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

**PUBLIC SERVICE VACANCY CIRCULAR NO 38 OF 2008**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **20 OCTOBER 2008**

# INDEX

## NATIONAL DEPARTMENTS

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE	A	03 – 04
COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE	B	05 – 06
DEFENCE	C	07 – 37
EDUCATION	D	38
ENVIRONMENTAL AFFAIRS AND TOURISM	E	39
HEALTH	F	40 – 45
HOME AFFAIRS	G	46 – 52
HOUSING	H	53 – 56
INDEPENDENT COMPLAINTS DIRECTORATE	I	57
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	58 – 59
NATIONAL PROSECUTING AUTHORITY	K	60 – 67
OFFICE OF THE PUBLIC SERVICE COMMISSION	L	68
PUBLIC SERVICE AND ADMINISTRATION	M	69
PUBLIC WORKS	N	70
PROVINCIAL AND LOCAL GOVERNMENT	O	71
SCIENCE AND TECHNOLOGY	P	72
TRADE AND INDUSTRY	Q	73
WATER AFFAIRS AND FORESTRY	R	74 – 96

## PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	S	97 – 110
KWAZULU NATAL	T	111 – 120
LIMPOPO	U	121 – 139
WESTERN CAPE	V	140 – 142

## 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** : Director-General, Department of Agriculture, Directorate: Human Resources Management, Private Bag X250, Pretoria, 0001
- FOR ATTENTION** : Mr S Mahlangu, Room F-GF-05, Agriculture Place
- CLOSING DATE** : 30 September 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and should be accompanied by a recent updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document [Driver's licence where applicable]. Please take note that no applications, received after the closing date of the said advertisement, will be considered. 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. All short listed candidates will be subjected to a competency assessment.

## MANAGEMENT ECHELON

- POST 38/01** : **CHIEF OPERATING OFFICER (REF NO 415 /2008)**  
Programme: Chief Operating Office  
NB: Please take note that is a re-advertisement. (Previous advertisements - references 23/2008 and 363/2008). All candidates who previously applied for this position need to re-apply.
- SALARY** : Remuneration Package of R770 823 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must be in possession of a post graduate level qualification in management discipline with strong strategic management experience supported by at least 5 years extensive executive management experience at a high level. Envisaged for appointment to this top management position is a dynamic, self-motivated individual with the ability to focus on detail, yet think laterally, an effective negotiator and a leader in a large institution. Ability to manage and direct the Departments operations and monitor performance against strategic objectives. The ideal candidate will be a strategic thinker with a thorough understanding of Good Corporate Governance within the framework of the Public Service Act and Regulations and the Minimum Information Security Standards. Competencies and skills required: Broad knowledge of managing operations of a large organisation; Broad understanding of Government development objectives; Proven leadership and management skills and advanced strategic management skills. Proven project management skills; Advanced policy development and analysis skills; Well-developed analytical and problem solving skills and facilitation skills. Extensive ICT and communication knowledge and experience. The ability to work under immense pressure and produce results will be a strong recommendation. Good written and verbal communication skills, ability to manage conflict situations effectively, high-level negotiation skills as well as interdepartmental co-ordination and commitment to

service delivery are essential. The individual will need to demonstrate a high degree of autonomy in problem solving, expert in good governance analysis, design of solutions, decision making, communication, organisational and management skills on a strategic leadership level.

**DUTIES**

: Key responsibilities: Manage and direct Departmental operations and monitor performance against strategic objectives. The incumbent will have the responsibility to formulate strategic frameworks, the monitoring and implementation thereof as well as ensuring service delivery in the areas of functional responsibility which includes Strategic Planning, Monitoring and Evaluation, Information and Communication Technology and Agricultural Information Services. The incumbent will have the responsibility to design frameworks, norms and standards for implementation of Departmental and Sectoral Co-operative Governance systems. Design and implement systems that ensure that the Department plays its role in supporting the Ministry in exercising over-sight responsibilities over agricultural public entities. Manage and direct Departmental operations and report on intergovernmental, Interdepartmental and provincial interaction. Participate in DEXCO, management meetings and other policy discussions. Be responsible for generic management duties.

**ENQUIRIES**

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

## ANNEXURE B

### COMPANIES AND INTELLECTUAL PROPERTY REGISTRARION OFFICE (CIPRO)

*Companies and Intellectual Property Registration Office (CIPRO), a member of the dti, is South Africa's custodian of information on Intellectual Property, Companies and Close Corporations as well as Co-operatives. In pursuit of achieving our vision of becoming the "gateway to formal economic participation", CIPRO is transforming into a world class organisation. CIPRO is a trading entity in terms of the PFMA.*

<b><u>APPLICATIONS</u></b>	:	To apply for the post please go to: <a href="http://www.cipro.drm-za.com/">http://www.cipro.drm-za.com/</a>
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>NOTE</u></b>	:	Please note that no faxed, e mailed or hand delivered applications will be accepted. It is expected of candidates to be available for selection interviews on a date, time and place as determined by CIPRO. If you have not heard from us within four weeks of the closing date, please accept that your application was unsuccessful. The successful candidate will have to sign a Performance Development Agreement (PDA) with the employer and will be required to undergo a security clearance.

### OTHER POSTS

<b><u>POST 38/02</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER (LOGISTICS)</u></b> (Assets, Inventory, Transport and Food Service Management)
<b><u>SALARY</u></b>	:	R117 501 per annum (Total package of R 163 086 per annum)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) plus three (3) years experience in Supply Chain Management logistics and procurement; Diploma/degree or NQF 5 qualification in Supply Chain Management / Logistics will be an added advantage. Knowledge: Proven knowledge of SCM and procurement procedures; experience in inventory, assets and disposal management procedures; knowledge of the Accpac computer system; knowledge of stocktaking procedures and compiling of discrepancies reports; knowledge of assets verifications and compiling reports thereof; knowledge of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations, Broad-Based Black Empowerment Act, SCM – A Guide for Accounting Officers/Authorities and SCM Practice Notes. Skills: Good supervisory skills; computer literacy; good communication skills (Written and verbal); good numeracy skills; coordinating and organizing skills; confidence, confidentiality and reliability; ability to work under tight deadlines and pressure; willingness to work beyond normal working hours and telephone etiquette; Valid Code 8 driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage and supervise the workflow in the logistics section; system controller of Accpac system in the logistics section; check and pre-audit all requisitions / picking slips on the Accpac system; retrieve the requisitions / picking slips from the Accpac system; register the requisitions / picking slips in an appropriate register; route requisitions / picking slips to the inventory management clerk (warehouse); ensure that requisitions / picking slips are issued daily and delivered to end users; ensure that all issued requisitions / picking slips are returned for processing shipments on the Accpac system; monitor the stock levels on the Accpac system and create purchase requisitions; submit purchase requisitions to the acquisition management to obtain quotations through a register; ensure that all goods receipts documents are registered in the appropriate register; ensure that all stock items receipts are captured on the Accpac system; ensure that goods receipts vouchers are retrieved from the Accpac system and attached to relevant goods receipts documents; submit the goods receipts documents to the acquisition section; ensure that 'Day ends' are performed are performed on a daily basis; ensure that the Accpac system is updated on a daily basis; assist with the coordination of quarterly stocktaking; compiling of preliminary stocktaking reports; compiling of discrepancies reports after stocktaking; investigate discrepancies and report to the SPAO and Manager: SCM. Compile reports of identified obsolete, redundant and damaged stock items; transfer these items to suspense register (VA24) while awaiting approval to write them off; compile disposal certificates (VA27) for obsolete, redundant and damaged stock items; ensure and enforce compliance with the Consumables and Stationery Stock Policy, Transport Policy; Air Travel Policy, SCM Policy, SCM Delegations and SCM Procedures; report any deviations from these policies to the Manager: SCM; render advice and guidelines for both

internal and external clients on stationery stock queries, transport related matters, travel and accommodation arrangements and other matters such as outstanding payments, deliveries, etc.; educate end users and assets holders on assets management; provide assistance to auditors during internal and external audits in identifying assets and inventory items; assists with resolving of audit queries; supervision of all logistics section staff; other duties that may be delegated by the SPAO and Manager: SCM.

**ENQUIRIES**

: Mr Elias Maluleke (012 394 5351) or Mr Hans Mmako (012 394 5332)

## 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 38/03** : **DEPUTY DIRECTOR (OFFICE MANAGER [PSO])**  
Defence Legal Services Division  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R407 745 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate B Degree or equivalent plus appropriate experience (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of the law (the ability to do research in this field), Public Finance Management Act, Treasury Regulations and related circulars, Department of Defence structures, processes, key functionaries and current Directives and Instructions. Ability to communicate effectively. Facilitation-, conflict resolution-, analytical-, organisational alertness-, interpersonal-, problem solving-, time management-, liaison, customer orientation-, integrity- and commitment skills. Must be able to obtain a security clearance within a year.

**DUTIES** : Facilitate productive relations with CDLS's constituents, clients and staff by means of purposeful correspondence, telephone calls, meetings. Facilitate, execution and control of the Defence Legal Services Division's medium term strategic and operational plan by means of effective process facilitation, plan compilation and revision and co-ordinate performance reports. Administer CDLS's office by managing the CDLS's secretary, office budget, filing system, provide office supplies and equipment.

**ENQUIRIES** : Col G.S. Soldaat, Tel: (012) 355 5383  
**APPLICATIONS** : Department of Defence, Defence Legal Services Division, Private Bag X159, Pretoria, 0001.

**CLOSING DATE** : 20 October 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 38/04** : **ASSISTANT DIRECTOR OPERATING BUDGET**  
Financial Management Division, Chief Directorate Budget Management, Directorate Budgeting

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

<b><u>REQUIREMENTS</u></b>	:	Specified qualifying requirement: Appropriate three year B Degree or National Diploma with Finance related subjects. Working knowledge of the composition, capabilities and limitations of the various higher order user systems used in the Department of Defence (DOD). Proven ability of understanding and interpreting financial prescripts of the State. Working knowledge of spreadsheets, word processing and presentation packages, preferably Excel, MS Word and Power Point. Thorough knowledge of the DOD's computerised Financial Management System (FMS) and the Management Information System (MIS). Working knowledge of the financial processes of the DOD as well as the DOD Strategic Plan and process. Ability to write effective minutes, draft policy, write MIS reports and to draft effective reports. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability as well as HR skills. Proven managerial skills and capabilities with ability to communicate and negotiate with senior officers and officials both inside and outside the DOD. In possession of a valid DOD confidential secret security clearance or able to obtain such clearance within one year after appointment. Proven ability in conducting effective presentations and briefings to senior management. Good oral and written communication skills. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Receptive to work related suggestions and ideas.
<b><u>DUTIES</u></b>	:	Assist the Deputy Director Operating Budget (DD Opr Bud) in preparing and maintaining the budget policy, processes and procedures for the DOD. Maintain a complete and updated record of governmental budget policy, processes and procedures. Assist DD Opr Bud in: formulating the annual operating budget guidelines for the DOD; formulating of annual guidelines wrt the preparation and submitting of inputs for the Estimates of National Expenditure; calculating of the provisional budget allocations for the Budget Holders of the DOD; preparing budget documentation required for briefings and presentations to the Portfolio Committee of Parliament on Defence (PCPD), the Council on Defence as well as the Plenary Defence Staff Council (PDSC); ensuring that the Operating Budget of the DOD is completed in accordance with the prescripts of the Public Finance Management Act (PFMA), the Treasury Regulations (TR's), the Treasury Guidelines on Preparing Budget Submissions and the Departmental Budget Policy. Execute the following functions iro the FMS: maintain the Codes and Budget sub-systems in consultation with the DD Opr Bud, Deputy Director Financial Systems (DD Fin Syst) and the State Information Technology Agency (SITA); ensure the opening and closing of the Budget sub-system on the FMS on the prescribed dates; ensure regular updating of the FMS Budget Information Centre (BIC); ensure that estimates and motivations of all Budget Holders of the DOD are captured on the FMS. Compile an Estimate of Expenditure/Budget Submission and a Budget Motivation Report for the DOD. Assist the DD Opr Bud in: evaluating the budget estimates; compiling a Defence Chapter to the Estimates of National Expenditure; executing the "First of April Shift" in conjunction with SITA; obtaining a Budget Vote for the DOD; briefing the PCPD and the Medium Term Expenditure Committee (MTEC) on the draft Defence Budget; compiling and submitting the Defence Chapter to the Estimates of National Expenditure; managing and assessing of personnel in the Operating Budget section.
<b><u>ENQUIRIES</u></b>	:	Mr Dawid Fourie, tel: (012) 355-5528
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/05</u></b>	:	<b><u>ASSISTANT DIRECTOR BUDGET MANAGEMENT</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army Armour Formation
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Specified qualifying requirement: Appropriate three year B Degree or National Diploma with Finance related subjects. Sound knowledge of estimating, budgeting and budget control as practised in the Department of Defence (DOD) or in the Public Service plus appropriate experience. Recognition of prior learning may be considered. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability.



		Proven managerial skills and capabilities with good negotiating ability. Understanding and interpretation of financial prescripts and budgetary process of the State. Knowledge of the computerized Financial Management System (FMS) would serve as a very strong recommendation. Ability to draft effective reports. In possession of or able to obtain a DOD secret security clearance. Willing and able to travel outside the Pretoria area at short notice when required. Proven ability in conducting effective presentations and briefings to senior management. Proven ability to lead and manage small to medium size teams. Ability to work effectively and very accurately with figures. Well developed verbal and written communication ability, good interpersonal relationships, adaptability and resourcefulness. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure.
<b><u>DUTIES</u></b>	:	Executing all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations and the Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Engineering Formation (Army Engr Fmn). Preparing budget management documentation as required by the Chief Financial Officer (CFO) and the submission of required financial reports. Formulation and managing of policy regarding the expenditure of the Budget Holder concerned. Managing of a valid, accurate and reliable Costing Database. Managing the re-allocation of budget allocations and income. Identification of exceptions for re-planning purposes. Requisitioning of roll-over funds. Rendering effective budgeting and financial advice to the client. Compiling and issuing of management directives to subordinate management staff. Compiling and executing an objective work programme. Effectively managing all personnel, assets and materiel resorting under his/her control. Implementing budget management policy and assisting in formulating guidance for all budgeting responsibilities concerned. Providing inputs for the maintenance of the policies on financial management and specifically the policies on budgeting and budget control in the DOD.
<b><u>ENQUIRIES</u></b>	:	Mr Wimpie du Preez tel: (012) 355-1654.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/06</u></b>	:	<b><u>ASSISTANT DIRECTOR BUDGET MANAGEMENT</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office Joint Operations Division
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Specified qualifying requirement: Appropriate three year B Degree or National Diploma. Sound knowledge of estimating, budgeting and budget control as practised in the Department of Defence (DOD) or in the Public Service plus appropriate experience. Recognition of prior learning may be considered. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven managerial skills and capabilities with good negotiating ability. Understanding and interpreting of financial prescripts and the budgetary process of the State. Knowledge of the computerized Financial Management System (FMS) would be a very strong recommendation. Ability to draft effective reports. In possession of or able to obtain a DOD secret security clearance. Willing and able to travel outside the Pretoria area at short notice when required. Proven ability in conducting effective presentations and briefings to senior management. Proven ability to lead and manage small to medium size teams. Ability to work effectively and very accurately with figures. Well developed verbal and written communication ability, good interpersonal relationships, adaptability and resourcefulness. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure.
<b><u>DUTIES</u></b>	:	Executing all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations and the Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the Military Police Agency (MPA). Preparing budget management documentation as required by the Chief Financial Officer

		(CFO) and the submission of required financial reports. Formulation and managing of policy regarding the expenditure of the Budget Holder concerned. Managing of a valid, accurate and reliable Costing Database. Managing the re-allocation of budget allocations and income. Identification of exceptions for re-planning purposes. Requisitioning of roll-over funds. Rendering effective budgeting and financial advice to the client. Compiling and issuing of management directives to subordinate management staff. Compiling and executing an objective work programme. Effectively managing all personnel, assets and materiel resorting under his/her control. Implementing budget management policy and assisting in formulating guidance for all budgeting responsibilities concerned. Providing inputs for the maintenance of the policies on financial management and specifically the policies on budgeting and budget control in the DOD.
<b><u>ENQUIRIES</u></b>	:	Mr J.M. Verwey, tel: (012) 674-5704.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/07</u></b>	:	<b><u>ASSISTANT DIRECTOR GRIEVANCES &amp; MISCONDUCT</u></b> Financial Management Division, Chief Directorate Financial Control Services, Directorate Finance Support Services, Grievances and Misconduct Section
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Specified qualifying requirement: Appropriate three year B Degree or National Diploma. Prior learning and appropriate experience will also be considered. Proven literacy in MS Word and Power Point. Sound knowledge of financial and personnel processes in the Department of Defence (DOD) or in the Public Service as well as knowledge of the structures and functions within the Financial Management Division (FMD) would serve as a very strong recommendation. Proven ability to correctly interpret and effectively apply policy and regulations. Well-developed reasoning, analytical and innovative thinking ability as well as problem solving skills. Proven managerial skills. Well developed verbal and written communication skills with good liaising and negotiating ability. Ability to draft effective investigative reports and submissions. In possession of or able to obtain a DOD secret security clearance. In possession of a valid RSA vehicle driver's license (being in possession of a valid DO vehicle driver's license would serve as a strong recommendation. Willing and able to travel and sleep over at DOD bases, units and sections outside the Pretoria area at short notice as and when required. Proven ability in conducting effective presentations and briefings to senior management. Loyal and strongly orientated towards teamwork but with the ability to also operate independently. Resourcefulness, decisive and persevering iro task finalization and able to work accurately under pressure. Good working knowledge of the Labour Relations Act (LRA) and other Government policy, prescripts and processes related to grievances and misconduct.
<b><u>DUTIES</u></b>	:	Conducting Departmental investigations into allegations of serious misconduct by personnel resorting under the control of the Chief Financial Officer (CFO). Conducting Departmental investigations into grievances submitted by personnel resorting under the control of the CFO. Obtaining and recording information, including policy, supporting documentation and statements wrt each case/incident. Determining correct course of action to be taken to process the investigation. Liaising, negotiating and arranging disciplinary proceedings with role players. Frequent interaction with and preparing submissions for Director Labour and Service Relations (DLSR). Analyzing and interpreting appropriate action regarding the investigation and processing of grievances. Brief and guide managers on the correct prescripts and processes for grievances and misconduct. Preparing and conducting presentations (lectures) on disciplinary matters and aspects. Acting in an advisory capacity wrt Labour Relations related aspects to all personnel under the control of the CFO. Providing inputs for the maintenance of policies on grievances and misconduct. Ensuring that all files and documentation iro current and finalised cases of grievances and misconduct are safely kept for future reference and enquiries. Training, guiding and developing subordinate(s) resorting under control of this post. Manage all assets, equipment and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Ms Portia Mahlangu, tel: (012) 392-2334.

