant experience. Valid driver's license. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing the Public Service. Computer literacy. Strong verbal and written communication skills. Good analytical skills. Community development or project management skills. Knowledge of EPWP.

DUTIES : Key Performance Areas: Give advice and guidance to stakeholders on EPWP to all sectors. Monitor and report progress on EPWP projects. Facilitate project identification. Monitor and give guidance to implementing agents with regard to community mobilization. Monitor compliance with quality control, EPWP guidelines and sector plan requirements. Identify training needs.

POST 37/213 : **ASSISTANT MANAGER: NATIONAL YOUTH SERVICES REF: AM/NYS 1**

SALARY : R174 243 per annum

CENTRE : Nelspruit (Head Office)

REQUIREMENTS : A recognized B degree/Diploma or equivalent qualification plus extensive experience. A valid driver's licence. Knowledge, skills and competencies: In – depth knowledge of the National Youth Service Programme and Skills

		Development Act, Employment equity, education and training. Knowledge of legislative prescripts governing the Public service.
<u>DUTIES</u>	:	Key Performances Areas: Coordinate and facilitate Case Management files. Manage and capture learner data on the NYS Template. Ensure that progress reports are consolidated on implemented NYS maintenance projects. Monitor progress during technical and practical training. Create awareness of NYS
<u>POST 37/214</u>	:	<u>PERSONAL ASSISTANT TO GENERAL MANAGER: EPWP, SENIOR MANAGERS: FINANCIAL ACCOUNTING, PROJECT DESIGN, PROGRAMME MANAGEMENT, EPWP COORDINATION, FACILITIES, MONITORING AND EVALUATION, INFRASTRUCTURE PLANNING (8 POSTS) REF: PA/FM1, PA/PD1, PA/PM1, PA/EPWP1, PA/GM1, PA/FA1, PA/ME1, PA/IP1</u>
<u>SALARY</u>	:	R 117 501 per annum
<u>CENTRE</u>	:	Nelspruit (Head Office)
<u>REQUIREMENTS</u>	:	A three year Secretarial Diploma or Grade 12 with relevant experience. A valid driver's license. Knowledge, Skills and Competencies: Appropriate knowledge and experience of secretarial responsibilities. Knowledge of and experience in office administration. Excellent organizational skills. Good communication skills. Good public relations and interpersonal skills. Must be capable of working under pressure. Must be prepared to work overtime when required. Innovative thinker. Honest, reliable, trustworthy and responsible. Proficient in English with good writing skills. Computer literacy in Ms Word, Power Point, Ms Outlook, Excel and familiar with using the Internet and e-mail.
<u>DUTIES</u>	:	Key Performance Areas: Typing, filing and managing the General/Senior Manager's office. Co-ordinate day-to-day activities. Manage the diary of the Senior Manager and associated logistics. Establish effective follow-up methods. Consolidate monthly reports. Ensure safekeeping of all documents in line with archive legislation. Prepare and record minutes of meetings. Prioritize incoming correspondence and documents.
<u>POST 37/215</u>	:	<u>PERSONAL ASSISTANT: SENIOR MANAGER: EHLANZENI SOUTH REF NO: PA/EHL S1</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Nelspruit (Ehlanzeni South Regional Office, Vintonia)
<u>REQUIREMENTS</u>	:	A three year Secretarial Diploma or Grade 12 with relevant experience. A valid driver's license. Knowledge, Skills and Competencies: Appropriate knowledge and experience of secretarial responsibilities. Knowledge of and experience in office administration. Excellent organizational skills. Good communication skills. Innovative thinker, honest, reliable, trustworthy and responsible. Good public relations and interpersonal skills. Must be capable of working under pressure. Must be prepared to work overtime when required. Proficient in English with good writing skills. Computer literacy in Ms Word, Power Point, Ms Outlook, Excel and familiar with using the Internet and e-mail.
<u>DUTIES</u>	:	Key Performance Areas: Typing, filing and managing the Senior Manager's office. Co-ordinate day-to-day activities. Manage Senior Manager's diary and associated logistics. Establish effective follow-up methods. Consolidate monthly reports. Ensure safekeeping of all documents in line with archive legislation. Prepare and record minutes of meetings. Prepare agenda and attendance registers for the Senior Manager's meetings. Handle goods and services requisitions in the office of the Senior Manager. Prioritize incoming correspondence and documents. Assist other managers and/or secretaries when required.
<u>POST 37/216</u>	:	<u>PERSONAL ASSISTANT: SENIOR MANAGER: NKANGALA REGION REF NO: PA/NK1</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	KwaMhlanga (Nkangala Regional Office)
<u>REQUIREMENTS</u>	:	A three year Secretarial Diploma or Grade 12 with relevant experience. A valid driver's license. Knowledge, Skills and Competencies: Appropriate knowledge and experience of secretarial responsibilities. Knowledge of and experience in office administration. Excellent organizational skills. Good communication skills.