<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/08</u></b>	:	<b><u>ASSISTANT DIRECTOR (COMMUNICATION RESEARCH)</u></b> The post is advertised in the DOD and broader Public Service.
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Defence Corporate Communication, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Honors Degree in the Human Science (NQF L 7 – 8): Preferable. Extensive experience in research, preferably in a field related to communication and a sound understanding of the working of the SANDF 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. Connectional-, writing-, people management-, research-, ability to communicate efficiently-, mathematical-, problem solving-, reasoning ability-, initiative-, inter personal proficiency-, language proficiency (proficiency in a third official language)-, creativity-, independence-, adaptability-, inquisitive-, composed and accommodating and good physical skills capability. Must be able to obtain a Confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Gather relevant communication information. Provide value-added input to various communication products. Determine international and local trends and tendencies in communication to enable benchmarking. Provide inputs to a comprehensive communication research database. Maintain a database of relevant target publics.
<b><u>ENQUIRIES</u></b>	:	SSgt G.J.B. Robbette, Tel: (012) 355 6320
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Corporate Communication, Private Bag X161, Pretoria, 0001 or Nossob Street 370, Erasmuskloof X4, Pretoria.
<b><u>CLOSING DATE</u></b>	:	20 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/09</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Debtor Management
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma with Finance (Accounting) related subjects plus appropriate experience. Prior learning and extensive appropriate experience in Debtor Management may also be considered. Computer literate iro the Financial Management System (FMS) and PERSOL/PERSAL mainframe programs as used in the Department of Defence (DOD) or the Public Service would serve as a very strong recommendation. Ability to effectively utilise the Estimating & Budgeting, Expenditure Control, Financial Administration as well as Accounting programs would serve as a strong recommendation. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts pertaining to Debtor Management. Working knowledge of MS Office applications (MS Word and MS Excel). Well-developed reasoning, mathematical, analytical and problem solving ability. Ability to effectively compile and present reports and statistics. Well developed verbal and written communication skills with good personal relations. Very conscientious and orientated towards teamwork as well as producing effective, correct work. Prior learning/experience of salary, final payments and related debt recovery processes would serve as a strong recommendation. Ability to effectively and professionally investigate and follow up on debt recovery. Receptive to work-related suggestions/ideas and aiming for zero defects. Decisive and persevering iro task finalization and able to effectively function under pressure. Must be in possession of a valid DOD vehicle driver's license (possession of a valid civilian vehicle driver's license may be considered).
<b><u>DUTIES</u></b>	:	Rendering effective and continued support and assistance to the Assistant Director Debtor Management in controlling and maintaining current as well as new Departmental debt. Implementing effective actions to recover outstanding Departmental debt from ex SA National Defence Force (SANDF) members, ex Public Service Act (PSAP) as well as from civilian/private institutions. Implementing and maintaining processes and procedures to effectively control Departmental debt. Controlling and verifying outgoing correspondence AND all

		accounting transactions. Liaising and corresponding with the offices of the State Attorney. Arranging and controlling the recovery of Departmental debt. Investigating, following-up and reporting of all finance related irregularities. Constant collaboration and communication with the Assistant Director Debtor Management. Supervising, training, guiding and developing the Chief Accounting Clerks and their subordinates who resort under control of this post. Managing all assets, materièl, information and documentation resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Eddie Vermeulen, tel: (012) 392-2753
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/10</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Accounts Management
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma with Finance (Accounting) related subjects plus appropriate experience. Prior learning and extensive appropriate experience in Accounts Management may also be considered. Working knowledge of the Financial Management System (FMS) and Safety Web Banking Services System (SWBSS) mainframe programs as used in the Department of Defence (DOD) or the Public Service would serve as a very strong recommendation. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts pertaining to Accounts Management. Working knowledge of MS Office applications (MS Word, MS Excel and PowerPoint). Well-developed reasoning, mathematical, analytical and problem solving ability. Ability to effectively compile and present reports and statistics. Well developed verbal and written communication skills with good personal relations. Very conscientious and orientated towards teamwork as well as producing effective, correct work. Receptive to work-related suggestions/ideas and aiming for zero defects. Decisive and persevering iro task finalization and able to effectively function under pressure.
<b><u>DUTIES</u></b>	:	Capturing of suppliers' detail on the Safety Web Banking Services System (SWBSS). Ensuring that registration and/or amendments of suppliers' detail on the Financial Management System (FMS) sub-system KAYSBANK are captured timely and regularly. Liaising and corresponding with all the Arms of Service in the Department of Defence (DOD) as well as National Treasury iro any queries regarding banking detail. Regular authorising of payments on the SWBSS. Arranging and attending various meetings as and when required. Ensuring that non-negotiable deadlines are met. Investigate and draft answers to all related Auditor General (AG) queries. Implementing effective internal control measures and investigating system enhancement (KAYSBANK) requirements. Rendering of effective and continued support and assistance to the Assistant Director Accounts Management. Ensuring that all related Accounts Management documentation and files are kept safely and are readily available for audit and other queries. Following-up and reporting of all finance related irregularities. Constant collaboration and communication with the Assistant Director Accounts Management. Supervising, training, guiding and developing the Chief Accounting Clerks and their subordinates who resort under control of this post. Managing all assets, materièl, information and documentation resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr A.J.B. Burger, tel: (012) 392-2752.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/11</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Foreign Subsistence and Transport (S & T) Section
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma with Finance (Accounting) related subjects. Prior learning and extensive appropriate experience in the managing of salaries, allowances and S & T will also be considered. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts pertaining to S & T. Thorough knowledge of the S & T system and processes. Fully computer literate in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilisation of the PERSOL mainframe system in the Department of Defence (DOD) and/or the PERSAL system in other Government Departments would serve as a very strong recommendation. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Ability to effectively compile and present reports and statistics. Well developed verbal and written communication skills with good personal relations. Very conscientious and orientated towards teamwork, rendering of quality service to Military (DAP) as well as civilian (PSAP) clients and producing effective, correct work. Ability to investigate and to answer enquiries in a friendly and professional manner. Receptive to work-related suggestions/ideas and aiming for zero defects. Decisive and persevering iro task finalization and able to effectively function under pressure.
<b><u>DUTIES</u></b>	:	Scrutinizing and checking of all Subsistence and Transport (S & T) claims. Timely confirmation of payment of approved S & T claims on the PERSOL mainframe computer system. Timely finalization of all Central Advance System (CAS) events. Successful execution of CAS audits. Quarterly confirmation of correct S & T documents administration. Investigating, following-up and reporting of all finance related irregularities. Delivering effective, efficient and friendly service and advice to clients. Security evaluation of financial offices and procedures. Constant collaboration and communication with the Assistant Director Foreign S & T. Supervising, training, guiding and developing the Chief Accounting Clerks and their subordinates who resort under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Casper de Bruyn, tel: (012) 392-2245 or 392-2353
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/12</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Supplier Payments
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma (RVQ 13/NQF Level 6) with Finance/Accounting related subjects plus appropriate experience. Applicants with prior learning, either by means of experience or alternative courses will also be considered. Successful completion Accounting courses related to the Directorate Stores, Services and Related Payments by serving officials/members of Department of Defence (DOD) would serve as a strong recommendation. At least three years experience, in a supervisory capacity, regarding the processing of Supplier payments in the Department of Defence (DOD) or in another Finance Office/Department. Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts. Thorough knowledge of the processing of Journals and the clearing of Suspense Accounts would serve as a strong recommendation. Thorough knowledge of the State Tender Board regulations, State contracts and the Public Finance Management Act (PFMA). Knowledge of and ability to utilise the Financial Management System (FMS) mainframe computer systems would serve as a very strong recommendation. Must be computer literate iro Word Processing (MS Word), Spreadsheets (Excel) and Power Point micro computer programs. Thorough knowledge of the financial and accounting processes in the DOD would serve as a strong recommendation. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven managerial skills and capabilities. Ability to effectively compile and present reports, submissions and statistics. Well developed verbal and written communication skills with good personal relations. Orientated towards teamwork, receptive to work-related suggestions/ideas and aiming for zero defects. Decisive and persevering iro task finalization. Permanent RSA citizen with no criminal record. The successful candidate will be required to complete all relevant courses.

<b><u>DUTIES</u></b>	:	Ensuring timely payment of all invoices. Assisting in the management of all supplier payment documentation so as to ensure that it is correct according to prescripts, regulations and policy, prior to payment being effected. Preparation of supplier accounts/invoices by verifying payment documents for anomalies, verifying payments on the FMS and registering and coupling invoices for payment. Reporting, investigating and following-up of all finance-related irregularities. Compiling and submitting the prescribed management reports, information and statistics. Ensuring the safekeeping of all accounting and payment documentation, files and data for audit purposes in accordance with Treasury Regulations and the PFMA. Evaluating and maintaining the internal security measures at the section. Training, guiding and developing subordinate personnel. Assisting in investigating and answering all audit queries. Managing of personnel, assets and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Ms Mapule Campbell, tel: (012) 392-2823.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/13</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (2X POSTS)</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Finance Accounting Service Centre (FASC).
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	1 post at FASC MOD, Pretoria. 1 post at FASC Garrison, Thaba Tshwane, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma (RVQ 13/NQF Level 6) with appropriate experience 6. Applicants with prior learning, either by means of experience or alternative courses will also be considered. Successful completion Accounting courses related to the Directorate Stores, Services and Related Payments by serving officials/members of Department of Defence (DOD) would serve as a strong recommendation. At least three years experience in a supervisory capacity at a FASC or a Finance Office external to the DOD. Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts. Thorough knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate and have knowledge of financial management mainframe computer systems as well as the Word Processing (MS Word), Spreadsheets (Excel) and Power Point micro computer programs. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Thorough knowledge of the financial and accounting processes. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven managerial skills and capabilities. Ability to effectively compile and present reports. Must be knowledgeably with Human Resource Management (people management) practices. Well developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering iro task finalization. Positive, loyal, creative, trustworthy. Permanent RSA citizen with no criminal record. In possession of a valid RSA vehicle driver's license. The successful candidate will be required to complete all relevant courses.
<b><u>DUTIES</u></b>	:	Managing the FASC effectively, efficiently and economically. Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts. Successful management of all Central Advance System events and Face Value Documents. Accounting of revenue due to the DOD and administration of Paymaster-General Account deposits. Successful execution of thorough control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance-related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Management of personnel, assets and materiel resorting under control of the FASC. Timely finalisation of all audit queries. Managing the safekeeping of all related accounting documentation.
<b><u>ENQUIRIES</u></b>	:	Mr Koos Rademeyer, tel: (012) 392-2884

<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/14</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army Engineer Formation
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma with finance related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills.
<b><u>DUTIES</u></b>	:	Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materiel and assets resorting under control of this post. Assist in the budgeting processes as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr Johann du Preez, tel: (012) 355-1654 or 35-1277
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/15</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (2X POSTS)</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Air Force
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria 1 post at Budget Management Office Other Directors Air Command 1 post at Budget Management Office Command & Control Systems Group
<b><u>REQUIREMENTS</u></b>	:	Appropriate three year B Degree or National Diploma with finance related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able

		to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills.
<b><u>DUTIES</u></b>	:	Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materiel and assets resorting under control of this post. Assist in the budgeting processes as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr Daan de Klerk, tel: (012) 312-2584 or 312-2286
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/16</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (2X POSTS)</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office Corporate Staff.
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	1 post at Budget Management Office DHQ Unit, Pretoria 1 post at Budget Management Office Chaplain General, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid motor vehicle driver's license and willing and able to travel on short notice when required. Being in possession of a valid DOD motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills.
<b><u>DUTIES</u></b>	:	Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Rexon Sidogi, tel: (012) 339-5110
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/17</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Final Payments Section.



<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Applicants with prior learning, either by means of experience or alternative courses may also be considered. Previous salary administration experience would serve as a strong recommendation. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts. Must be computer literate in MS Word and Excel. Knowledge of the Department of Defence (DOD) Financial Management System (FMS) and PERSOL mainframe computer systems would serve as a strong recommendation. Sound knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations. Knowledge of the financial and accounting processes as used in the DOD and/or the Public Service would serve as a strong recommendation. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven supervisory skills and capabilities. Ability to compile and present effective management reports and statistics. Well developed verbal and written communication skills with good inter-personal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork and receptive to work-related suggestions/ideas. Decisive and persevering iro task finalization. Positive, creative and trustworthy. Very conscientious and motivated towards producing effective, efficient and correct work and able to effectively function under pressure. Permanent RSA citizen, no criminal record. In possession of a valid RSA vehicle driver's license. Possession of a valid DOD vehicle driver's license would serve as a strong recommendation.
<b><u>DUTIES</u></b>	:	Ensuring the effective execution of the prescribed accounting processes related to the payment of salaries and financial benefits to employees of the DOD. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Ensuring that calculation and accounting of salaries and allowances for employees are correct and in accordance with prescripts. Ensuring that calculation and accounting of overpaid amounts, to be recovered from employees, are correct and in accordance with prescripts. Ensuring that deadlines are met. Regular and timely compiling and submitting of all prescribed management reports and statistics. Reporting, investigating and following-up of all finance related irregularities. Supervising, guiding, training and developing of all subordinate personnel. Assisting in coordinating of all related administrative tasks. Capturing of all salary and allowances related transactions on the PERSOL system and on the Financial Management System (FMS). Assisting in handling Ministerial and Auditor General enquiries concerning the salaries and allowances system. Ensuring that all related accounting records, documentation, statistics and files are safeguarded and are readily available for audit purposes. Looking-up and printing final payments related management information and statistics from the PERSOL and FMS. Effectively managing all equipment and materièl resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Victor Mtengwane, tel: (012) 392-2110
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/18</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b> Financial Management Division, Directorate Finance Support Services, Contract Admin Section (State Guarantees)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance related subjects (being busy with studies towards a legal qualification would serve as a strong recommendation). Prior learning, appropriate experience and training will also be considered. Good knowledge of the Public Finance Management Act (PFMA) and policy prescripts relating contract administration processes including State Guarantee processes. Ability to understand and correctly apply contract admin policy and regulations. Computer literate and working knowledge of MS Word and MS Excel. Knowledge and ability to manage an effective Registry and filing office. Well developed verbal and written communication skills and ability to effectively liaise with clients. Proven ability to render efficient, friendly service to clients and to solve and

		answer enquiries in a professional, friendly manner. Very conscientious and motivated towards producing effective, efficient and correct work whilst always aiming for a zero defects environment. Trustworthy and reliable. Supervisory skills, reasoning, and problem solving ability. Good analytical and innovative thinking ability. Knowledge and ability to compile effective basic management reports, letters, memos, minutes and statistics. Being in possession of a valid RSA vehicle driver's license or a valid Department of Defence (DOD) vehicle driver's license would serve as a recommendation.
<b><u>DUTIES</u></b>	:	Managing general office administration tasks. Receiving, registering and administering of new contracts for studies at State expense, Incentive Scheme for Pilots, Navigators, Technical Officers, Special Forces Operators, Service contracts and formal agreements. Maintaining an internal Registry office in the section for documentation and records iro contracts. Collecting, delivering, dispatching, distributing, copying and filing documentation for the section. Processing of State Guarantee documentation for payment by DSSRP. Answering personal and telephonic enquiries. Drafting and typing of letters, memos, signals, minutes and other contract related documents. Supervising, training, guiding, coaching and developing of all subordinate personnel in the section and ensuring that all personnel are gainfully employed. Assisting in the execution and coordinating of administrative tasks. Managing all equipment, records, statistics, files and materiel resorting under the control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Peter Rabie, tel: (012) 392-2683/2681
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/19</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b> Financial Management Division, Directorate Finance Support Services, Contract Admin Section (Formal Contracts)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Specified qualifying requirement: LLB or B Com (Law) degree essential plus proven experience of contract administration, specifically commercial contracts. Fully literate in MS Office, MS Word, Power Point, Excel and Access. Good knowledge of/exposure to financial and legal processes, law of contracts and contract administration. Knowledge of the structures and functions of the Department of Defence (DOD) strongly recommended. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and the Defence Act strongly recommended. Ability to correctly and effectively interpret and apply policy and prescripts, to conduct legal research and to draft/write legal opinions. Skills: Extremely well developed verbal and written communication skills. Ability to develop, compile, draft and present sound and effective legal based opinions, contracts, management reports, legal submissions and presentations. Well versed in legal processes related to High Court procedures, arbitration and litigation in general. Ability to effectively liaise, negotiate and communicate with clients and other parties involved in the contract admin process. Well developed managerial and research skills. Very conscientious, loyal, positive, creative and motivated towards producing effective, efficient and correct work whilst aiming for zero defects. Trustworthy and reliable. Good analytical and innovative thinking ability. Permanent RSA citizen with clean criminal record and a valid RSA vehicle driver's license. Willing and able to travel and work after hours at short notice.
<b><u>DUTIES</u></b>	:	Negotiating, developing and drafting of wide variety of legal based agreements between the DOD, other institutions, parties and persons. Processing of new contracts for studies at State expense, Incentive Scheme for Pilots, Navigators, Technical Officers, Special Forces Operators, Service delivery contracts as well as addendums to contracts. Pro-actively identifying legal questions and related issues concerning a wide array of formal agreements and suggesting/implementing legally sound alternatives. Formulating legal opinions through research. Assisting, briefing and instructing the client (DOD), the State Attorney and/or other appointed legal council for the DOD on contract development, litigation and arbitration matters. Assisting a wide variety of clients within the DOD in developing a broad spectrum of formal agreements and contracts. Liaising, negotiating and communicating with a wide range of DOD clients and interested parties at different management levels (executive to line management level) concerning the development, renewal, extension, litigation

		and/or arbitration of formal contracts and agreements. Researching applications concerning legal and procedural principals and precedents to ensure that formal contracts and/or agreements are effectively, efficiently and economically administrated/managed on behalf of the Secretariat of Defence and it's Chief Financial Officer (CFO). Regularly liaising, interacting and communicating with the Assistant Director Contract Administration iro all processes involved in. Obtaining and studying new information, including policy, statutes, documents and related writings. Assisting in determining correct course of action to be taken and correct content of contracts/agreements in the best interest of the DOD after purposeful research has been done and after legal principals have been measured against the content of the contracts/agreements and the applicable legislation/precedents. Liaising and arranging consultations with role players for specialized inputs. Applying of legal and procedural principals whereby contracts are handled on behalf of the Minister of Defence. Analyzing and interpreting appropriate action. Continuously developing and updating own knowledge of legal matters pertaining to Law of Contracts and other related Government policies, new legislation and legal principles. Ensuring the registering and safekeeping of all related documentation and files for future reference and audit trial. Ensuring that contracts with specific renewal dates are timeously followed up and renewed as and when required. Managing all equipment, records, statistics, files and materiel resorting under the control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Peter Rabie, tel: (012) 392-2683/2681.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/20</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b> Financial Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section.
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Knowledge of the processes and procedures that are followed in the administration of losses in the Public Service would be a very strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Good knowledge of the Public Finance Management Act (PFMA). Ability to analyse and correctly interpret loss reports submitted by clients in the Department of Defence (DOD). Skills: Well-developed verbal and written communication skills and ability to compile effective reports and statistics. Proven ability to effectively function as part of a large team, to effectively communicate with senior clients from the various Arms of Service, the different Divisions, bases and units within the DOD. Decisive and persevering iro task finalization with strong organizing and prioritizing ability. Creative with good interpersonal relationships and able and willing to operate in a shared work environment (office) with other officials of a lower, equal or more senior rank. Being in possession of a valid DOD vehicle driver's license would serve as a strong recommendation. Team-worker, trustworthy, reliable and receptive to work-related suggestions/ideas. Effective supervisory skills and motivated towards training, developing and mentoring senior clerks in the section.
<b><u>DUTIES</u></b>	:	Ensure that internal controls wrt loss administration are monitored and implemented. Ensure that all administrative tasks are executed and finalized by the target dates. Maintaining control over the internal Registry office and ensure that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Supervise the checking and evaluating of loss reports, the rejection of invalid reports and the referral thereof to the sections concerned. Manage and supervise the correct allocation of file reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the database on Excel. Ensure that the Excel database is updated as soon as the Senior State Accountant has dealt with the loss reports. Maintain and supervise an effective pending system to ensure that all non-finalised loss report files are held over and routed to the Senior State

		Accountant on the specific target dates. Regularly compile and submit the prescribed weekly and monthly management reports. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Lawrence Munyai, tel: (012) 392-2580
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/21</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (2X POSTS)</u></b> Financial Management Division, Chief Directorate Budget Management, Management Office SA Air Force
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria 1 post at Budget Management Office ETD Systems Group 1 post at Budget Management Office Ops/Int Systems Group
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid motor vehicle driver's license and willing and able to travel on short notice when required. Being in possession of a valid DOD motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills.
<b><u>DUTIES</u></b>	:	Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Daan de Klerk, tel: (012) 312-2584/2286
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/22</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b> Financial Management Division, Chief Directorate Budget Management, Management Office SA Military Health Services
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure

		control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid motor vehicle driver's license and willing and able to travel on short notice when required. Being in possession of a valid DOD motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills.
<b><u>DUTIES</u></b>	:	Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Dup du Pisani, tel: (012) 367-9072 or 362-9074
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/23</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Bank Management
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance (Accounting) related subjects plus appropriate experience. Prior learning and appropriate experience in Bank Management may also be considered. Working knowledge of the Financial Management System (FMS) and Safety Web Banking Services System (SWBSS) mainframe programs as used in the Department of Defence (DOD) or the Public Service would serve as a very strong recommendation. Proven ability of understanding, interpreting and correctly applying financial policy and prescripts pertaining to Bank Management. Computer literate in MS Office applications (MS Word, MS Excel and Power Point). Good reasoning, mathematical and analytical ability. Ability to effectively compile reports and statistics. Well developed verbal and written communication skills. Conscientious and orientated towards teamwork as well as producing effective, correct output. Receptive to work-related suggestions/ideas and aiming for zero defects. Decisive and persevering iro task finalization and able to effectively function under pressure.
<b><u>DUTIES</u></b>	:	Assisting the Senior State Accountant Bank Management in: capturing of suppliers' detail on the Safety Web Banking Services System (SWBSS). Ensuring that registration and/or amendments of suppliers' detail on the Financial Management System (FMS) sub-system KAYSBANK are captured timely and regularly. Liaising and corresponding with all the Arms of Service in the Department of Defence (DOD) as well as National Treasury iro any queries regarding banking detail. Regular authorising of payments on the SWBSS. Arranging various Bank Management related meetings as and when required. Ensuring that non-negotiable deadlines are met. Investigating and drafting answers to Auditor General (AG) queries. Implementing effective internal control measures and investigating system enhancement (KAYSBANK) requirements. Rendering of effective and continued support and assistance to the State Accountant Bank Management. Ensuring that all related Bank Management data, documentation and files are kept safely and are readily available for audit and other queries. Following-up and reporting of all finance related irregularities. Constant collaboration and communication with the State Accountant Bank Management. Supervising, training, guiding and developing the Senior Accounting Clerks who resort under control of this post. Managing all assets,

		materiél, data, information and documentation resorting under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr A.J.B. Burger, tel: (012) 392-2752
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/24</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (2X POSTS)</u></b>
		Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Corporate Payments (Defence Intelligence Division)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Applicants with prior learning, either by means of experience or alternative courses will also be considered. Successful completion of Accounting courses related to the Directorate Stores, Services and Related Payments (DSSRP) by serving officials/members of Department of Defence (DOD) would serve as a strong recommendation. Practical experience in supervising of accounting tasks would serve as strong recommendation. Computer literate iro MS Office, MS Word and Excel. Knowledge of and experience in mainframe applications and programs and the Financial Management System (FMS) would serve as a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures wrt the controlling and management of corporate payments as well as the related accounting transactions and actions. Ability to draft management reports and statistics. Good reasoning, mathematical, analytical and innovative thinking ability. Proven ability to effectively communicate and negotiate with suppliers and clients both inside and outside the DOD. Good oral and written communication skills. Must be knowledgeable in Human Resource Management (people management) practices. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Receptive to work related suggestions and ideas. Sound reasoning, mathematical and problem solving ability. Positive and aiming for zero defects. Member must qualify to obtain a Top Secret security clearance. Permanent RSA citizen with no criminal record. The successful candidate will be required to complete all relevant courses.
<b><u>DUTIES</u></b>	:	Assisting the Assistant-Director in: controlling, managing and execution of the timely payment of all corporate invoices within the Department of Defence (DOD). Verification of payment documentation according to the prescribed policy. Administating of Advance Accounts by means of a manual cashbook system. Replenishment of Advance Accounts. Monitor outstanding reconciliations regarding Advance Accounts. Control and safeguarding of cash. Liaising with Financial Institutions on a regular basis. Follow up irregularities and losses on Disallowance Accounts. Compilation, verification and input of journal transactions. Supervising, training and guiding of the Senior Accounting Clerks resorting under the control of the post. Implementing effective actions and processes to ensure that deadlines are met. Constant collaborating, liaising and communication with the Assistant-Director of the section wrt all payment documentation and other functions coupled to the post. Ensuring the safekeeping of all payment documentation for audit purposes. Compiling and submitting of management reports and statistics. Strict application of the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable prescripts. Managing all personnel, information and materiel under control of this post.
<b><u>ENQUIRIES</u></b>	:	Mr Johan Richter, Tel: (012) 315-0798
<b><u>APPLIATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).

<b><u>POST 38/25</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (7X POSTS)</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Finance Accounting Service Centres (FASC).
<b><u>SALARY CENTRE</u></b>	:	R117 501 per annum 1 post at FASC MOD, Pretoria. 1 post at FASC Bloemfontein. 1 post at FASC Kimberley. 1 post at FASC Pietersburg, Polokwane. 1 post at FASC Nelspruit, Mpumalanga. 1 post at FASC Langebaanweg, Western Cape. 1 post at FASC Wonderboom, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Applicants with prior learning, either by means of experience or alternative courses will also be considered. Successful completion Accounting courses related to the Directorate Stores, Services and Related Payments by serving officials/members of Department of Defence (DOD) would serve as a strong recommendation. Practical experience in supervising tasks at Finance Accounting Service Centre (FASC) or a Finance Office external to the Department of Defence (DOD) would serve as a very strong recommendation. Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts. Thorough knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate and have knowledge of financial management mainframe computer systems as well as the Word Processing (MS Word), Spreadsheets (Excel) and Power Point micro computer programs. Sound knowledge of the Public Finance Management Act and Treasury Regulations would serve as a strong recommendation. Thorough knowledge of the financial and accounting processes. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (people management) practices. Well developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering iro task finalization. Positive, loyal, creative, trustworthy. Permanent RSA citizen, no criminal record. In possession of a valid RSA vehicle driver's license and willing and able to travel extensively on a regular basis. Permanent RSA citizen with no criminal record. The successful candidate will be required to complete all relevant courses.
<b><u>DUTIES</u></b>	:	Assisting the Senior State Accountant (FASC Manager) with the following responsibilities: Managing the FASC effectively, efficiently and economically. Regularly supplying the Regional Accounting Manager with prescribed reports and feedback. Ensuring timely payment of all invoices according to policy and prescripts. Successful management of all Central Advance System events and Face Value Documents. Accounting of revenue due to the DOD and administration of Paymaster-General Account deposits. Successful execution of thorough control measures regarding the administration and safekeeping of cash and payment of accounts. Reporting, investigating and following-up of all finance-related irregularities. Evaluating and maintaining the security measures at the FASC. Training and development of all subordinate personnel. Management of personnel, assets and materiel resorting under control of the FASC. Timely finalisation of all audit queries. Managing the safekeeping of all related accounting documentation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Koos Rademeyer, tel: (012) 392-2884 Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/26</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER (SOUND AND LIGHTING TECHNICIAN)</u></b> The post is advertised in the DOD and broader Public Service.
<b><u>SALARY CENTRE</u></b>	:	R117 501 per annum Defence Corporate Communication, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Performing Art Technology (NQF Level 5 – 6): Preferable. Background on Sound and Lighting and basic course in Performing Art

		Technology/Theatre Craft will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Sound, lighting and Public Relations skills. Knowledge of music. Computer literate. Ability to communicate effectively. Mathematical-, problem solving-, initiative-, organisational-, inter personal proficiency-, language proficiency- and good physical skills capability. Must be able to obtain a Confidential security clearance within a year.
<b><u>DUTIES</u></b>	:	Manage the sound and lighting capability of Visual Communication section professionally by means of lighting and sound support for all visual communication productions/projects, live productions and stage performances. Provision of additional static lighting for visual enhancement of communication projects. Manage the allocated lighting and sound budget. Manage the sound and lighting inventory. Manage the limited maintenance and repairs of sound and lighting equipment.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Defence Corporate Communication, Private Bag X161, Pretoria, 0001 or Nossob Street 370, Erasmuskloof X4, Pretoria.
<b><u>ENQUIRIES</u></b>	:	SSgt G.J.B. Robbetze, Tel: (012) 355 6320
<b><u>CLOSING DATE</u></b>	:	20 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/27</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (3X POSTS)</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Medical Payments
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance related subjects. Computer literate iro MS Office, MS Word and Excel. Knowledge of the PERSOL/PERSAL mainframe applications and programs and the Financial Management System (FMS) would serve as a strong recommendation. Basic knowledge of the prescribed processes and procedures wrt the medical supplier payments as well as the related accounting transactions and actions would serve as a strong recommendation. Ability to understand and correctly apply financial policy and prescripts. Basic reasoning and mathematical thinking ability. Ability to effectively communicate with suppliers and clients both inside and outside the DOD. Good oral and written communication skills. Orientated towards teamwork, persevering iro task finalization and able to work accurately under pressure. Receptive to work related suggestions and ideas. Continually aiming for zero defects in the work environment.
<b><u>DUTIES</u></b>	:	Assisting the Chief Accounting Clerk Medical Payments in: controlling, managing and executing of the timely payment of all medical invoices within the Department of Defence (DOD). Utilizing the prescribed programs on the FMS to correctly process payments to medical suppliers. Preparing invoices/accounts for payment. Implementing effective actions and processes to ensure that deadlines are met. Constant collaborating, liaising and communication with the Chief Accounting Clerk of the section wrt all payment documentation and other functions coupled to the post. Compiling and submitting of reports and statistics. Strictly and correctly applying the prescripts of the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other prescripts and regulations pertaining to payment of medical suppliers. Executing general office administration tasks including receiving, registering, copying, delivering and delivering of documentation and files from/to other involved sections and directorates.
<b><u>ENQUIRIES</u></b>	:	Ms Carine Potgieter, Tel: (012) 392-2961
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/28</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (2X POSTS)</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Corporate Payments
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance related subjects. Computer literate iro MS Office, MS Word and Excel. Knowledge of the PERSOL/PERSAL mainframe



		<p>applications and programs and the Financial Management System (FMS) would serve as a strong recommendation. Basic knowledge of the prescribed processes and procedures wrt the corporate supplier payments as well as the related accounting transactions and actions would serve as a strong recommendation. Ability to understand and correctly apply financial policy and prescripts. Basic reasoning and mathematical thinking ability. Ability to effectively communicate with suppliers and clients both inside and outside the DOD. Good oral and written communication skills. Orientated towards teamwork, persevering iro task finalization and able to work accurately under pressure. Receptive to work related suggestions and ideas. Continually aiming for zero defects in the work environment.</p>
<b><u>DUTIES</u></b>	:	Assisting the Chief Accounting Clerk Corporate Payments in: controlling, managing and executing of the timely payment of all corporate invoices within the Department of Defence (DOD). Implementing effective actions and processes to ensure that deadlines are met. Constant collaborating, liaising and communication with the Chief Accounting Clerk of the section wrt all payment documentation and other functions coupled to the post. Compiling and submitting of management reports and statistics. Strict application of the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable prescripts. Receiving, registering, copying, delivering and delivering of documentation and files from/to other involved sections and directorates.
<b><u>ENQUIRIES</u></b>	:	Ms Maggie Maphosa, Tel: (012) 392-2402
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/29</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (2X POSTS)</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Sub-Directorate Cash Payments
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with finance related subjects. Applicants with prior learning, either by means of experience or alternative courses will also be considered. Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate in Word Processing (MS Word) and Spreadsheets (Excel) micro computer programs. Knowledge of the Financial Management mainframe computer systems PERSOL and FMS would serve as a strong recommendation. Sound knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Well developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering iro task finalization. Positive, loyal, creative, trustworthy. Permanent RSA citizen with no criminal record. The possession of a valid RSA vehicle driver's license will be an advantage. The successful candidate will be required to complete all relevant courses.
<b><u>DUTIES</u></b>	:	Verification of cash purchase transactions according to the prescribed policy. Perform enquiries on the Central Advance System. Administer replenishments of Sub-Advance Accounts (SAAs) on a daily basis by means of the Financial Management System as well Electronic Banking System. Ensure approval of Sub-Accountant Approval Schedules on a daily basis. Monitor SAAs wrt uncompleted events. Handle queries from Finance Accounting Service Centres and Finance Accounting Satellite Offices. Liaising with Financial Institutions on a regular basis. Following up irregularities and losses on Disallowance Accounts. Compilation, verification and input of journal transactions. Assist in compiling accounting and administrative reports/statistics. Execution of various administrative functions such as leave administration, inventory control, administration of private telephone accounts, etc. Strictly applying policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Assist supervisor in the answering of audit queries.

<b><u>ENQUIRIES</u></b>	:	Mr Alex Johnston, tel: (012) 392-2876 or Ms Frances Kruger, tel: (012) 392-2916
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/30</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (36X POSTS)</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Finance Accounting Service Centres (FASC) and Finance Accounting Satellite Offices (FASO)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	1 post at FASO Poynton building, Pretoria. 1 post at FASC Bloemfontein. 1 post at FASC Kroonstad. 4 posts at FASC Durban. 1 post at FASO Ladysmith, KZN. 3 post at FASC Lohatlha, North West Province. 1 post at FASO Upington, Northern Cape. 1 post at FASC Kimberley. 4 posts at FASC Hoedspruit, Mpumalanga. 2 posts at FASC Nelspruit, Mpumalanga. 3 posts at FASC Langebaanweg, Western Cape. 3 posts at FASC Oudtshoorn, Western Cape. 3 posts at FASC Simon's Town. 2 posts at FASC Port Elizabeth. 1 post at FASC Lenz, Johannesburg. 1 post at FASC Potchefstroom 3 posts at FASC Garrison, Thaba Tshwane, Pretoria. 1 post at FASC Waterkloof, Lyttelton, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with finance related subjects. Applicants with prior learning, either by means of experience or alternative courses will also be considered. Proven ability of understanding, interpreting and correctly applying Financial policy and prescripts. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate and have knowledge of financial management mainframe computer systems as well as the Word Processing (MS Word) and Spreadsheets (Excel) micro computer programs. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes. Well developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering iro task finalization. Positive, loyal, creative, trustworthy. Permanent RSA citizen with no criminal record. The possession of a valid RSA vehicle driver's will be advantages. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses.
<b><u>DUTIES</u></b>	:	Scrutinize, verify, register and couple medical and supplier invoices for payment. Assist in compiling accounting reports/statistics. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilize the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.
<b><u>ENQUIRIES</u></b>	:	Ms Igshaan Dangor, tel: (012) 392-2892 or 392-2893
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).

<b><u>POST 38/31</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (2X POSTS)</u></b> Financial Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Recognition of prior learning may be considered. Knowledge/experience: Computer literate in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of the mainframe computer systems and programs utilized by the Department of Defence (DOD) or other Public Service Departments would serve as a strong recommendation. Prior experience or successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Basic knowledge of the processes and procedures that are followed in the administration of losses in the Public Service would be a very strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Ability to understand and correctly interpret loss reports and audit answers submitted by clients in the DOD. Skills: Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from the various Arms of Service, the different Divisions, bases and units within the DOD and able and willing to deliver dedicated and friendly client service. Persevering iro task finalization with good interpersonal relationships and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Being in possession of a valid DOD vehicle driver's license would serve as a strong recommendation. Team-worker, trustworthy, reliable and receptive to work-related suggestions and ideas. Effective reasoning ability.
<b><u>DUTIES</u></b>	:	Assist the Chief Accounting Clerk and the Senior State Accountant in ensuring all administrative tasks are executed and finalized by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and the referral thereof to the sections concerned. Correct allocation of file reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database as soon as the Chief Accounting Clerk has dealt with the loss reports. Maintain an effective pending system to ensure that all non-finalised loss report files are held over and routed to the Chief Accounting Clerk on the specific target dates. Regular compiling and submitting of prescribed weekly and monthly management reports. Managing the Registry, cabinets and all files and documentation in a neat, numerical and efficient manner. Assisting in the in-post training of other clerks in the section.
<b><u>ENQUIRIES</u></b>	:	Ms Susan Bester, tel: (012) 392-2574
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered)
<b><u>POST 38/32</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army Infantry Formation
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful.

		Possession of a valid RSA vehicle driver's license would serve as a strong recommendation.
<b><u>DUTIES</u></b>	:	Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Manager SA Army Infantry Formation.
<b><u>ENQUIRIES</u></b>	:	Mr Johann du Preez, tel: (012) 355-1654
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/33</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (2X POSTS)</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Air Force
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	1 post at Air Command, Pretoria.
	:	1 post at SA Air Force ETD Systems Group, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license.
<b><u>DUTIES</u></b>	:	Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Management Offices concerned.
<b><u>ENQUIRIES</u></b>	:	Mr Daan de Klerk, tel: (012) 312-2584
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/34</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Military Health Support Formation
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer

		<p>program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license.</p>
<b><u>DUTIES</u></b>	:	<p>Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Manager Military Health Support Formation.</p>
<b><u>ENQUIRIES</u></b>	:	Mr Duppie du Pisani, tel: (012) 367-9072/4
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/35</u></b>	:	<p><b><u>SENIOR ACCOUNTING CLERK GR III (3X POSTS)</u></b>  Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Debtors Accounts, Debtors Accounts Office</p>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<p>Grade 12 certificate with Finance/Accounting related subjects. Recognition of prior learning may be considered. Computer literate iro MS Office, MS Word and Excel. Prior knowledge of the PERSOL/PERSAL mainframe applications and programs as used in the Public Service and/or the Department of Defence (DOD) would be a strong recommendation. Basic knowledge of and exposure to the prescribed processes and procedures wrt the collection, recording and management of departmental debt in the Public Service and the related accounting transactions and actions. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, creative, trustworthy, loyal, sound judgmental ability and aiming for zero defects.</p>
<b><u>DUTIES</u></b>	:	<p>Assisting the Chief Accounting Clerk Debtors Accounts with: Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from ex members of the SA National Defence Force (SANDF), Public Service Act personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively control Departmental debt. Checking, controlling, registering and processing outgoing correspondence and all related accounting transactions. Liaising and corresponding with the State Attorney's office. In-post training of other Accounting Clerks in the section. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Chief Accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filing and safeguarding of all Debtors administration related documentation and information for future reference and audit purposes.</p>
<b><u>ENQUIRIES</u></b>	:	Ms Corrie van den Berg, Tel: (012) 392-2759
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).