DUTIES

Innovative thinker, honest, reliable, trustworthy and responsible. Good public relations and interpersonal skills. Must be capable of working under pressure. Must be prepared to work overtime when required. Proficient in English with good writing skills. Computer literacy in Ms Word, Power Point, Ms Outlook, Excel and familiar with using the Internet and e-mail.

: Key Performance Areas: Typing, filing and managing the Senior Manager's office. Co-ordinate day-to-day activities. Manage Senior Manager's diary and associated logistics. Establish effective follow-up methods. Consolidate monthly reports. Ensure safekeeping of all documents in line with archive legislation. Prepare and record minutes of meetings. Prepare agenda and attendance registers for the Senior Manager's meetings. Handle goods and services requisitions in the office of the Senior Manager. Prioritize incoming correspondence and documents. Assist other managers and/or secretaries when required.

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

APPLICATIONS FOR ATTENTION : Department of Health, Kimberley Hospital, Private Bag X5021, Kimberley, 8300
CLOSING DATE : Mr. K Mokgosi
NOTE : 26 September 2008
 : The following documents must be submitted: Application for employment form (Z83) obtainable from any government department, certified copies of highest educational qualification and professional registration certificates and curriculum vitae. Please forward your application stating the reference number and the post for which you apply, to the above mentioned address. No faxed applications will be accepted. All applicants please note that should written notification not be received within six (6) weeks of the closing date of post/s, it can be assumed that short listing, interviews and appointments have already been carried out.

OTHER POST

POST 37/217 : **PROFESSIONAL NURSE GRADE 1 (PN A2) X2 POSTS HEALTH/ KHC233/2008**
 Obstetric & Gynae Department

SALARY CENTRE REQUIREMENTS : R106 086 – R122 982 per Annum (Depends On Years of Experience)
 : Kimberley Hospital Complex
 : Basic Qualification Accredited With The South African Nursing Council In Terms Of Government Notice 425 (I.E Diploma/Degree In Nursing) Or Equivalent Qualification That Allows Registration With The South African Nursing Council As A Professional Nurse.

DUTIES : The Successful Candidate Will Have the Following Responsibilities/Duties. Provide Direction and Supervision for the Implementation of the Nursing Plan, Clinical Practice (Quality Patient Care) Implement Standards, Practices, Criteria and Indicators for Quality Nursing (Quality of Practice) Practice Nursing and Health Care In Accordance With the Laws / Regulations Relevant To Nursing and Health Care. Maintain a Constructive Working Relationship with Nursing And Other Stakeholders Utilize Human, Material And Physical Resources Efficiently And Effectively

ENQUIRIES : Mrs D.M Mdokwana Tel. No: 053 – 80221322147

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735.
- CLOSING DATE** : 03 October 2008
- NOTE** : Applications must be accompanied by Z83, certified copy of ID, certificates and comprehensive CV with three (3) contactable referees. Failure to submit the requested documents will result in your application not being considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security clearance. NB: It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualification Authority.