<b><u>POST 38/36</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Accounts & Distribution Section
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Recognition of prior learning may be considered. Being course qualified in Expenditure Control, Financial Administration and Accounting in the Public Service would serve as a strong recommendation. Computer literate iro MS Office, MS Word and Excel. Prior knowledge of and ability to access the PERSOL/PERSAL as well as the Financial Management System (FMS) mainframe applications as used Department of Defence (DOD) or in the Public Service would serve as a strong recommendation. Ability to understand, interpret and correctly apply basic financial policy. Basic knowledge of the Public Finance Management Act (PFMA). Basic knowledge of or exposure to the prescribed processes and procedures wrt the administration of salaries, final payments and recovery. Good reasoning and mathematical ability. Well developed verbal and written communication skills and ability to compile basic reports and statistics. Ability to function well as part of a team, receptive to work related suggestions and ideas. Positive, creative, trustworthy, loyal and able to effectively function under pressure. Aiming for zero defects. Possession of a valid DOD vehicle driver's license would serve as a strong recommendation.
<b><u>DUTIES</u></b>	:	Rendering of an effective administrative and clerical service for the section. Answering and following up of personal and telephonic enquiries from clients. Assisting in implementing and maintaining procedures and processes to manage and control incoming and outgoing correspondence. Maintaining an effective registry and filing system for the section by registering and distributing correspondence, documentation and files. Collecting/delivering documentation and files from/to other directorates, sections and offices. Assist in general administrative functions and tasks in the section. Liaising with other Government departments as well as Arms of Service, divisions, formations, bases and units within the Department of Defence (DOD) wrt enquiries, returns and schedules concerning the section. Assisting with the in-post training of other Accounting Clerks in the section. Constant collaborating, liaising and communicating with the Chief Accounting Clerk in control of the section.
<b><u>ENQUIRIES</u></b>	:	Mr Victor Mtengwane, Tel: (012) 392-2110
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/37</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (2X POSTS)</u></b> Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Subsistence & Transport (S & T) Section
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	1 post in Pretoria 1 post in Simon's Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Recognition of prior learning may be considered. Computer literate iro MS Office, MS Word and Excel. Prior knowledge of and ability to access the PERSOL/PERSAL as well as the Financial Management System (FMS) mainframe applications as used Department of Defence (DOD) or in the Public Service. Ability to understand, interpret and correctly apply basic financial policy. Basic knowledge of the Public Finance Management Act (PFMA). Basic knowledge of and exposure to the prescribed processes and procedures wrt the administration of S & T claims and the related accounting transactions and actions. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients and officers in the DOD. Well developed verbal and written communication skills and ability to compile effective reports and statistics. Ability to function well as part of a team, receptive to work related suggestions and ideas. Positive, creative, trustworthy, loyal, sound judgmental ability, able and willing to initiate self development by means of further training. Continuously aiming for zero defects. Possession of a valid DOD vehicle driver's license would be a strong recommendation.
<b><u>DUTIES</u></b>	:	Receiving, registering, checking and controlling of S & T claims from DOD directorates, bases, units and HR Support Satellite Offices prior to approval.

Assisting in providing written and verbal feedback to clients wrt S & T claims, informing and advising clients as to S & T policy, prescripts and procedures. Liaising and communicating with HR Support Satellite Managers. Assisting in compiling and preparing reports and statistics. Assist management in general administrative functions and tasks in the section, analyzing and interpreting new policy, researching and developing existing systems and processes. Assist in ensuring effective, efficient and correct accounting of S & T in accordance with State prescripts. Collecting and delivering documentation and files from/to other directorates and sections. Checking, controlling, registering and processing correspondence and all related accounting transactions. Assisting with the in-post training of other Accounting Clerks in the section. Constant collaborating, liaising and communicating with the Chief Accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filing and safeguarding of all S & T administration related documentation and information for future reference and audit purposes.

**ENQUIRIES** : Ms Hettie van den Bergh, Tel: (012) 392-2265  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001  
**CLOSING DATE** : 06 October 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 38/38** : **SENIOR ACCOUNTING CLERK GR III**  
 Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Miscellaneous Payments Section

**SALARY** : R94 326 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate with Finance/Accounting related subjects. Recognition of finance related learning after school may be considered. Knowledge/Experience: Computer literate regarding MS Office applications (MS Word, MS Excel and MS PowerPoint.) Working knowledge of the Financial Management System (FMS) and PERSOL/PERSAL mainframe programs would serve as a very strong recommendation. Knowledge of the procedures followed to process general salary and allowances payments is a requisite. Skills: Good verbal and written communication ability in English. Ability to effectively compile correct financial reports, submit returns and gather statistics. Very conscientious and motivated towards producing effective, efficient and correct work whilst always aiming for a zero defects environment. Valid vehicle driver's license recommended. Ability to function independently as well as in a team and to also function effectively under pressure. Trustworthy and reliable with well developed interpersonal skills. Ability to liaise and communicate effectively with all clients. Well developed mathematical and accounting skills. Permanent SA citizen. Possession of a valid Department of Defence (DOD) vehicle driver's license would serve as a recommendation.

**DUTIES** : Executing the prescribed accounting processes related to the payment of subsidised vehicles and subsidised vehicle benefits due to serving members/employees of the (DOD). Calculating and accounting of subsidies and allowances due to ex members /employees of the DOD. Calculating and recovering of overpayments from ex members/employees as well as serving members/employees of the DOD. Ensuring constant collaboration and communication with the Chief Accounting Clerk Miscellaneous Payments regarding all functions coupled to this post. Ensuring the correct and efficient recording of all relevant data and accounting transactions in the Control Register and control cards as well as maintaining and safekeeping of the Control Register, the Source Documents and relevant files for future enquiries and audit purposes. Assisting management iro general administrative functions in the section, analyzing and interpreting new policy, researching and developing existing systems and procedures. Delivering and collecting of files and documentation to and from relevant sections and directorates. Assisting in the training of new clerks in the section.

**ENQUIRIES** : Mr AP Kruger, tel: (012) 392-2075  
**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001  
**CLOSING DATE** : 06 October 2008 (Applications received after the closing date and faxed copies will not be considered)

<b><u>POST 38/39</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (2X POSTS)</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office Joint Operations Division
<b><u>SALARY CENTRE</u></b>	:	R94 326 per annum 1 post at J Ops Fin Office Operations HQ, Pretoria. 1 post at J Ops Internal Operations, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Accounting and Mathematics as passed subjects. Successful completion of Budget Management course(s) would serve as a strong recommendation. Computer literate in Word processing and Spreadsheets. Knowledge of the Financial Management System (FMS) mainframe programs and the information centre would serve as a strong recommendation. Ability to understand and interpret basic financial policy and basic knowledge of Financial Policy as well as the Public Finance Management Act (PFMA). Good verbal and written skills and ability to draft effective financial reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and receptive to work related suggestions and ideas. Ability to effectively function under pressure. Reasoning, mathematical and problem solving ability. Basic knowledge of the budgeting process and the basic command and control processes in the Department of Defence (DOD) would serve as a strong recommendation. Being in possession of valid RSA vehicle driver's license is essential.
<b><u>DUTIES</u></b>	:	Assist in: arranging budget management and expenditure control meetings; preparing variety of financial/budgetary reports, statistics and documentation; drafting and finalising Reconciliation Statements for operations; compiling of claims for operational expenditure; providing a budget management function. Managing an effective internal Registry for incoming/outgoing correspondence and maintaining a filing system for the office. Collect/deliver budget related documentation and files from and to other divisions, formations, directorates and sections. Assisting with general administrative functions at the office. Assist in the Financial Authorisation (FA) process related to expenditure control matters. Assisting in managing logistical, transport and stationery requirements of the office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V.L. Fourie, tel: (012) 674-5430 Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/40</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (2X POSTS)</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office Joint Operations Division
<b><u>SALARY CENTRE</u></b>	:	R94 326 per annum 1 post at J Ops Division, United Nations deployments. 1 post at J Ops Division, Africa Union deployments.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Accounting and Mathematics as passed subjects. Successful completion of Budget Management course(s) would serve as a strong recommendation. Computer literate in Word processing and Spreadsheets. Knowledge of the Financial Management System (FMS) mainframe programs and the Information Centre would serve as a strong recommendation. Ability to understand and interpret basic financial policy and basic knowledge of Financial Policy as well as the Public Finance Management Act (PFMA). Good verbal and written skills and ability to compile effective financial reports and statistics. Ability to effectively function as part of a team, loyal, trustworthy, honest, receptive to work related suggestions and ideas, persevering iro task finalization and able to effectively function under pressure. Reasoning, mathematical and problem solving ability. Basic knowledge of the budgeting process and the command and control processes in the Department of Defence (DOD) would serve as a strong recommendation. Being in possession of valid RSA vehicle driver's license is essential. No criminal record. Trustworthy to work with cash advance accounts. Very good health and physical condition and must be successful in the complete Department of Defence (DOD) medical assessment. Personal circumstances must allow the candidate to be deployed outside the RSA borders, away from his/her family, for continuous periods of at least six months per year. Written affirmation of the last-mentioned requirement will be required prior to appointment.



<b><u>DUTIES</u></b>	:	Provide budget control support to operations. Function as the Paymaster during operations, both internally and externally. Manage the Cash Advance Account for the operation, inclusive of RSA and foreign currency. Provide financial management operational reports.
<b><u>ENQUIRIES</u></b>	:	Ms VL Fourie, tel: (012) 674-5430
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/41</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III (4X POSTS)</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office Joint Operations Division (Deployed Finance Functions)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	RSA and externally.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Accounting and Mathematics as passed subjects. Successful completion of Budget Management course(s) would serve as a strong recommendation. Computer literate in Word processing and Spreadsheets. Knowledge of the Financial Management System (FMS) mainframe programs and the Information Centre would serve as a strong recommendation. Ability to understand and interpret basic financial policy and basic knowledge of Financial Policy as well as the Public Finance Management Act (PFMA). Good verbal and written skills and ability to compile effective financial reports and statistics. Ability to effectively function as part of a team, loyal, trustworthy, honest, receptive to work related suggestions and ideas, persevering iro task finalization and able to effectively function under pressure. Reasoning, mathematical and problem solving ability. Basic knowledge of the budgeting process and the command and control processes in the Department of Defence (DOD) would serve as a strong recommendation. Being in possession of valid RSA vehicle driver's license is essential. No criminal record. Trustworthy to work with cash advance accounts. Very good health and physical condition and must be successful in the complete Department of Defence (DOD) medical assessment. Personal circumstances must allow the candidate to be deployed outside the RSA borders, away from his/her family, for continuous periods of at least six months per year. Written affirmation of the last-mentioned requirement will be required prior to appointment.
<b><u>DUTIES</u></b>	:	Provide budget control support to operations. Function as the Paymaster during operations, both internally and externally. Manage the Cash Advance Account for the operation, inclusive of RSA and foreign currency. Provide financial management operational reports.
<b><u>ENQUIRIES</u></b>	:	Ms VL Fourie, tel: (012) 674-5430.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/42</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office Fleet.
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Simon's Town.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license.
<b><u>DUTIES</u></b>	:	Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence,

		maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Manager Fleet.
<b><u>ENQUIRIES</u></b>	:	Mr Andre Coetzee, tel: (021) 787-4613.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/43</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GR III</u></b> Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Military Health Services (SAMHS), Area Military Health Formation
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Finance/Accounting related subjects. Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license.
<b><u>DUTIES</u></b>	:	Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Manager SAMHS Area Military Health Formation.
<b><u>ENQUIRIES</u></b>	:	Mr Dup du Pisani, tel: (012) 367-9072/4.
<b><u>APPLICATIONS</u></b>	:	Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	06 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/44</u></b>	:	<b><u>SENIOR SECRETARY GR III</u></b> Defence Legal Services Division The post is advertised in the DOD and broader Public Service.
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	NQF Level 2 - 4 preferable. Secretarial 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.

**DUTIES** : Type/Write 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 stationery. 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.

**ENQUIRIES** : Col G.S. Soldaat, Tel: (012) 355 5383

**APPLICATIONS** : Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001.

**CLOSING DATE** : 20 October 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 38/45** : **SENIOR PERSONNEL OFFICER GR II**  
Financial Management Division, Directorate Finance Support Services, Career Management Section

**SALARY** : R76 194 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 certificate. Knowledge/Experience: Good knowledge of computer applications MS Word and Excel and Power Point. Knowledge of the operation of the PERSOL mainframe computer system utilised in the Department of Defence (DOD) or the PERSAL system utilised in other Government Departments would serve as a strong recommendation. Excellent verbal and written communication ability with good inter-personal skills, adaptability and resourcefulness. Proven ability to compile and draft correct and effective letters, memoranda, minutes, agendas, reports, statistics and schedules. Strongly orientated towards proper client service and teamwork with the ability to handle variety of task execution and work under stressful conditions. Decisive and persevering in task execution and finalization. Being in possession of a valid RSA vehicle driver's license would serve as a strong recommendation, Trustworthy and reliable, Permanent SA citizen.

**DUTIES** : Assisting in the arranging and administration of the staffing process (filling of vacant posts) in the Financial Management Division (FMD). Assisting in the updating and maintaining of the database of personnel in the FMD. Receiving, investigating and answering career management related enquiries from FMD personnel. Collect, deliver, fax and file various documents, files, schedules and other documentation as and when required. Acting as secretary at designated meetings as and when required. Correctly applying career management related policy and prescripts. Drafting letters, memoranda, minutes, agendas, reports, schedules and statistics. Assist in receiving, recording, processing and safekeeping of career management related documents, correspondence and files. Duplicating (copying), distributing, binding and filing of documents and correspondence in the section. Assisting in the processing of internal transfers, detached duty and movement of FMD personnel. Assisting in the processing of acting allowances and long service awards. Assist in recording, controlling and maintaining stock levels of stationery, labour saving devices and other expendable items in the section.

**ENQUIRIES** : Ms Zelda Slabbert, Tel: (012) 392-2528.

**APPLICATIONS** : Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001

**CLOSING DATE** : 06 October 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 38/46** : **SENIOR SECRETARY GR II**  
Defence Legal Services Division  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R76 194 per annum

**CENTRE** : Pretoria.

**REQUIREMENTS** : NQF Level 2 - 4 preferable. Secretarial 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.
<b><u>DUTIES</u></b>	: Type/Write 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.
<b><u>APPLICATIONS</u></b>	: Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria, 0001.
<b><u>ENQUIRIES</u></b>	: Col G.S. Soldaat, Tel: (012) 355 5383
<b><u>CLOSING DATE</u></b>	: 20 October 2008 (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/47</u></b>	: <b><u>SENIOR SECRETARY GRADE II</u></b> Defence Military Policy Strategy and Planning, Armscor Building The post is advertised in the DOD and broader Public Service
<b><u>SALARY</u></b>	: R76 194 per annum
<b><u>CENTRE</u></b>	: Pretoria.
<b><u>REQUIREMENTS</u></b>	: NQF Level 2-4 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Ms A.J. Stewart Tel: (012) 355 6216.
<b><u>APPLICATIONS</u></b>	: Department of Defence, Military Policy Strategy and Planning Office, Private Bag X159, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	: 20 October 2008, (Applications received after the closing date and faxed copies will not be considered).
<b><u>POST 38/48</u></b>	: <b><u>OPERATOR</u></b> Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Accounts & Distribution Section
<b><u>SALARY</u></b>	: R47 787 per annum
<b><u>CENTRE</u></b>	: Pretoria.
<b><u>REQUIREMENTS</u></b>	: Grade 10 or Grade 12 certificate. Knowledge/Experience: Basic knowledge of MS Word computer application would serve as a strong recommendation. Good verbal communication ability, inter-personal skills, adaptability and resourcefulness. Ability to handle variety of task execution. Neat, effective and efficient worker who delivers service of a high standard to all clients. Conscientious and motivated towards producing correct work. Valid code 8 vehicle driver's license would serve as a recommendation. Ability to function independently as well as in a team and to also function effectively under pressure. Trustworthy and reliable. Good knowledge, experience and ability to execute practical tasks such as replacing fluorescent light tubes, fix various items by using tools such as screwdrivers, electric drills, pliers, hammers, saws, ladders, chisels, sanding machines etc. Physically able and willing to execute the tasks and duties as described below. Permanent SA citizen.
<b><u>DUTIES</u></b>	: Operate various office equipment and machines such as photocopiers, facsimile machines, document binding machines and paper shredding machines. Collecting, copying, binding and delivering various documents, files, schedules and other documentation generated within the directorate. Collect and shred various documents, files, schedules and other documentation as and when

required. Collect, fax and deliver various documents, files, schedules and other documentation. Collect and file various documents, files, schedules and other documentation. Assist in recording, managing and maintaining the office inventories and equipment in the directorate. Assist in the administration of the official vehicles allocated to the directorate. Execute basic maintenance tasks and functions in the directorate as well as within the Poynton building. Assist in recording, controlling and maintaining stock levels of stationery, labour saving devices and other expendable items.

**ENQUIRIES**  
**APPLICATIONS**  
**CLOSING DATE**

: Mr AP Kruger, tel: (012) 392-2075.  
: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001  
: 06 October 2008 (Applications received after the closing date and faxed copies will not be considered).

## DEPARTMENT OF EDUCATION

**APPLICATIONS** : Please forward your applications to: The Director-General, Department Of Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatjie House, 123 Schoeman Street, Pretoria.

## OTHER POST

**POST 38/49** : **ASSISTANT DIRECTOR: DATA MANAGEMENT**  
Branch: System Planning and Monitoring  
Directorate: Education Management Information System

**SALARY** : R217 482 per annum  
**REQUIREMENTS** : Applicant must be in possession of a Bachelor's degree or equivalent in Statistics or related fields. Skill in computer applications such as PC databases, spreadsheets, statistical packages, experience in project management, research and statistical methods, experience and collection, storage, analysis and dissemination of education-related data will be a strong recommendation. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background. The candidate should have at least four years' relevant experience.

**DUTIES** : Key responsibilities: The successful candidate will be required to work in the area of Education Data Management, to: Conduct Data integration and validation and to facilitate access to education and other relevant databases – Support the development of a data quality control system – Conduct special sample surveys and, in doing so, provide support in co-ordinating all nationally-driven projects for provincial implementation Provide support in the analysis of data, dissemination and writing reports on statistical data

**ENQUIRIES** : Ms H Nyalungu, Tel (012) 312 5108  
**CLOSING DATE** : 14 October 2008 Unless Otherwise Stated, Applications received after the closing date or faxed applications will not be considered

**POST 38/50** : **SENIOR PERSONNEL OFFICER GRADE II**  
Branch: Administration  
Directorate: Staffing Services

**SALARY** : R76 194 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The formal qualification for this position is a senior certificate (Grade 12) or equivalent qualification, supported by at least 4 years' relevant experience. Preference will be given to candidates who have the ability to deal with all levels of staff, are computer literate (MS Word, Excel) and have good verbal and written communication skills. The following will serve as recommendations: Knowledge of the Persal system, and relevant Acts and Regulations regulating human resources. Willingness to work overtime when necessary and a basic knowledge of all aspects of conditions of service.

**DUTIES** : The incumbent will be responsible for the writing of standard letters and submissions to the Director-General and the Minister concerning appointments and personnel related requests, assist with all aspects of personnel functions regarding appointments, leave, housing, pensions, transfers, state guarantees, travel and subsistence claims, injury on duty claims, terminations of service, overtime and home owner's allowance. Handle enquiries related to all human resource matters

**ENQUIRIES** : Ms M Moshoaliba, Tel (012) 312 5899  
**CLOSING DATE** : 16 October 2008 Applications received after the closing date or faxed applications will not be considered

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012.

**FOR ATTENTION** : 6<sup>th</sup> floor Registry: Integrated Human Resource Management

**CLOSING DATE** : 03 October 2008

**NOTE** : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV, certified copies of SA ID/ passport and qualifications in order to be considered, The National Department of Environmental Affairs and Tourism is an equal opportunity affirmative action employer. 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.  
Note: People with Disability Are Encouraged To Apply

## OTHER POSTS

**POST 38/51** : **DEPUTY DIRECTOR: ADMINISTRATION (MCM 511/2008)**  
This is a re-advertisement, applicants who applied before need not to re-apply.

**SALARY** : R344 052 per annum (an all inclusive package)

**CENTRE** : Cape Town (MCM)

**REQUIREMENTS** : A three year qualification with project management as a subject. Minimum of three years exposure and working experience in programme management in multi-year programmes, preferably international programmes. Experience must include contract and financial management. Human Resource management and experience in recruitment, retention and development programmes in scarce skills would also be an advantage. Good written and oral communication skills. Computer literacy, including literacy of project management software. Willingness to travel nationally and internationally.

**DUTIES** : Programme and contract development and management for national and international marine research and capacity building programmes. Human resource development and management for the Chief Directorate. Business and financial planning and reporting for the Directorate and Chief Directorate. General operational administration of sub-directorates within the Directorate Research Support and Administration.

**ENQUIRIES** : Mr. A.D. Naidoo (Tel) 021 402 3156

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

**POST 38/52** : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES (SL 10) REF NO: MCM 37/2008**

**SALARY** : R217 482 per annum (All inclusive package of R295 978 per annum)

**CENTRE** : Cape Town

**REQUIREMENTS** : Three year degree or diploma in Communication or Journalism with extensive proven communications and/or journalism experience. Excellent writing skills, Excellent communication skills. Critical analysis and research skills. Project management, planning and organisational skills, as well as interpersonal and customer relation skills. Computer literacy and the ability to work in a team.

**DUTIES** : Content development and writing of communications materials for publications, brochures, website; Drafting opinion pieces, media statements and briefing documents, media monitoring and research, Development of exhibition content & conceptualization/ draft speeches, media statement and briefing documents, Developing and implementing communications strategies/ render strategic communications support.

**ENQUIRIES** : Ms C Moses Tel – 021 402 3556

**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 38/53** : **DIRECTOR: FORENSIC PATHOLOGY SERVICES (REF NDOH 189/2008)**  
Cluster: Non-Communicable Diseases: Directorate: Forensic Pathology Services
- SALARY** : An all inclusive remuneration package of R540 429 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 guidelines of the Senior Management Service.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree in health sciences. At least 3-5 years management experience at senior level. Knowledge of and experience in financial management, monitoring and evaluation. Good interpersonal and negotiating skills. Ability to function independently. Good general management skills including human resources and project management. Knowledge of and experience in developing policies and guidelines. Good communication skills (written and verbal). Ability to interpret and analyse statistics. Good working knowledge of the field of forensic pathology and/or clinical forensic medicine. A high degree of computer literacy. Must be willing to travel and to work irregular hours. A valid code 08 (Code B) driver's licence.
- DUTIES** : \*Overall management of the Directorate: Forensic Pathology Services, including forensic pathology, clinical forensic medicine and supporting laboratories  
\*Provision of leadership for the development of all services in support of the Department of Justice and Constitutional Development and SAPS \*Financial management, including oversight of conditional grants \*Monitoring of the development of the provincial forensic pathology services \*Improvement in the service of the Forensic Chemistry Laboratories \*Formulation of policies and guidelines \*Implementation of appropriate controls and reporting systems for the forensic pathology services \*Collation and presentation of relevant statistics \*Participation in development of policy and guidelines for the prevention of violence and injury \*Participation in national, regional and global forensic pathology structures.
- ENQUIRIES** : Ms CC Kotzenberg Tel no: (012) 312 0216
- CLOSING DATE** : 13 October 2008
- POST 38/54** : **DIRECTOR: SANAC MONITORING & EVALUATION (REF NDOH 190/2008)**  
Cluster: Partnerships and SANAC Secretariat
- SALARY** : Remuneration package of R540 429 per annum (including choice of basic salary of 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	An appropriate recognised three-year Degree or Diploma in Public Health, Social Sciences or Management or NQF 5. A Masters degree in Public Health or Science (Epidemiology) will be an added advantage. Five years experience in Monitoring & Evaluation is essential. Five years experience in the field of HIV and AIDS and understanding of policy development and strategic planning are crucial. Experience in dealing with multi-sectoral stakeholders including government, civil society, business, multilateral, bilateral and development agencies is essential. Excellent communication skills (written and verbal) and computer literacy. The successful candidate must also be prepared to travel. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Lead operationalisation of the NSP M & E Framework including development of M & E guidelines, reporting guidelines; Provide technical support to give effect to the M&E framework; Building on existing systems, devise, build and maintain an integrated multi sector M&E system that links verified inputs, outputs, outcomes and impact data; Coordinate the collection of baseline data and coordinate the preparation of overall M&E plans; Conduct/ commission assessment of process (midterm review), outcome (end of term review) and impact of the NSP interventions and prepare M&E reports; Review regularly the M & E indicator data, distil and communicate their implications for NSP implementation; Collaborate with sector specific M&E units to assess sectors' performance against set targets and provide support to the national, provinces and districts M&E activities; Produce M&E manuals on data quality, flow and feedback, reporting and tools and monitor the quality and timeliness of M&E data (to SANAC); Develop and maintain a comprehensive tracking system to collect, capture, verify, and analyse information from all sectors; Undertake continual capacity assessment across sectors and develop an appropriate capacity building plan; and Advocate for financial M&E aspects.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Mr T Mseleku at Tel no: (012) 312 3196 / 0531
	:	6 October 2008
<b><u>POST 38/55</u></b>	:	<b><u>DIRECTOR: SANAC SECTORAL SUPPORT (REF NDOH 191/2008)</u></b>
		Cluster: Partnerships and SANAC Secretariat
<b><u>SALARY</u></b>	:	Remuneration package of R540 429 per annum (including choice of basic salary of 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	An appropriate recognised three-year Degree in Public Health, Management, Social or Natural Sciences or NQF 5. Five years experience in the field of HIV and AIDS and understanding of policy development and strategic planning is crucial. Experience in dealing with multi-sectoral stakeholders including government, civil society, business, multilateral, bilateral and development agencies is essential. Excellent communication skills (written and verbal) and computer literacy. The successful candidate must also be prepared to travel. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Manage and provide technical guidance for the administrative structures supporting SANAC as directed by the Plenary, the Chairperson and the Deputy Chairperson; At the direction of the Chairperson and Deputy Chairperson draft implement, disseminate and promote policies as determined by SANAC to all sector partners; Develop and implement a strategy for the engagement of all sectors of civil society in SANAC activities at national level, including representation from provincial sectors; Facilitate, prepare and submit a strategic plan for SANAC; Provide support to SANAC in developing mechanism for mobilizing multi-stakeholder partnerships; Provide support and guidance to various sectors in the development and implementation of their sectoral plans; Support SANAC Sectors in the implementation of the NSP; and Create an effective and sustainable network for the dissemination of SANAC activities to senior policy makers in all sectors of civil society in South Africa. This includes liaison with provincial policy makers. It includes the production, approval and circulation of annual SANAC business and operational plans.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Mr T Mseleku at Tel no: (012) 312 3196 / 0531.
	:	6 October 2008

## OTHER POSTS

<b><u>POST 38/56</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION AND LOGISTICS COORDINATION (REF NDOH 192/2008)</u></b> Cluster: Partnerships and SANAC Secretariat
<b><u>SALARY</u></b>	:	Remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year Degree/National Diploma or NQF 5 or equivalent qualification. At least 3-5 years experience in administration and managerial support. Communication, organising and programme coordination skills are crucial for this post. Good office administration and report writing. Good interpersonal skills. Sound knowledge and experience in the application of Public Finance Management Act, Treasury Regulations and procurement policies. Computer literacy. Willingness to work after hours when needed. Knowledge of strategic planning framework. A valid code 08 (Code B) driver's license.
<b><u>DUTIES</u></b>	:	Oversee the planning, preparation and procedural requirements associated with SANAC structures and committees' meetings, workshops, summits and conferences; Liaise with the Office of the Deputy President as the Chairperson of the Plenary with regards to dates for meetings; Coordinates logistics for civil society meetings in liaison with the Plenary Deputy Chairperson; Liaise with the Office of the Minister of Health as the Chairperson of Resource Mobilisation Committee; Interact with the Office of Director-General of Health as the Chairperson of Programme Implementation Committee; Oversee protocol issues related to meetings, workshops, summits and conferences in liaison with the Offices of the Deputy President and the Director General of Health; Liaise with other SANAC Directorates with regards to administration and logistical support for sectoral activities and partnership events such as World AIDS Day, Partnership Day Against AIDS, etc; Interact with the SANAC Finance Manager for funding of meetings, workshops, summits and conference including the partnership activities; Oversee the procurement of services for SANAC; Regular costing and reviewing of the operational plan to ensure activities are in-line with the budget and timeframes; Assist in the preparation of quarterly, annual and other related reports of the Directorate; and Supervise and support staff in the Directorate
<b><u>ENQUIRIES</u></b>	:	Ms BM Dlamini at Tel no: (012) 312 0531
<b><u>CLOSING DATE</u></b>	:	6 October 2008
<b><u>POST 38/57</u></b>	:	<b><u>DEPUTY DIRECTOR: SANAC SECTORAL SUPPORT (GOVERNMENT) (REF NDOH 193/2008)</u></b> Cluster: Partnerships and SANAC Secretariat
<b><u>SALARY</u></b>	:	Remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised three-year Degree in Public Health, Management, Social or Natural Sciences or NQF 5. Three to five years experience in the field of HIV and AIDS and understanding of policy development and strategic planning are crucial. Experience in dealing with multi-sectoral stakeholders including government, civil society, business, multilateral, bilateral and development agencies is essential. Excellent communication skills (written and verbal) and computer literacy. The successful candidate must also be prepared to travel. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Assist in providing technical guidance to government Departments as directed by the Cluster Manager and Director; Assist in drafting, implementing, disseminating and promoting policies as determined by SANAC to all government Departments; Assist in developing and implementing a strategy for the engagement of all government Departments in SANAC activities at national level, including representation from provincial sectors; Assist in supporting government

		Departments in the implementation of the NSP; Plan and implement an awareness-raising programme for Government Departments to engage support for the South African National AIDS Council (SANAC); Lead the development of an interdepartmental action plan that will ensure the involvement of key government departments in supporting the work of SANAC; Establish links with Provincial Councils on AIDS and support PCAs activities; Inform government departments about the work of SANAC and its development priorities; and Act as the link between the Interdepartmental Committee on AIDS and SANAC and to ensure that their activities are consistent and complementary.
<b><u>ENQUIRIES</u></b>	:	Mr T Mseleku at Tel no: (012) 312 3196 / 0531
<b><u>CLOSING DATE</u></b>	:	6 October 2008
<b><u>POST 38/58</u></b>	:	<b><u>DEPUTY DIRECTOR: DISTRICTS AND DEVELOPMENT (REFERENCE NUMBER NDOH 202/2008)</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	Cluster: Districts Health Services. Directorate: Districts and Development. Pretoria.
<b><u>REQUIREMENTS</u></b>	:	*An appropriate four-year recognised Bachelor's degree in Health *At least three (3) to five (5) years knowledge and experience of health policies and legislation, especially District Health Systems, Primary Health Care and Rural Health *Experience and skills in the management of projects and finances (including donor funds) *Knowledge of and experience in database management *Knowledge of health service planning *Experience in the implementation, monitoring and evaluation of Primary Health Care *Knowledge of and experience in Human Resource Management *Computer literacy is a necessity *Excellent communication skills (written and verbal) *Good interpersonal relations *Good planning and organisational skills *Ability to interact easily with senior managers in national, provincial and local government and with frontline personnel at health district level *Ability to work under pressure *Prepared to work irregular hours and to travel extensively *Valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Provide leadership and on-line technical support to provinces, local governments and districts on rural health development especially in the rural nodes *Develop implementation plan for delivery of priority Primary Health Care programmes *Review District Health Plans, including relationship with Integrated Development Planning *Report writing, analyses and formulation of recommendations *Facilitate and manage internal and external collaboration *Support Director and Chief Director on rural health development *Manage database for rural nodes *Manage monitoring and evaluation of service interventions *Undertake visits to rural nodes to assess impact of service delivery *Manage resources allocated to post and supervise designated staff *Implement and monitor the strategic and operational plan of the Directorate *Manage the resources available to the Directorate according the requirements of the Public Finance Management Act (PFMA) and other relevant legislation *Manage donor funded projects *Monitor and evaluate the impact of the District Health System on health service delivery and health outcomes *Liaise with other departments and programme managers to facilitate an integrated approach to service delivery,
<b><u>ENQUIRIES</u></b>	:	Mr Bennett Asia at Tel no: (012) 312-0070
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/59</u></b>	:	<b><u>SANAC DEPUTY DIRECTOR: COMMITTEE SERVICES (REF NDOH 194/2008)</u></b> Cluster: Partnerships and SANAC Secretariat
<b><u>SALARY</u></b>	:	An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year Degree/National Diploma or NQF 5 or equivalent qualification. Three-five years experience in secretarial and executive support services. Extensive experience in meeting procedures and minute taking. Organising and programme coordination skills are crucial for this post. Computer

		literacy. Good office administration. Excellent report writing skills. Good communication skills (written and verbal). Good interpersonal skills. Sound knowledge and experience in the application of Public Finance Management Act, Treasury Regulations and procurement policies. Willingness to work after hours when needed. Knowledge of strategic planning framework. A valid code 08 (Code B) driver's license.
<b><u>DUTIES</u></b>	:	Manage secretarial support to various SANAC structures and committees; Facilitate and support all SANAC structures and committees meetings/workshops/summits and other partnership events; Provide guidance on meeting procedures and serving as custodian of such proceedings; Manage the drafting of agendas for the Plenary, PIC and RMC meetings; Manage the compilation and information flow between SANAC structures with regards to meetings minutes and resolutions as directed by the Director; Manage the preparing of meeting package/documents for the Chairperson, Deputy/Co-Chairperson, and Director; Oversee the preparation of briefing notes and presentations for Plenary, PIC, RMC and etc; Ensure that minutes are accurately compiled and reflective of discussions before submitting to Director for verification and inputs; Under the direction and guidance of the Director, ensure the provision of an effective and efficient committee services to various SANAC structures and committees; and Ensuring that secretarial support service and requirements associated with the Committee Services functions are competently and professionally executed.
<b><u>ENQUIRIES</u></b>	:	Ms BM Dlamini at Tel no: (012) 312 0531
<b><u>CLOSING DATE</u></b>	:	6 October 2008
<b><u>POST 38/60</u></b>	:	<b><u>SANAC ASSISTANT DIRECTOR: COMMITTEE SERVICES (REF NDOH 195/2008)</u></b> Cluster: Partnerships and SANAC Secretariat
<b><u>SALARY</u></b>	:	Remuneration package of R174 243 (all inclusive) per annum.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year Degree or National Diploma or NQF 5 with three years experience. Extensive experience in secretarial support and meeting procedures and minute taking. Excellent report writing skills. Good communication skills (written and verbal). Good organisational skills. Ability to work under pressure and meet deadlines. A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Provide secretarial support to various SANAC structures and committees; Provide guidance on meeting procedures and serve as custodian of such proceedings; Draft agendas for the Plenary, PIC and RMC meetings under the direction and guidance of the Deputy Director; Ensure that information is available prior to the meeting on specific items for discussion, resolutions, reports, etc; Ensure that meeting's packages and documents are accurately prepared; Assist with preparation of briefing notes and presentations where necessary; Ensure that minutes are accurately compiled and reflective of discussions and make follow-up on implementation of the assigned tasks; Submit draft minutes to Deputy Director for verification and input prior to circulation; and Develop and update meetings, workshops, summits and conference schedules.
<b><u>ENQUIRIES</u></b>	:	Ms BM Dlamini at Tel no: (012) 312 0531
<b><u>CLOSING DATE</u></b>	:	6 October 2008
<b><u>POST 38/61</u></b>	:	<b><u>HUMAN RESOURCES PRACTITIONER (REF NDOH 203/2008)</u></b> Cluster: Human Resources Development and Management: Directorate: Human Resources Administration: Human Resources Planning, (This post is advertised in the Public Service only. Applicants who are not employed in the Service in terms of the Public Service Act, 1994 will not be considered for the post). This is a re-advertisement, "Staff Circular Minute: B3 of 2008" closing date 18 August 2008.
<b><u>SALARY</u></b>	:	R117 501 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized three-year Bachelor's degree or National Diploma (RVQ13). Knowledge and experience in Human Resources Management including recruitment and selection. Background knowledge and basic experience in the application of the Public Service Act, the Regulations, labour Relations Act, Employment Equity Act and other applicable prescripts within the regulatory framework for Human resources. Good interpersonal and communication skills (written and verbal). The ability to interpret and apply directives, be able to work

		under pressure and display initiative. Computer literacy. A valid code 08 driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	*Recruitment and selection, including the checking of draft adverts, short-listing and attendance of interviews *Develop and maintain human resource policies in the Department *Give advice regarding the application of human resource management policies and procedures *Provide advice, guidance as well as training to various components, line managers and other relevant stakeholders *Writing of submissions, minute taking and other correspondence *Occasionally organise workshops, meetings and interviews.
<b><u>ENQUIRIES</u></b>	:	Ms T Moepi at Tel no: (012) 312 0421
<b><u>CLOSING DATE</u></b>	:	6 October 2008
<b><u>POST 38/62</u></b>	:	<b><u>SENIOR ACQUISITION CLERK GRADE III (REFERENCE NUMBER NDOH 201/2008)</u></b> Cluster: Financial Management. Directorate: Financial Management. Sub-directorate: Demand and Acquisition 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).
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*Senior Certificate (Grade 12) or equivalent qualification *At least two years appropriate experience terms of a fully operational office with regard to demand and acquisition management or logistics management *Knowledge and experience in supply chain management procedures, LOGIS, PPPFA, PFMA, Treasury Regulations and Bids *Computer literacy *Good communication skills (written and verbal) *Proven problem solving skills.
<b><u>DUTIES</u></b>	:	*Maintain and update bid register *Open bid box *Compile checklist of all bids received *Prepare letters of acceptances *Compile bid documents *Update Treasury website in terms of contracts awarded *Open new bid/quotation files *File all relevant documents *Maintain bid store room *Sent all bid files older than 5 years to the archive *Distribute bid documents *Maintain Department of Health (DOH) website for all bid adverts and bid documents *Prepare adverts for bids (Government Tender Bulletin and newspapers) *Prepare awarded and cancel bid adverts to appear in the Government Tender Bulletin.
<b><u>ENQUIRIES</u></b>	:	Mr M P Prinsloo at Tel no: (012) 312-0724
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/63</u></b>	:	<b><u>SENIOR NETWORK CONTROLLER (2 POSTS) (REF NO NDOH 188/2008)</u></b> Cluster: Financial Management. Directorate: Information Communication Technology
<b><u>SALARY</u></b>	:	R94 326 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*National Diploma or equivalent qualification or Senior Certificate (Grade 12) or equivalent qualification with two years experience in Information Technology Environment *Knowledge and experience in Novell, Linux, Local Area Network (LAN), Wide Area Network (WAN) and GroupWise 5.5 and 6.5 *Good communication skills (written and verbal) *Good interpersonal relations *Valid code 08 (Code B) driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	*Receive worksheet from helpdesk *Create new user's accounts *Modify and reset users passwords *Liaise with users regarding logging details *Assist users with second line support to Login Novell *Attend to calls on problems logged and troubleshoot LAN and WAN *Set up and install new computers (office operating system, persal and logis) *Repair, format and upgrade Personal Computers (PC) *Keep track of warrantee PC by serial number and make calls to service provider for replacements *Rolling out user's PC (GroupWise, Zen Works and Novell client) *Forward resolved and unresolved calls to first line support and closing calls with helpdesk.
<b><u>ENQUIRIES</u></b>	:	Ms G N Khoza at tel (012) 312 - 3235
<b><u>CLOSING DATE</u></b>	:	13 October 2008

## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality.*

- APPLICATIONS** : Forward applications, quoting the relevant reference number, to: The Director General: Department of Home Affairs; Private Bag X114; Pretoria 0001. Alternatively, applications may be hand delivered to the Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Watloo, Silverton. In the event of hand delivery applicants are to sign an application register as proof of their submission.
- FOR ATTENTION** : Ms X Mavikela
- CLOSING DATE** : 03 October 2008, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration. No faxes or emailed applications will be considered.
- NOTE** : Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management. Application Instructions: Applications must be submitted on the Application for Employment form (Z.83) obtainable from any Public Service Department or at [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees (these should be people who recently worked with the applicant), and certified copies of qualifications (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications, to submit evaluated results by the South African Qualification Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. Submit a separate application and documentation for each position. If no contact is made within three (3) months after the closing date of this advertisement, please accept that the application was unsuccessful.