OTHER POST

- POST 37/218** : **ASSISTANT DIRECTOR – FORENSIC INVESTIGATOR**
- SALARY** : R174 243 per annum
- CENTRE** : Mafikeng
- REQUIREMENTS** : An appropriate recognised bachelor's degree or equivalent qualification. A proven extensive experience in the commercial crime investigation. Competencies: Good communication and report writing skills. Client service orientated . Computer literacy. Valid code B driver's license. Willingness to travel, work under pressure and long irregular hours. Ability to liaise effectively with private and state law enforcement agencies. Knowledge: Knowledge of Legislative prescripts governing public service as well as administrative processes and procedures. Understanding of Criminal Procedures Act; law of evidence; PFMA; Treasury Regulations; Prevention and Combating of corrupt activities Act; Protected Disclosures Act; PIA and legislation relating to fraud and corruption. Public service anti-corruption strategy.
- DUTIES** : Managing and conducting multi disciplinary forensic investigation. Ensuring investigation into fraud, corruption and financial maladministration. Interviewing witnesses obtain and prepare statements, present evidence and testify in court. Compile reports and recommend resolutions to clients, Departments/stakeholders. Implementation of fraud prevention and anti-corruption strategy.
- ENQUIRIES** : Ms. Mashikinya T T-Tel: 018 387 8557

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

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

APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Mr R Merton

CLOSING DATE : 3 October 2008

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.

MANAGEMENT ECHELON

POST 37/219 : **PRINCIPAL SPECIALIST (DIVISION OF OTOLARYNGOLOGY)**

SALARY : Remuneration package: R540 429 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. Commuted overtime allowance of R129 347 per annum will be payable (subject to signing of a contract).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Applications are awaited from persons who are registered with the Health Professions Council of South Africa as Otolaryngologist plus: Extensive postgraduate tertiary level clinical experience in Otolaryngology. Established record of both under- and postgraduate teaching. Established research record. Established management, leadership and administrative skills. The following will serve as recommendations: Clinical excellence in a subspecialty of Otolaryngology. Note: This is a full-time position and the successful applicant will be appointed on Provincial conditions of service, with a joint appointment with the University of Cape Town under the terms of the joint agreement between the Provincial Government of the Western Cape and the University of Cape Town. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants may be subjected to a competency assessment test.

DUTIES : This is a senior position in the Department and responsibilities will primarily revolve around the following: Provide a clinical ENT service at Groote Schuur Hospital. Provide clinical and divisional administration leadership for Groote Schuur Hospital, the Department of Health and the University of Cape Town. Ensure provision of outreach and support services to other hospitals and services within the Western Cape. Conduct teaching and research activities. Provide administrative support for the Head of Division of Otolaryngology. Contribute to clinical and academic governance in the division and beyond. Provide Human Resource and Financial Management support. Job Purpose: Provide leadership and management in Otolaryngology. Provide strong clinical leadership in Otolaryngology across the platform for the Department of Health. Provide academic leadership for the University of Cape Town as directed by the Division.

ENQUIRIES : Professor Johan Fagan, tel. no. (021) 406-6420

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of these posts through the promotion of equal opportunities and fair employment.

APPLICATIONS : The Director: Human Resource Management and Administration, Private Bag X9083, Cape Town, 8000

FOR ATTENTION : Ms S Marthinus

CLOSING DATE : 26 September 2008

NOTE : Applications must be submitted on a completed, signed Z.83 form, obtainable from any Public Service Department and must be accompanied by a recent

updated CV with three referee reports (not older than three months), certified copies of all qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No faxes, e-mail or late applications will be accepted. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service and Administration. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Any previous government service and reason for leaving must be declared. *Correspondence will be limited to short-listed candidates only.* Note: These appointments are subject to the conclusion of an annually renewable performance agreement in terms of which the future incentives of the persons appointed to these positions will be determined. Candidates will be required to disclose their financial interests in accordance with the prescribed regulation and form. Do you want to help create integrated and sustainable human settlements in the Western Cape? The Department has formed a team to implement Isidima with a compelling communication strategy underpinning its mandate.