## MANAGEMENT ECHELON

- POST 38/64** : **CHIEF DIRECTOR: IS GOVERNANCE REF NO: HRMC M2/08/1**
- SALARY** : An all-inclusive salary package of R635 874 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : A B degree in Information Technology or an NQF Level 6 equivalent qualification. A postgraduate degree in the relevant field would serve as an advantage •Five to seven years' experience in an information technology environment •Two years' experience in a senior management position •Knowledge of the Constitution of the Republic of South Africa •Sound knowledge and application of the GITO requirements and frameworks •Knowledge of the State Information Technology Agency Act, Act No. 88 of 1998, the E-Government Policy Framework Consultation Paper developed by GITO •Sound knowledge of the National Strategic Intelligence Act •Knowledge of the Public Service Act, Public Finance Management Act, all relevant departmental legislation, human resource frameworks and other Public Service Acts, regulations and prescripts •Preparedness to travel and work extended hours when required •A valid driver's licence; •Strategic capability and leadership •Service delivery innovation •Client orientation and customer focus •People management and empowerment

	<ul style="list-style-type: none"> <li>•Financial management</li> <li>•Honesty and integrity</li> <li>•Programme and project management</li> <li>•Change management</li> <li>•Communication</li> <li>•Knowledge and information management</li> <li>•Decision-making</li> <li>•Action orientation</li> <li>•Problem solving and analysis</li> <li>•Policy development</li> <li>•Influencing and networking</li> <li>•Research methodology and analysis</li> <li>•IT strategic planning</li> <li>•Coaching and facilitation</li> <li>•Business report writing</li> <li>•Results driven</li> <li>•Presentation skills</li> <li>•Diplomacy</li> <li>•Computer literacy.</li> </ul>
<b><u>DUTIES</u></b>	: Reporting to the Deputy Director-General: Information Services, lead, direct and oversee the provision of information system governance services within the Department of Home Affairs (DHA) and ensure effective coordination of efforts and compliance between the IS business units. Provide strategic leadership and direction to the unit, as well as accept responsibility for strategic guidance and expert advice in terms of information system governance •Ensure innovation and service delivery within the unit •Ensure effective resource management within the unit and accept accountability for the duties as sub-programme manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations •Ensure effective people management, drive a culture of customer service and operational excellence within the unit, and ensure that managers are equipped with the required skills to manage transformation and transition •Ensure effective governance and compliance within the unit in line with the King Report as well as related policies, regulations and legislation •Liaise with key stakeholders at various levels, including the ministry, other departments, governmental organisations, external institutions, international organisations, etc.
<b><u>ENQUIRIES</u></b>	: Ms X Mavikela, Tel: (012) 810 7544
<b><u>POST 38/65</u></b>	: <b><u>DIRECTOR: SOLUTIONS DELIVERY (IS) REF NO: HRMC M2/08/2</u></b>
<b><u>SALARY</u></b>	: An all-inclusive salary package of R540 429 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE</u></b>	: Head Office: Walfloo, Pretoria
<b><u>REQUIREMENTS</u></b>	: A degree in Information Science or an NQF Level 6 equivalent qualification •Five years' experience in an information systems development position •Two to three years' experience in a managerial position •Expert knowledge and understanding of the Protection of Information Act and Promotion of Access to Information Act •Sound knowledge and application of the GITO requirements and frameworks •Knowledge of the E-Government Policy Framework Consultation Paper developed by GITO •Sound knowledge of Minimum Information Security Standards (MISS), the position paper on Information Security ISO 17799 (Information Security Framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill •Knowledge of the Public Service Act and Regulations, Public Finance Management Act and the South African Constitution •An understanding of departmental legislation as well as human resource legislation and prescripts •Preparedness to travel and work extended hours when required •A valid driver's licence •Strategic capability and leadership •Service delivery innovation •Client orientation and customer focus •People management and empowerment •Financial management •Honesty and integrity •Programme and project management •Change management •Communication •Knowledge management •Decision-making •Presentation •Problem solving and analysis •Business report writing •Influencing and networking •Planning and organising •Computers and systems •System application •Troubleshooting •Computer coding/programming.
<b><u>DUTIES</u></b>	: Reporting to the Chief Director: Applications Management, manage Solutions Delivery to ensure the achievement of the strategic service delivery objectives of the directorate. Manage and implement strategic objectives and innovation within the directorate, and provide advice and guidance on solutions delivery aspects and matters •Ensure operational efficiency and service delivery improvement within the department with regard to systems/applications •Manage resources, including external contractors and suppliers, within the directorate in an effective and efficient manner, and submit proposals, plans and budgets in advance for all solutions delivery projects that are required within the entire department •Manage the implementation of people management strategies, policies and procedures within the directorate, and ensure that staff are motivated and committed to the vision and goals of the directorate •Ensure effective governance and compliance within the directorate in line with relevant legislation, regulations, policies and audit requirements, and ensure that all employees at the Department of Home

		Affairs are aware of solutions delivery processes and procedures •Liaise with key stakeholders at various levels. Ms X Mavikela, Tel: (012) 810 7544
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 38/66</u></b>	:	<b><u>TECHNICAL DIRECTOR DATA CENTRE OPERATIONS (IS) REF NO: HRMC M2/08/3</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R540 429 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Walthloo, Pretoria A B degree in Information Systems or an NQF Level 6 equivalent qualification •Five years' experience in the information systems management field •Two to three years' experience in a managerial position •Knowledge and application of the GITO Requirements and Frameworks •Knowledge of the State Information Technology Agency Act, Act No. 88 of 1998 •Knowledge of the E-Government Policy Framework Consultation Paper developed by GITO •Knowledge and an understanding of the Protection of Information Act and Promotion of Access to Information Act •Sound knowledge of Minimum Information Security Standards (MISS), the position paper on Information Security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill •Knowledge of the Public Service Act and Regulations, Public Finance Management Act and the South African Constitution •An understanding of departmental legislation as well as human resource legislation and prescripts •Preparedness to travel and work extended hours when required •A valid driver's licence; •Strategic capability and leadership •Service delivery innovation •Client orientation and customer focus •People management and empowerment •Financial management •Honesty and integrity •Programme and project management •Change management •Communication •Knowledge management •Decision-making •Presentation •Problem solving and analysis •Business report writing •Information infrastructure architecture •Data management systems •Data streamlining and management •Data systems evaluation •Negotiation •Data design and analysis.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: Infrastructure Management, manage and monitor the quality of data centre operations within the department. Manage and implement strategic objectives and innovation within the directorate, as well as provide advice and guidance on data centre aspects and matters •Ensure operational efficiency and service delivery improvement within the department, including developing data centre operations processes for the directorate and ensuring that projects are implemented in accordance with best-practice data centre operations standards •Manage resources within the directorate in an effective and efficient manner, as well as manage the multi-level administration of all users and groups •Manage the implementation of people management strategies, policies and procedures within the directorate, and ensure that staff are motivated and committed to the vision and goals of the directorate •Ensure good governance and compliance within the directorate in line with relevant legislation, regulations, the Department of Home Affairs (DHA) policies and procedures, as well as all audit requirements, quality and risk management frameworks, standards and procedures •Liaise with key stakeholders at various levels
<b><u>ENQUIRIES</u></b>	:	Ms X Mavikela, Tel: (012) 810 7544
<b><u>POST 38/67</u></b>	:	<b><u>DIRECTOR: NETWORKS (TECHNICAL) REF NO: HRMC M2/08/4</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R540 429 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Walthloo, Pretoria A B degree in Information Systems or an NQF Level 6 equivalent qualification •Five years' experience in the information systems environment •Two to three years' experience in a managerial position •Extensive experience in a LAN and WAN environment is essential •Sound knowledge and application of the GITO requirements and frameworks •Knowledge of the State Information Technology Agency Act, Act No. 88 of 1998 •Knowledge of the E-Government Policy Framework Consultation Paper developed by GITO •Knowledge and an



		<p>understanding of network concepts, architectures and protocols •Sound knowledge of Minimum Information Security Standards (MISS), the position paper on Information Security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill •Knowledge of the Public Service Act and Regulations, Public Finance Management Act and the South African Constitution •An understanding of departmental legislation and human resource legislation and prescripts •Preparedness to travel and work extended hours when required •A valid driver's licence; •Strategic capability and leadership •Service delivery innovation •Client orientation and customer focus •People management and empowerment •Financial management •Honesty and integrity •Programme and project management •Change management •Communication •Knowledge management •Decision-making •Presentation •Problem solving and analysis •Business report writing •Influencing and networking •Planning and organising •Computers and networks •Engineering and technology •Technology design •Telecommunications •Troubleshooting •High-level L2 and L3 networking.</p>
<b><u>DUTIES</u></b>	:	<p>Reporting to the Chief Director: Infrastructure Management, ensure effective and efficient provision of support on hardware and software networks within the department. Manage and implement strategic objectives and innovation within the directorate, as well as provide advice and guidance on network aspects and matters •Ensure operational efficiency and service delivery improvement within the department, which includes ensuring that projects are implemented to best-practice network standards as well as ensuring availability of the network throughout the department •Manage resources within the directorate in an effective and efficient manner •Manage the implementation of people management strategies, policies and procedures within the directorate, and ensure that staff are motivated and committed to the vision and goals of the directorate •Ensure good governance and compliance within the directorate in line with relevant legislation, regulations and DHA policies and procedures, as well as with all audit requirements, quality and risk management frameworks, standards and procedures •Liaise with key stakeholders at various levels.</p>
<b><u>ENQUIRIES</u></b>	:	Ms X Mavikela, Tel: (012) 810 7544
<b><u>POST 38/68</u></b>	:	<b><u>DIRECTOR: INFORMATION SYSTEM SECURITY (IS) REF NO HRMC M2/08/5</u></b>
<b><u>SALARY</u></b>	:	<p>An all-inclusive salary package of R540 429 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.</p>
<b><u>CENTRE</u></b>	:	Head Office: Waitloo, Pretoria
<b><u>REQUIREMENTS</u></b>	:	<p>A B degree in Information Systems Security or an NQF Level 6 equivalent qualification •Five years' experience in the information systems security field •Two to three years' experience in a managerial position •Sound knowledge and application of the GITO Requirements and Frameworks •Knowledge of the State Information Technology Agency Act, Act No. 88 of 1998, and the E-Government Policy Framework Consultation Paper developed by GITO •Knowledge and understanding of the Protection of Information Act and Promotion of Access to Information Act •Sound knowledge of Minimum Information Security Standards (MISS), the position paper on Information Security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill •Knowledge of the Public Service Act and Regulations, Public Finance Management Act and the South African Constitution •An understanding of departmental legislation as well as human resource legislation and prescripts •Knowledge of the GSO Network Security practices and policies would be an advantage •Preparedness to travel and work extended hours when required •A valid driver's licence; •Strategic capability and leadership •Service delivery innovation •Client orientation and customer focus •People management and empowerment •Financial management •Honesty and integrity •Programme and project management •Change management •Communication •Knowledge management •Decision-making •Presentation •Problem solving and analysis •Business report writing •Influencing and networking •Planning and organising •Computers and systems •Engineering and technology •Technology design and installation •Telecommunications •Troubleshooting •TCP/IP and networking •Fire walling •Wireless technologies (mobile solutions) •Virus control techniques •Intrusion prevention techniques •Hacking methodologies •Auditing.</p>
<b><u>DUTIES</u></b>	:	<p>Reporting to the Chief Director: Infrastructure Management, manage operations, develop the IS security strategy and ensure the effective implementation thereof</p>

within the department. Manage and implement strategic objectives and innovation within the directorate, as well as provide advice and guidance on IS security aspects and matters •Ensure operational efficiency and service delivery improvement within the department, including addressing violation of computer security procedures and ensuring compliance with IS security and best-practice standards •Manage resources, including external contractors and suppliers, within the directorate in an effective and efficient manner •Manage the implementation of people management strategies, policies and procedures within the directorate, and ensure that staff are motivated and committed to the vision and goals of the unit •Ensure good governance and compliance within the directorate in line with relevant legislation, regulations, DHA policies and procedures, as well as all audit requirements, quality and risk management frameworks, standards and procedures •Liaise with key stakeholders at various levels.

**ENQUIRIES** : Ms X Mavikela, Tel: (012) 810 7544

**POST 38/69** : **HEAD: CUSTOMER SERVICE CENTRE, REF NO: HRMC M2/08/6**

**SALARY** : An all-inclusive salary package of R540 429 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Head Office: Waltloo, Pretoria  
: An RVQ 13 level qualification •Five years' relevant management experience within a customer service environment •Preparedness to travel and work extended hours when required •A valid driver's licence; •Knowledge: \*In-depth knowledge and understanding of Client Relationship Management (CRM) as well as contact centre processes, systems and operations \*An understanding of DHA legislation, policies, prescripts and procedures, the Public Finance Management Act (PFMA) and Treasury Regulations \*Knowledge of the Constitution of the Republic of SA and the Public Service Act •Skills: \*Strategic management and planning \*Strategic capability and leadership \*Strategic orientation \*Programme and project management \*Financial management \*People management \*Management report writing \*Communication \*Policy development and advice \*Analytical thinking \*Decision-making \*Problem solving \*Knowledge and information management \*Change management \*Time management \*Research methodology \*Computer \*Business processes re-engineering \*Attributes: \*Ability to evaluate/analyse information and select an alternative that best meets the needs of the impending situation \*Customer service orientation and focus \*Strategic awareness \*Accountability \*Assertiveness \*Commitment \*Compassion for others \*Decisiveness \*Disciplined \*Flexible \*Punctual \*Respect \*Responsible \*Self-confidence \*Leads by example \*Adaptable.

**DUTIES** : Reporting to the Acting/Deputy Director-General: Civic Services manage the functioning of the DHA Customer Service Centre and the service provider providing outsourced first-line customer service. Manage the services provided by the first-line outsourced support vendor •Monitor and review the service level agreement between the department and the first-line customer contact service provider •Ensure that the service provider of the first-line customer contact centre adheres to the DHA policies, procedures and processes •Perform as Responsibility Manager in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations •Define, develop and implement the customer service centre strategy •Ensure effectiveness of systems and tools for optimal provision of customer service centre services •Ensure sound relations with internal and external stakeholders •Manage the efficient, economic and effective use of resources in the directorate •Manage performance management and development, and provide advice on training interventions needed to maximise team performance •Liaise with key stakeholders at various levels, including private sector organisations, other state departments, foreign missions, etc.

**ENQUIRIES** : Ms X Mavikela, Tel: (012) 810 7544

**POST 38/70** : **ENTERPRISE ARCHITECHT (IS) (6 POSITIONS) REF NO: HRMC M2/08/7**

**SALARY** : An all-inclusive salary package of R407 745 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Waltloo, Pretoria A B degree in Information Systems or an NQF Level 6 equivalent qualification •Three to five years' experience in a position related to organisation architectures within a large-scale organisation •Two years' experience within a position relating to enterprise architecture design •Knowledge of the GITO frameworks and policies, the State Information Technology Act, Citizenship Act, Refugee Act, Immigration Act, Public Service Act and Regulations, and the South African Constitution •An understanding of departmental legislation as well as human resource legislation and prescripts •Preparedness to travel and work extended hours when required •A valid driver's licence; •Strategic capability and leadership •Service delivery and innovation •Customer focus •Honesty and integrity •Programme and project management •Change management •Communication •Knowledge management •Enterprise architectural principles •Sound analytical skills.
<b><u>DUTIES</u></b>	:	Reporting to the Director: IS Governance, provide expert advice, assistance and direction in the development of information system branch architectures to ensure that all technologies are integrated. •Develop enterprise architecture frameworks, strategies, policies and processes within the DHA •Ensure updated, integrated and efficient architecture within the DHA •Manage resources in an effective and efficient manner within the directorate •Ensure effective governance and compliance within the directorate in line with relevant legislation, regulations, DHA policies and procedures, as well as compliance with all architecture strategies and standards through cross-organisation consulting and direct involvement in development efforts •Liaise with key stakeholders at various levels.
<b><u>ENQUIRIES</u></b>	:	Ms X Mavikela, Tel: (012) 810 7544
<b><u>POST 38/71</u></b>	:	<b><u>SENIOR SPECIALIST: IS RISK AND QUALITY MANAGEMENT (2 POSITIONS), REF NO HRMC: M2/08/8</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R407 745 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Waltloo, Pretoria A relevant B degree in Information Science, Information Systems or an NQF Level 6 equivalent qualification •Three years' experience in IS audit, risk analysis or quality assurance consulting •Two years' experience at a project management level •Experience in IT governance processes •A valid South African driver's licence •Knowledge of software product development and quality assurance methodologies •Knowledge of risk management tools and an understanding of methods for reducing operational risk •CISA, CISM, COBIT, ITIL or ISO 27001 or 17799 training or experience would be an advantage •Preparedness to work extended hours when required; •Problem solving and analysis •Data analysis •Report writing •Initiating action •Professionalism •Project management •Financial and resource management •Ability to deal with pressure •Presentation skills •Computer literacy.
<b><u>DUTIES</u></b>	:	Reporting to the Director: IS Governance, maintain and monitor the implementation of effective IS risk and quality management frameworks to ensure business continuity, support validation and a quality assurance process for IS. •Identify and develop IS audit and risk structures, frameworks and practices •Maintain and monitor quality and risk management frameworks, systems, processes and procedures •Ensure compliance with IS risk and quality management frameworks, including conducting studies, analyses or specific projects relating to IS quality and risk management, and developing IS risk management training programmes •Liaise with key stakeholders at various levels.
<b><u>ENQUIRIES</u></b>	:	Ms X Mavikela, Tel: (012) 810 7544
<b><u>POST 38/72</u></b>	:	<b><u>IS STRATEGIC ALIGNMENT ANALYST (2 POSITIONS) HRMC M2/08/9</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R407 745 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE</u></b>	:	Head Office: Waltloo, Pretoria

<b><u>REQUIREMENTS</u></b>	:	A graduate degree in Information Systems or an NQF Level 5 equivalent qualification •Three to five years' experience in the information systems environment •Two to three years' experience in strategy and programme management •Knowledge of the GITO frameworks and policies, all Acts administered by the department, the Public Service Act and Regulations, Public Finance Management Act and the South African Constitution •An understanding of departmental legislation as well as human resource legislation and prescripts •Preparedness to travel and work extended hours when required •A valid driver's licence; •Presentation •Problem solving and analysis •Business report writing •Influencing and networking •Planning and organising •Computers and electronics •System application •System maintenance •Systems evaluation •Strategy development and implementation.
<b><u>DUTIES</u></b>	:	Reporting to the Strategic IS Alignment Expert, review, align and coordinate strategic alignment within Information Systems (IS) to ensure strategic alignment between IS units', business Coordinate and review strategic alignment and compliance within DHA •Identify and monitor the implementation of IS strategic initiatives •Manage resources within the directorate in an effective and efficient manner, as well as identify possible IS service providers and partnerships •Ensure effective governance and compliance within the directorate in line with governance processes, frameworks and procedures within the directorate, as well as all audit requirements •Liaise with key stakeholders at various levels.
<b><u>ENQUIRIES</u></b>	:	Ms X Mavikela, Tel: (012) 810 7544
<b><u>POST 38/73</u></b>	:	<b><u>KNOWLEDGE MANAGEMENT (IS) REF NO: HRMC M2/08/10</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive salary package of R407 745 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<b><u>CENTRE</u></b>	:	Head Office: Waltloo, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A B degree in Library and Information Management, Business Management, Public Administration or an NQF Level 6 equivalent qualification •Three to five years' experience in information management or business intelligence •Two to three years' experience in a managerial position •Experience in information flow management or business analysis •Knowledge of the Acts and regulations relevant to the organisation •Knowledge of information systems and information architecture •Sound knowledge of the Protection of Information Act, Act No. 84 of 1982, and the Promotion of Access to Information Act, Act No. 2 of 2000 •Knowledge of all information Acts and regulations from the NIA (National Intelligence Act) •Knowledge of the Constitution of South Africa and the Public Finance Management Act •Preparedness to travel and work extended hours when required •A valid driver's licence; •Strategic capability and leadership •Service delivery innovation •Client orientation and customer focus •People management and empowerment •Financial management •Honesty and integrity •Programme and project management •Change management •Communication •Knowledge management •Decision-making •Presentation •Problem solving and analysis •Business report writing •Influencing and networking •Planning and organising •Business analysis.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: Knowledge and Information Management ensure effective definition and documentation of institutional knowledge within the Department of Home Affairs (DHA) to ensure knowledge sharing and facilitate effective management decision-making. Manage and implement strategic objectives and innovation within the directorate, as well as provide advice and guidance on knowledge management aspects and matters •Ensure operational efficiency and service delivery improvement within the directorate, including identifying projects to translate critical knowledge into information or accessible sources •Manage resources within the directorate in an effective and efficient manner •Manage the implementation of people management strategies, policies and procedures within the directorate, and ensure that staff are motivated and committed to the vision and goals of the directorate •Ensure effective governance and compliance within the directorate in line with relevant legislation, regulations, DHA policies and procedures as well as all audit requirements •Liaise with key stakeholders at various levels.
<b><u>ENQUIRIES</u></b>	:	Ms X Mavikela, Tel: (012) 810 7544

## DEPARTMENT OF HOUSING

**CLOSING DATE** : 03 October 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 38/74** : **CHIEF TOWN AND REGIONAL PLANNER: POLICY DEVELOPMENT AND POLICY REVISION (2 POSTS) (DOH/182/2008)**

**SALARY** : R407 745 All inclusive salary package

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate, recognised tertiary qualification Knowledge of Government's human settlement and housing policies, legislation, guidelines, standards and procedures A good understanding of the institutional arrangements in respect of housing Good verbal and written communication and negotiation skills. A valid driver's license Computer literacy

**DUTIES** : Research specific housing aspects and formulate interventions; Responsible for the development of new and the adjustment of existing human settlement and housing policy and guidelines; Prepare submissions to decision making structures/authorities; Respond to queries/enquiries on policy aspects; Responsible for the arrangements of policy deliberation forums/meetings; Provide secretarial support to tasks team meetings; Provide inputs to the Directorate's budget planning process; and Participate in housing policy formulation debate.

**ENQUIRIES** : Mr T Masimini (012) 4211399

**APPLICATIONS** : Personnel Administrator, Human Communications, P O Box 1305, Revonia, 2128 or Fax 086 518 6538 or E-mail [response6@humancommunications.co.za](mailto:response6@humancommunications.co.za)

**POST 38/75** : **DEPUTY DIRECTOR: INNOVATION (HOUSING INSTITUTION) (DOH/186/2008)**

Directorate: Housing Institution And Funding Mobilisation

**SALARY** : R344 052 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's Degree with a post graduate degree in finance /economics. Masters Degree in Finance / Economics will be considered as an added advantage. The applicant must be a creative and innovative thinker and an experienced manager. The candidate should deliver quality housing finance products that enhance affordability of housing finance for the poor.

**DUTIES** : Provide high level administrative support to the unit manager. Develop activities that support the success of innovative instruments and participate in policy and new housing finance instruments and experiments. Examine the workings of the private housing market, the role of the state and strategies for change critical perspective on housing. Developments of financial concept as well as products that may contribute to effective delivery of housing. Evaluate all new innovative instruments and assess the impact on the development of housing. Encourage private sector involvement in the development of sustainable human settlement. Evaluate progress in the implementation of FSC in relation to housing.

**ENQUIRIES** : Mrs R Modisenyane, Telephone: (012) 421 1783

**APPLICATIONS** : Personnel Administrator, Human Communications, P O Box 1305, Revonia, 2128 or Fax 086 518 6538 or E-mail [response6@humancommunications.co.za](mailto:response6@humancommunications.co.za)

<b><u>POST 38/76</u></b>	:	<b><u>CHIEF PLANNER (HOUSING INSTITUTIONS) (DOH/194/2008)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (Including benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applications are awaited from computer literate persons who are in possession of an appropriate Degree in Economic Sciences, but preferably an Honours Degree and a thorough understanding of monitoring and evaluation of business processes. At least 2-3 years experience in monitoring and evaluation of Key Performance Areas, with knowledge of public entities and the Public Finance Management Act 1 (PFMA). A proven track record demonstrating advanced computer skills with in depth knowledge of spreadsheets; Microsoft word and PowerPoint; good interpersonal; report writing skills and ability to work under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will: Evaluate Corporate Plans of Housing Institutions and recommend approval to the Minister in terms of the PFMA and Treasury Regulations. Monitor and evaluate quarterly and annual performance of housing support institutions (This includes analysis of Key Performance Indicators to ensure performance against agreed and approved targets). Develop appropriate indicators and reporting format for Housing Institutions and align them to corporate business plans. Review Housing Institutions operations to ascertain whether they operate in line with approved mandates and enforce compliance with Treasury Regulations as well as the PFMA. Assist in the establishment of new Housing Institutions and the restructuring of some as directed by the Minister. Participate in the review Housing Institutions mandates and corporate forms as directed by the Minister.
<b><u>ENQUIRIES</u></b>	:	Mr R Mgiba tel. (012) 421 1749.
<b><u>APPLICATIONS</u></b>	:	Personnel Administrator, Human Communications, P O Box 1305, Revonia, 2128 or Fax 086 518 6538 or E-mail <a href="mailto:response6@humancommnications.co.za">response6@humancommnications.co.za</a>
<b><u>POST 38/77</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (FINANCIAL SUPPORT) (DOH/186/2008)</u></b> Directorate: Financial Administration
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Envisaged for appointment is a person with a thorough knowledge of the Basic Accounting System (BAS), Personnel Salary System (PERSAL), the Public Finance Management Act, Treasury Regulations and the Public Service Act together with experience of Public Service Bargaining Council circulars issued. Knowledge of PERSAL payment processing and control is a prerequisite. An appropriate three-year Bachelor's degree/ diploma in Accounting/ Financial Management or equivalent qualification and at least 5 years appropriate experience as well as supervisory experience gained are minimum requirements for appointment. The ideal candidate would be an official with good communication skills, who will be able to work under pressure and conscious about cut off dates.
<b><u>DUTIES</u></b>	:	Manage and control PERSAL (Salaries and processing) and all debtors' related functions. Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr M J G Jacobs, (012) 421-1321
<b><u>APPLICATIONS</u></b>	:	ITP Response Handling, P O Box 14587, Littleton, 0140 or Fax 086 630 9194 or E-mail <a href="mailto:response@itpholdings.com">response@itpholdings.com</a>
<b><u>POST 38/78</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANASATIONAL PLANNING REF: DOH/188/2008</u></b>
<b><u>SALARY</u></b>	:	R 174 243.00 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate recognized Bachelor's degree or equivalent qualification. The following will serve as recommendations: Proven planning and technical ability. Well developed interpersonal, communication and problem solving skills. Well developed co-ordination, project management and strategic planning skills. Knowledge and/or experience of the housing environment. Innovation and creativity. Intermediate computer skills.
<b><u>DUTIES</u></b>	:	Provide strategic management support and organisational coordination within the Office of the Chief of Operations to improve service delivery within the Department. Assist in integrating and the departmental branch strategic and

		performance plans. Provide planning technical support to Branches and/or sub programmes in reviewing and defining planning indicators and targets and in ensuring all outputs are linked to such indicators and targets. Assist in the alignment of departmental planning processes with overall Government planning cycle. Assisting with facilitation of Branch strategic and performance planning. Assist in the coordination of the strategic planning and review processes in the Department.
<b><u>ENQUIRIES</u></b>	:	Mr M Lelosa, TEL: (012) 421-1338
<b><u>APPLICATIONS</u></b>	:	Personnel Administrator, Human Communications, P O Box 1305, Revonia, 2128 or Fax 086 518 6538 or E-mail <a href="mailto:response6@humancommunications.co.za">response6@humancommunications.co.za</a>
<b><u>POST 38/79</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC INFORMATION REF NO: DOH/185/2008</u></b> Directorate: Public Information And Marketing
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate three-year Bachelor's degree or National Diploma in journalism or communications coupled with relevant experience. Proven experience in Public Information activity management, communication skills and interpersonal relations, knowledge of the Housing sector as well as an understanding of current housing/government policies will be an added advantage. Managerial skills and the ability to work under pressure will count positively. Project Management, planning, report writing and, computer literacy skills are essential. Applicants must be in possession of at least a Code 8 driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will be reporting to the Head of the Sub-directorate Public Information in performing the following duties: Assist in drafting public information plans and strategies Managing external suppliers Responsible for coordinating and updating Public Information content on the Department's website, publications and external newsletter Managing exhibitions, road shows, Imbizo and Public Information event management Assist in driving the strategy for the creation o info-hubs nationally Managing the distribution of the Department's publications to Government's Thusong Service Centres.
<b><u>ENQUIRIES</u></b>	:	Ms T Maimane (012) 421-1476
<b><u>APPLICATIONS</u></b>	:	ITP Response Handling, P O Box 14587, Littleton, 0140 or Fax 086 630 9194 or E-mail <a href="mailto:response@itpholdings.com">response@itpholdings.com</a>
<b><u>POST 38/80</u></b>	:	<b><u>SENIOR SUPPLY CHAIN PRACTITIONER (DOH/192/2008)</u></b>
<b><u>SALARY</u></b>	:	R 145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	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 BAS.
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>•The successful Candidate will be responsible for: System controller for LOGIS • Authorise requests - RQAT • Authorise (sign) Procurement Advises • Authorise (sign) orders • Authorise orders on LOGIS Integrations• Ensure that follow ups for outstanding orders are done weekly • Pre authorise payments • Plan stationery stock take• Stock take reconciliation. • Assist with any other Logistical matters; Allocation of LOG 1 numbers; Capture items on the E – Asset register; Handle movement of furniture; Update LOGIS system and general staff supervision</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr Mampuru Tel (012) 421-1358
<b><u>APPLICATIONS</u></b>	:	Personnel Administrator, Human Communications, P O Box 1305, Revonia, 2128 or Fax 086 518 6538 or E-mail <a href="mailto:response6@humancommunications.co.za">response6@humancommunications.co.za</a>
<b><u>POST 38/81</u></b>	:	<b><u>SENIOR SECRETARY (DOH/193/2008)</u></b> Directorate: Public Information and Marketing
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must have a senior certificate with extensive Secretarial experience. Good communication skills (verbal and written), and computer literacy (MS Word

and Excel), are essential requirements. Good administrative and organisational skills will be a strong recommendation, as will the ability to compile the Directorate's cash-flow report. In addition, the applicants must have the ability to maintain sound interpersonal relations, and work as part of a large team.

**DUTIES**

: As Senior Secretary, you will be responsible for: Managing the Director's diary. Managing the mail by prioritising and distributing mail, extracting the essence of documents, routing mail to the respective managers, advising them on correct and timely responses, and ensuring that documents went through the right channels. Drafting responses to some of the correspondence addressed to the Director as directed. Assisting the Director with his/her executive obligations and compile his/her travel itineraries, Organising, filing and tracking of documents for the Director. Co-ordinating information by tracking and following up tasks, ensuring that all documents sent out are responded to on time, and that issues of previous meetings have been handled correctly and/or followed up. Handling all correspondence and arrangements regarding the Director's attendance of meetings. As Senior Secretary, you will also be responsible for answering the telephone, making telephone calls, taking minutes in meetings, organising the office and general administrative and secretarial duties.

**ENQUIRIES**

: Ms T Maimane. Tel (012) 421-1476

**APPLICATIONS**

: Personnel Administrator, Human Communications, P O Box 1305, Revonia, 2128 or Fax 086 518 6538 or E-mail [response6@humancommunications.co.za](mailto:response6@humancommunications.co.za)



**THE INDEPENDENT COMPLAINTS DIRECTORATE**

*The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion/transfer would be considered will promote the achievements of employment equity within the ICD, will receive preference.*

**APPLICATIONS** : Independent Complaints Directorate, Private Bag X941, Pretoria, 0001, OMB  
Building Corner of Potgieter & 47 Schoeman Street, Pretoria, 0001

**FOR ATTENTION** : Mr S Maeko @ (012) 423-1451

**CLOSING DATE** : 03 October 2008

**NOTE** : Applications should be on a form Z83 obtained from any Public Service Department, Accompanied by comprehensive CV, certified copies of Qualifications. Applications should be accompanied by certified copies of Qualifications, ID and driver's license. If you have not been contacted within 3 months after closing date of this advertisement, please accept that your Application was unsuccessful, as communication will be Made with the short listed candidates only. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**OTHER POST**

**POST 38/82** : **STATE ACCOUNTANT: SALARIES**

**SALARY** : R117 501 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a relevant three year Bachelor's Degree/Diploma in Finance or equivalent qualification and relevant, credible and proven accounting experience of a minimum of 2 years. Good working knowledge of Accounting, Strong supervisory skills, proven knowledge of BAS and PERSAL, Proven knowledge of the Public Finance Management Act and National Treasury Regulations, Computer skills (MS Word, PowerPoint and Excel), Ability to work under pressure and prepared to work irregular hours, Good verbal communication skills, a valid driver's license is compulsory as well as the ability to drive, previous working experience of salaries will be an added advantage.

**DUTIES** : Key competencies include: Supervision of staff, Check and authorize salary related transactions on PERSAL and BAS, Check and authorize Travel and Subsistence claims, Control the correctness of the distribution of salary pay sheets to all officials including provincial offices as well as Item Analysis reports to Financial Institutions, Monthly follow-up and reconciliation of salary-related ledger accounts, Control over PAYE, recalculation of income tax, monthly income tax reconciliation EMP201 and the annual tax reconciliation EMP501 to SARS, Supervision of staff

**ENQUIRIES** : Mr T Selala @ (012) 423 1425

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, Kimberley.
- CLOSING DATE** : 10 October 2008
- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- 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 any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application was unsuccessful. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

## OTHER POSTS

- POST 38/83** : **MAINTENANCE INVESTIGATOR**
- SALARY** : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office Springbok (1 post) Ref: NC/123/08
- REQUIREMENTS** : An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in family law matters; Knowledge of the Maintenance Act (Act 990 of 1998); Computer literacy (MS Office); Numeracy skills; Excellent communication skills (written and verbal); Ability to work with the public in a professional and empathetic manner; Develop a thorough understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in a pressured environment; Assist the court in conducting of Maintenance enquiries.
- DUTIES** : Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance defaulters; Testify in Court under the supervision of Maintenance Officers/ Maintenance prosecutors; Render administrative support to the office; Outdoor function requiring physical tracing capabilities.
- POST 38/84** : **STATE ACCOUNTANT (BUDGETS)**  
(Re-Advertisement)
- SALARY** : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office (2 posts) Ref: NC/118/08
- REQUIREMENTS** : A three (3) year degree or diploma; One (1) to two (2) years experience in budgets; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations; A valid driver's license will be an added advantage; Computer literacy (MS Office); Basic accounting skills, Good communication(written and verbal)skills; Ability to work under pressure, Good interpersonal relations, Attention to detail.

<b><u>DUTIES</u></b>	:	Prepare the budget for the Region; Co-ordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and compile expenditure reports; Request and analyze BAS reports; Control and budget expenditure; Prepare and monitor cash flow projections; Shifting of funds; Compile monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Ms R d e Klerk ☎ (053) 839 0015.
<b><u>POST 38/85</u></b>	:	<b><u>ADMINISTRATION OFFICERS (CONTRACT POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office Upington (1 post) Ref: NC/1242/08 Magistrate's Office Springbok (1 post) Ref: NC/125/208
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree or equivalent qualification; Two years experience in Office and District Administration and Departmental Financial management systems; The following will serve as recommendation: A valid Code EB (previously Code 08) driver's licence.
<b><u>DUTIES</u></b>	:	Provide administrative human resources management to the Area Court Manager; Provide Liaison and communication capacity to the office of the Area Court Manager; Provide financial and budgetary support to the office of the Area Court Manager; Provide operational maintenance and facilities support to the office; Handle correspondence with members of the public, other organisations and other departments; Co-ordinates data capturing and statistical information for the Area Court Manager; Render overseeing support to offices in the office of the Area Court Manager; Render Administrative support (logistical and travelling arrangements); Provide and maintain filing systems.
<b><u>POST 38/86</u></b>	:	<b><u>ADMINISTRATION CLERKS (DCRS)</u></b>
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office Kuruman (1 post) Ref: NC/122/08
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 or equivalent qualification and at least one (1) year administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<b><u>DUTIES</u></b>	:	The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager or Supervisor.
<b><u>POST 38/87</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK REF: NC/126/08</u></b>
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate, Kimberley (1 post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; one (1) to two (2) years' administrative experience; Studies toward a degree/diploma will be an advantage; Good communication (verbal and written); Sound interpersonal relations; Ability to liaise with team members; Computer literacy (MS Office); Must be self-driven, innovative, creative with flair in dealing with people; Ability to work under pressure; Attention to detail.
<b><u>DUTIES</u></b>	:	Administrative assistance regarding the provisioning of communications activities including the management of the filing system; Manage travel/subsistence claims; Control inventories and payments of suppliers; Auxiliary and liaison services; Keep records, monitor and report court rolls; Guidance and advice to clients; Process statistics. Render any Administrative duties within occupational class that may be requested
<b><u>ENQUIRIES</u></b>	:	Mr J Tope ☎ (053) 839 0060.

## NATIONAL PROSECUTING AUTHORITY

**APPLICATIONS**

: Forward your application, clearly quoting the relevant recruitment number, each post has a different Recruitment number, Applications without the correct Recruitment number/without a Recruitment number will not be processed, to National Prosecuting Authority of South Africa, Private Bag x 752, Pretoria, 0001. E – Mail addresses and fax numbers are provided for each post respectively. Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001.

**CLOSING DATE**  
**NOTE**

: 03 October 2008  
: (Applications will not be accepted after the closing date). For applications to be accepted: Applications must be submitted on a Z.83, obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Where candidates must list their preferred Region(s)/note: Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications without an indication of the preferred Region(s) will not be accepted. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e-mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e- mail address will not be processed. Postal applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that the postal application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal delays. Late postal applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicants attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries : Directed to the specific NPA Business Unit. Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria.