MANAGEMENT ECHELON

<u>POST 37/220</u>	:	<u>HEAD: CUSTOMER RELATIONS AND COMMUNICATION (REF NO L120/08)</u> Component: Directorate: Customer Relations and Communication
<u>SALARY</u>	:	All-inclusive flexible remuneration package of R540 429 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13 th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Qualification Requirement: Applications are invited from persons in possession of an appropriate tertiary qualification and proven extensive managerial experience. Candidates in possession of an appropriate post-graduate qualification will receive preference. Specific skills required: • understanding of relevant policies, legislation and its relationship with national and local governments, civil society and other stakeholders • knowledge and experience of strategic communication • knowledge of integrated human settlements, housing development and the rental housing sector • strategic leadership, management, communication (verbal and written), analytical and advanced project management skills • the ability to develop partnerships, to provide vision, set organisational direction and to inspire others as part of a team to deliver on the organisational mandate • a track record of leading change management initiatives and applying innovative thinking • proficiency in financial and human resource management • computer literacy • a valid Code B (manual) driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: • ensure strategic and effective communication and liaison services for and in the Department in alignment with the national and provincial strategies for integrated and sustainable human settlements • build the Department's image through effective and proactive and measurable media liaison • manage, monitor and analyse media exposure • develop, manage and implement good relations with the media • manage, write and edit speeches for the Department • plan, co-ordinate, manage and/or write the Department's supplements and reports • leverage activities and projects of the Department in the media • render a comprehensive helpdesk service to clients • render an administrative and technical support service to the Rental Housing Tribunal • be actively involved in the strategic planning processes of the Department • provide strategic and effective communication with the Ministry, local governments, social partners and communities • identify gaps in legislation/policies regarding rental housing and seek solutions thereto • manage staff, monitor and exercise control over the budget and expenditure for the Directorate and ensure the effective utilization of financial resources.

- ENQUIRIES** : Mr DG Basson at (021) 483-2583.
- POST 37/221** : **DIRECTOR: POLICY, STRATEGY AND RESEARCH (REF NO L121/08)**
Component: Directorate: Policy, Strategy and Research
- SALARY** : All-inclusive flexible remuneration package of R540 429 (level 13) per annum. This is a flexible remuneration package, which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).
- CENTRE** : Cape Town
- REQUIREMENTS** : Qualification Requirement: Applications are invited from persons in possession of an appropriate tertiary qualification and proven extensive management experience. An appropriate post-graduate qualification in the humanities will be an additional recommendation. Specific skills required: • ability to conceptualise and drive strategic planning processes • experience in supervising and conducting high-level socio-economic research • experience in policy analysis and development • excellent analytical skills • excellent verbal and written communication skills • knowledge of applicable policies, strategies, legislation, guidelines, and best practices, especially in respect of developmental local government and housing matters • knowledge of public service procedures • knowledge of human resource management and financial management • sound organizing, problem solving and dispute resolution/conflict management skills • computer literacy • a valid Code B (manual) driver's licence
- DUTIES** : Key Performance Areas: • develop, review and maintain provincial policies and strategies • conduct research to support policy development and guide departmental strategy • co-ordinate and manage the strategic planning process of the Department • manage staff • monitor and exercise control over the budget and expenditure for the Directorate and ensure the effective utilisation of financial resources.
- ENQUIRIES** : Dr HH Fast at (021) 483-4999.

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
- CLOSING DATE** : 26 September 2008

OTHER POSTS

- POST 37/222** : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO U2/08/178**
Job purpose: To render a financial and budgeting service to all Branches/ Programmes within the Department of Transport and Public Works.
- SALARY** : R174 243 per annum
- CENTRE** : Cape Town Division Management Accounting
- REQUIREMENTS** : An appropriate degree/ diploma • Candidates who do not meet the minimum advertised requirement, but who have the necessary competencies to successfully perform in the post, may also apply. Furthermore, candidates will be required to complete a practical exercise as part of the interview process. Competencies: Functional knowledge of the Public Finance Management Act, Division of Revenue Act, National Treasury Regulations, Provincial Treasury Instructions and Accounting Officer Delegations • Loss Control procedures • Computer literacy (MS Word and Excel) • knowledge of LOGIS, BAS and PERSAL • Knowledge and ability to interpret relevant legislation, regulations and policies impacting on financial governance • Good verbal and written communication skills in at least two of the official languages of the Western Cape Province • Ability to work under pressure Experience: Appropriate financial experience
- DUTIES** : Assist in compiling the annual budget (MTEF) • Compile the monthly expenditure and revenue projections report (In Year-Monitoring of Revenue and Expenditure (IYM) Report) for the Department • Capture and maintain budget on accounting system • Detection and correction of incorrect accounting entries • Compile the

quarterly infrastructure model (Infrastructure Reporting Model (IRM)) for the Department • Assist in the preparation of the Adjustments Estimate • Manage virement/ shifts process within the Department • Assist with the preparation of the Annual Report • Authorizing of payments and clearing of suspense accounts (journals) • Drawing of reports • Loss Control • Other general financial administrative duties.

**ENQUIRIES
FOR ATTENTION**

: Mrs M Nicholas Tel (021) 483-4896
: Ms D Bowie

POST 37/223

ACCOUNTANT (INTERNAL CONTROL) U2/08/155

Job functions: Planning of financial investigation • Perform initial and follow up financial investigations, structured and ad hoc • Produce investigation reports on findings • Maintain an electronic database of reports • Develop and maintain investigation reports • Provide one-on-one training on financial matters

**SALARY
CENTRE
REQUIREMENTS**

: R145 920 per annum
: Division Financial Control Cape Town
: a recognized B degree in Commercial Science with Accounting as main subject (or equivalent qualifications) Must have a valid driver's License and willingness to travel regularly. Candidates who do not meet the minimum advertised requirement, but who have the necessary competencies to successfully perform in these posts, may also apply Competencies: Functional knowledge of the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions and Accounting Officer Delegations. Knowledge of Loss Control procedures • knowledge of LOGIS and BAS • knowledge and ability to interpret relevant legislation, regulations and policies impacting on financial governance • strong analytical and problem solving skills • good verbal and written communication skills in at least two of the official languages of the Western Cape Province (including report writing) • advanced computer literacy skills (MS Office) • ability to work under pressure and according to tight schedules Experience: appropriate experience in Financial Management

DUTIES

: Planning of financial investigation • Perform initial and follow up financial investigations, structured and ad hoc • Produce investigation reports on findings • Maintain an electronic database of reports • Develop and maintain investigation reports • Provide one-on-one training on financial matters

**ENQUIRIES
FOR ATTENTION**

: Mr DJ Needham Tel no (021) 483 3243
: Mr B Dodgen

THE UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA (USAASA)

The universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups.

APPLICATIONS : Please e-mail: davidr@usaasa.org.za or fax to 0866946531 – Deliver to Block No. 21 – Thornhill Office park – 94 Bekker Road – Vorna Valley – Midrand - Quote Ref No: 3/1/4/1/ (H)

CLOSING DATE : 30 September 2008

MANAGEMENT ECHELON

POST 37/224 : **CHIEF FINANCIAL OFFICER**
(5 Year Contract)
The successful candidate will report to the Chief Executive Officer and will have to sign an annual performance agreement. Correspondence will be limited to short-listed candidates only. Interested candidates can forward their curriculum vitae with certified copies of their qualifications and at least two referees. If you have not been contacted within three (3) months of the closing date of the advertisement regard your application as unsuccessful.

SALARY : All inclusive salary package of R623 500 per annum

REQUIREMENTS : A relevant Financial Management degree (B.Com Accounting, B.Com Audit etc) or equivalent is compulsory. Chartered Accountant or completed articles will be an added advantage * Extensive experience in all aspect of financial management and Supply Chain Management at a senior management level. In-depth knowledge and application of the Public Finance Management Act (PFMA), Treasury Regulations, corporate governance systems, GRAP and GAAP. Excellent verbal and written communication skills. The ability to work in a team environment and under pressure and meet deadlines. Good planning and strategic leadership skills.

DUTIES : Business and financial strategy and planning * Monitoring and reporting, including management and development of policies systems, processes and procedures * Provide strategic guidance and expert advice on financial management matters, business ethics and budgetary matters * Contributing to strategic planning and development as a member of the executive team, and keeping and distributing financial records and reports. Other areas of responsibility: company insurance, SLA's, contracts and agreements, negotiations, (e.g. rental of premises, disposals of assets, and service level agreements), major supplier/customer/partner relationships and strategies, approvals and accreditations.

ENQUIRIES : Ms S Scheepers – Senior Manager: Human Resources (011) 564-1600.