**APPLICATIONS**

: All applications sent by post must be addressed to the following postal address: Response Handling reruithnumberxxxx, National Prosecuting Authority of South Africa, Private Bag x 752, PRETORIA, 0001

## OTHER POSTS

<b><u>POST 38/88</u></b>	:	<b><u>ASSISTANT MANAGER: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1067 - DPP Grahamstown RECRUIT1068 - DPP Port Elizabeth RECRUIT1069 - DPP Pietermaritzburg RECRUIT1070 - DPP Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree/diploma in Financial Management and/or Accounting. Excellent written and verbal communication skills. Innovative, proactive, the ability to identify and solve problems. Ability to meet strict deadlines. Strong organizational and communication skills. BAS, PERSAL and PASTEL, thorough knowledge of PFMA and Treasury Regulations. Sound accounting skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement
<b><u>DUTIES</u></b>	:	Compile and manage the budget. Monitor budget spending in accordance with set policies and procedures. Prepare and submit financial reports as per the proper financial management systems. Perform all accounting and financial operations for the office. Provisioning and administration functions of the office. Perform any other finance-related.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1067 – DPP Grahamstown <a href="mailto:Recruit1067@npa.gov.za">Recruit1067@npa.gov.za</a> Fax.No: 012 843 4327 RECRUIT1068 – DPP Port Elizabeth <a href="mailto:Recruit1068@npa.gov.za">Recruit1068@npa.gov.za</a> Fax.No: 012 843 4328 RECRUIT1069 – DPP Pietermaritzburg <a href="mailto:Recruit1069@npa.gov.za">Recruit1069@npa.gov.za</a> Fax.No: 012 843 4329 RECRUIT1070 – DPP Cape Town <a href="mailto:Recruit1070@npa.gov.za">Recruit1070@npa.gov.za</a> Fax.No: 012 843 4330
<b><u>POST 38/89</u></b>	:	<b><u>ASSISTANT MANAGER: HUMAN RESOURCES</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1071 - DPP Mthatha RECRUIT1072 - DPP Cape Town
<b><u>REQUIREMENTS</u></b>	:	A three year relevant degree or diploma with at least 3 – 5 years appropriate experience. Knowledge and skills in HR regulatory Framework including PSBC resolutions e.g. PSA, PSR, BCEA, LRA, EEA etc. General computer literacy in programmes such as MS Word, MS Excel, MS PowerPoint etc. Knowledge and experience of PERSAL and staff establishment. Strong organizational and leadership skills. General management skills. Ability to think strategically and innovatively. Willingness to perform additional tasks when required.
<b><u>DUTIES</u></b>	:	Reporting to the Advance Deputy Manager the incumbent will be responsible for: Staff procurement activities e.g. (Recruitment and Selection, probation, contract and permanent appointments), Staff Maintenance and Staff exit. Provide advice to the Business Unit on HR issues. Train and develop HR Administration staff. Supervision of staff. Ensure proper implementation of HR policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1071 – DPP Mthatha <a href="mailto:Recruit1071@npa.gov.za">Recruit1071@npa.gov.za</a> Fax.No: 012 843 4331 RECRUIT1072 – DPP Cape Town <a href="mailto:Recruit1072@npa.gov.za">Recruit1072@npa.gov.za</a> Fax.No: 012 843 4332
<b><u>POST 38/90</u></b>	:	<b><u>WITNESS PROTECTION OFFICER</u></b> Witness Protection Unit
<b><u>SALARY</u></b>	:	R117 501 p.a. plus medical aid, housing subsidy and pension benefits
<b><u>CENTRE</u></b>	:	RECRUIT 1172 – DPP Bloemfontein RECRUIT 1173 – DPP Polokwane RECRUIT 1174 – DPP Potchefstroom
<b><u>REQUIREMENTS</u></b>	:	A standard 10 certificate and/or diploma/degree. Knowledge of the Constitution and Bill of Rights. Knowledge of the functioning of the various levels of courts. Experience in cash handling and cash management. Experience in leasing and

		letting of properties. Knowledge of the Criminal Procedure Act. Must be prepared to undergo a "TOP SECRET" Security Clearance.
<b><u>DUTIES</u></b>	:	Document management. Financial management. Cash management. Procurement services (undercover). Carry out extensive communication telephonically.
<b><u>ENQUIRIES</u></b>	:	Etienne Theron 012 845 6914 RECRUIT 1172 – DPP Bloemfontein <a href="mailto:Recruit1172@npa.gov.za">Recruit1172@npa.gov.za</a> Fax.No: 012 843 3832 RECRUIT 1173 – DPP Polokwane <a href="mailto:Recruit1173@npa.gov.za">Recruit1173@npa.gov.za</a> Fax No: 012 843 3833 RECRUIT 1174 – DPP Potchefstroom <a href="mailto:Recruit1174@npa.gov.za">Recruit1174@npa.gov.za</a> Fax No: 012 843 3834
<b><u>POST 38/91</u></b>	:	<b><u>CHIEF ADMINISTRATIVE ASSISTANT: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1074 - DPP Bloemfontein RECRUIT1075 - DPP Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric certificate plus 3-5 years relevant experience in government Finance. Excellent writing and verbal communication skills. Ability to work under pressure and deadlines driven. Experience in the public Sectors financial environment is essential. Knowledge of all legislation pertaining to government. Knowledge of BAS, Subsistence and travelling claims, PERSAL, LOGIS, PFMA, Treasury and Tax Regulations, Supply Chain Management, Finance and procurement Policies and Procedures. Supervisory skills.
<b><u>DUTIES</u></b>	:	Process payments of service providers. Process subsistence and travelling claims for the unit in line with the available budget. Render support in compilation and control of the budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement Policy. Manage petty cash. Liaise with corporate services regarding all matters pertaining to Finance.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1074 – DPP Bloemfontein <a href="mailto:Recruit1074@npa.gov.za">Recruit1074@npa.gov.za</a> Fax.No: 012 843 4334 RECRUIT1075 – DPP Pretoria <a href="mailto:Recruit1075@npa.gov.za">Recruit1075@npa.gov.za</a> Fax.No: 012 843 4335
<b><u>POST 38/92</u></b>	:	<b><u>COURT PREPARATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	<b>R94 326</b> per annum plus housing allowance, annual service bonus, pension and medical aid benefits
<b><u>CENTRE</u></b>	:	RECRUIT1073 - CPP Durban (Durban),
<b><u>REQUIREMENTS</u></b>	:	Matric/Senior Certificate. Legal degree and/or relevant experience would be an added advantage. Knowledge of the Criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skills, good communication and problem solving skills. Ability to work well with children.
<b><u>DUTIES</u></b>	:	Provide holistic and intergrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatisisation by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with investigating officers and social workers. Liaise with and report to the Prosecutor/ Manager: Court Preparation in respect of court preparation. Perform all duties in accordance with general accepted court preparation techniques.
<b><u>ENQUIRIES</u></b>	:	Mr Phuti Mahanyele 012 845 6945 RECRUIT1073 – CPP Durban <a href="mailto:Recruit1073@npa.gov.za">Recruit1073@npa.gov.za</a> Fax.No: 012 843 4333
<b><u>POST 38/93</u></b>	:	<b><u>PRINCIPAL ADMINISTRATIVE ASSISTANT- DOCUMENTS</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT 1076 - DPP Bhishe RECRUIT1077 - DPP Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate plus 2-3 years experience of document management system.
<b><u>DUTIES</u></b>	:	Ensure coordination of registry services, Courier services, Ensure Implementation of NPS filing plan, Ensure and coordinate Electronic Document Management System. Perform any other related functions as required by the Document Consultant and the Corporate Manager from time to time.

<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1076 – DPP Bhisho <a href="mailto:Recruit1076@npa.gov.za">Recruit1076@npa.gov.za</a> Fax.No: 012 843 4336 RECRUIT1077 – DPP Pretoria <a href="mailto:Recruit1077@npa.gov.za">Recruit1077@npa.gov.za</a> Fax.No: 012 843 4337
<b><u>POST 38/94</u></b>	:	<b><u>PRINCIPAL ADMINISTRATIVE ASSISTANT: HUMAN RESOURCES</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1078 - DPP Kimberley RECRUIT1079 - DPP Johannesburg RECRUIT1081 - DPP Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Matriculation certificate plus 2-3 years relevant experience. HR administration skills, Knowledge of Human Resource Management in the Public Service, Good communication (Verbal and written ) skills, Planning and Prioritizing skills, Customer Focus, Computer Literacy particularly Windows packages Excel, Word, and Outlook and PERSAL operations. Ability to work under pressure, Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Provide HR administration services, Administer specific HR functions in the HR value chain as allocated ( Staff Procurement, Staff maintenance and Staff Exits), mainly recruitment processes, probation administration, leave administration, training administration, post establishment administration, labour relations administration, transfers. Compile and submit monthly statistics, Liaise with customers and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1078 – DPP Kimberley <a href="mailto:Recruit1078@npa.gov.za">Recruit1078@npa.gov.za</a> Fax.No: 012 843 4338 RECRUIT1079 – DPP Johannesburg <a href="mailto:Recruit1079@npa.gov.za">Recruit1079@npa.gov.za</a> Fax.No: 012 843 4339 RECRUIT1081 – DPP Mmabatho <a href="mailto:Recruit1081@npa.gov.za">Recruit1081@npa.gov.za</a> Fax.No: 012 843 4341
<b><u>POST 38/95</u></b>	:	<b><u>PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1082 - DPP Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Matric certificate plus 2-3 years relevant experience. Experience in government procurement procedures. Computer literacy in MS Office (MS Excel, MS Word, MS PowerPoint), Knowledge of Financial Management (Budget, expenditure control, cashflow, etc). Knowledge in government financial systems (PERSAL, Logis, BAS). Knowledge of PFMA and Treasury regulations.
<b><u>DUTIES</u></b>	:	Processing of payment of service providers for the unit, subsistence and traveling claims for the unit in line with the available budget, Maintain asset register, Render support in compilation and control of budget, carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary report and report any discrepancies. Distribute payslips and IRP 5s. Procure and distribute stationery for the unit. Administration of petty-cash. Liaise with Corporate Services regarding all matters pertaining to Finance.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1082 – DPP Bloemfontein <a href="mailto:Recruit1082@npa.gov.za">Recruit1082@npa.gov.za</a> Fax.No: 012 843 4342
<b><u>POST 38/96</u></b>	:	<b><u>CALL CENTRE PRACTITIONER</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum plus medical, housing subsidy and pension benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric. Call centre work experience –minimum 2 years. A Call Centre Agent Diploma/Certificate or equivalent will be an added advantage. Computer literacy skills and knowledge of MS Office Package, Sound interpersonal relations and ability to communicate with stakeholder at all levels, telephone etiquette, strong problem solving and communication skills, ability to interpret, analyze and explain information contained in the information databases. Knowledge of Persal and BAS will be an added advantage.
<b><u>DUTIES</u></b>	:	Receive and log calls according to prescribed procedures. Resolve or escalate queries to relevant service centres where necessary. Follow up on escalated, outstanding queries and give feedback to clients within set turnaround times.

		Advise clients on HR, Finance and Procurement procedures. Familiarize yourself with Govt prescripts and NPA policies. Attend to all call centre general admin work when required. The incumbent must be willing to undergo any training that may be necessary to enhance service delivery. Execute any other tasks as and when instructed to do so by the supervisor
<b><u>ENQUIRIES</u></b>	:	Billy Mabena 012 845 6603 RECRUIT1169 – Pretoria <a href="mailto:Recruit1169@npa.gov.za">Recruit1169@npa.gov.za</a> Fax.No: 012 843 3829
<b><u>POST 38/97</u></b>	:	<b><u>PRINCIPAL ADMINISTRATIVE ASSISTANT: DOCUMENTS</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum plus medical, housing subsidy and pension benefits
<b><u>CENTRE</u></b>	:	Pretoria x3
<b><u>REQUIREMENTS</u></b>	:	Matric , relevant experience in document/records management and the successful completion of a Registry and/or Archives course as well as thorough knowledge and relevant experience in registry procedures, codified instructions, postal matters and the National Archive Act, no 43 of 1996.
<b><u>DUTIES</u></b>	:	Perform a variety of administrative duties such as opening of mail and distribution thereof to relevant offices. The drawing and distribution of files, maintenance of files, distribution of circulars, receiving of incoming documentation, filing of correspondence, keeping registers up to date (franked mail register, remittance register, etc.) Dealing with personnel files for appointments, transfers, resignations etc; maintenance of various registries in accordance with the file plan and Electronic Document Management.
<b><u>ENQUIRIES</u></b>	:	Elna Strydom 012 845 6612 RECRUIT1170 – Pretoria <a href="mailto:Recruit1170@npa.gov.za">Recruit1170@npa.gov.za</a> Fax.No: 012 843 3830
<b><u>POST 38/98</u></b>	:	<b><u>SENIOR ADMINISTRATIVE ASSISTANT: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum plus housing subsidy, pension and medical aid benefits
<b><u>CENTRE</u></b>	:	RECRUIT1084 - DPP Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and relevant Finance experience. 1-2 years experience as an Office assistant in a financial environment.
<b><u>DUTIES</u></b>	:	Assist with performing all accounting and financial operations (S&T, creditors, Suppliers, petty cash, etc.) functions for the Office. Capturing financial statistics and maintaining electronic registers. Perform any other related finance functions as required by the supervisor from time to time.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1084 – DPP Cape Town <a href="mailto:Recruit1084@npa.gov.za">Recruit1084@npa.gov.za</a> Fax.No: 012 843 4344
<b><u>POST 38/99</u></b>	:	<b><u>SENIOR ADMINISTRATIVE ASSISTANT: PROCUREMENT</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1085 - DPP Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric/Senior certificate plus 1- 2 years Procurement Section Logistics administration Ability to organize and prioritise work; Good communication (verbal and written) skills; Computer Literacy, especially Ms packages, including Word and Excel. Knowledge of supply chain management and relevant procurement prescript
<b><u>DUTIES</u></b>	:	Eliminate or reduce fruitless and wasteful expenditure Monitor & control the usage of contract/Govt vehicles Safeguard Departmental assets Monitor Departmental Inventory Maintain Departmental service contracts Manage all travel & accommodation arrangements for Provincial staff Perform other Procurement related tasks Perform any other task as requested by the Deputy Manager or Corporate Manager
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1085 – DPP Cape Town <a href="mailto:Recruit1085@npa.gov.za">Recruit1085@npa.gov.za</a> Fax.No: 012 843 4345
<b><u>POST 38/100</u></b>	:	<b><u>SENIOR ADMINISTRATIVE ASSISTANT: GENERAL</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum plus housing subsidy, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1087 - DPP Pretoria x2 RECRUIT1088 - CPP Modimolle (Thabamopo) RECRUIT1089 - CPP Port Elizabeth (Port Elizabeth) RECRUIT1090 - CPP Port Shepstone (Port Shepstone)



		RECRUIT1091 - CPP Bellville (Kuilsriver)
		RECRUIT1092 - DPP Pietermaritzburg x3
<b><u>REQUIREMENTS</u></b>	:	Matric certificate plus 1-2 years relevant administration experience. Ability to organize and prioritize work. Good communication (verbal and written) skills. Computer Literacy, especially MS packages, including Word and Excel.
<b><u>DUTIES</u></b>	:	Provide support service to the office. Design and keep a well-organized administrative system for the office. Provide support and administrative advice to all component of the office. Draft correspondence to members of the public, other organizations and state departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, logistical and human resources. Good office practice. Delivering of mails and faxes within the office.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1087 – DPP Pretoria <a href="mailto:Recruit1087@npa.gov.za">Recruit1087@npa.gov.za</a> Fax.No: 012 843 4347 RECRUIT1088 – CPP Modimolle <a href="mailto:Recruit1088@npa.gov.za">Recruit1088@npa.gov.za</a> Fax.No: 012 843 4348 RECRUIT1089 – CPP Port Elizabeth <a href="mailto:Recruit1089@npa.gov.za">Recruit1089@npa.gov.za</a> Fax.No: 012 843 4349 RECRUIT1090 – CPP Port Shepstone <a href="mailto:Recruit1090@npa.gov.za">Recruit1090@npa.gov.za</a> Fax.No: 012 843 4350 RECRUIT1091 – CPP Bellville <a href="mailto:Recruit1091@npa.gov.za">Recruit1091@npa.gov.za</a> Fax.No: 012 843 4351 RECRUIT1092 – DPP Pietermaritzburg <a href="mailto:Recruit1092@npa.gov.za">Recruit1092@npa.gov.za</a> Fax.No: 012 843 4352
<b><u>POST 38/101</u></b>	:	<b><u>DATA CAPTURER</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum plus housing subsidy, pension and medical aid benefits
<b><u>CENTRE</u></b>	:	RECRUIT 1093 - NPS Head office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Matric certificate . Excellent general computer skills and knowledge of Ms word and Excel , high levels of accuracy and detail-input of data . Ability to read and understand English.
<b><u>DUTIES</u></b>	:	Capturing of data (statistics) received on daily basis ,perform other administrative tasks as requested.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1093 – NPS Head Office <a href="mailto:Recruit1093@npa.gov.za">Recruit1093@npa.gov.za</a> Fax.No: 012 843 4353
<b><u>POST 38/102</u></b>	:	<b><u>SENIOR MESSENGER</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1094 - DDPP Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	Matric certificate or equivalent qualification plus 1-2 years relevant experience, Computer Literacy, Very good communication skills (written & verbal), ability to read and write, good administration practice skills, good interpersonal skills, strong organizational skills, ability to work under pressure, Code 08 driver's license.
<b><u>DUTIES</u></b>	:	The appointee will be required to maintain an effective and efficient messenger service to the office of the Deputy Director of Public Prosecutions. This will include: Mailing service, Photocopying and binding of documents, filing system, Document administration, Distribution of daily court roll and other information as required, General office administration duties, Switchboard relief duties.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1094 – DDPP Port Elizabeth <a href="mailto:Recruit1094@npa.gov.za">Recruit1094@npa.gov.za</a> Fax.No: 012 843 4354
<b><u>POST 38/103</u></b>	:	<b><u>MESSENGER/ DRIVER</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum plus medical aid, housing subsidy and pension benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Driving experience; minimum 1year. Code 08 Driver's license.
<b><u>DUTIES</u></b>	:	Fetching mail and parcels from the Post Office, delivering mail to various places around Gauteng, assisting with any administrative tasks within the Document Centre.
<b><u>ENQUIRIES</u></b>	:	Elna Strydom 012 845 6612 RECRUIT1171 – DPP Pretoria <a href="mailto:Recruit1171@npa.gov.za">Recruit1171@npa.gov.za</a> Fax.No: 012 843 3831

<b><u>POST 38/104</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT: GENERAL</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1097 - DPP Mmabatho x2 RECRUIT1098 - DPP Grahamstown x2 RECRUIT1099 - DPP Cape Town x3
<b><u>REQUIREMENTS</u></b>	:	Matric certificate plus experience in performing general administrative functions. Knowledge of public service legislation. Planning and organising skills. Written and verbal communication skills. Computer literacy in MS Office packages.
<b><u>DUTIES</u></b>	:	Assist with the provision of support service to the office, Design and keep a well-organised administrative system for the office. Provide support and administrative advice to all component of the office. Draft correspondence to members of the public, other organisations and state departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide high level administrative support to the legal staff, logistical and human resources. Good office practice.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1097 – DPP Mmabatho <a href="mailto:Recruit1097@npa.gov.za">Recruit1097@npa.gov.za</a> Fax.No: 012 843 4357 RECRUIT1098 – DPP Grahamstown <a href="mailto:Recruit1098@npa.gov.za">Recruit1098@npa.gov.za</a> Fax.No: 012 843 4358 RECRUIT1099 – DPP Cape Town <a href="mailto:Recruit1099@npa.gov.za">Recruit1099@npa.gov.za</a> Fax.No: 012 843 4359
<b><u>POST 38/105</u></b>	:	<b><u>RECEPTIONIST / SWITCHBOARD OPERATOR</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum plus housing allowance, annual service bonus pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1100 - DDPP Port Elizabeth RECRUIT1101 - DDPP Durban
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate. Computer literacy particularly Windows packages Excel, Word and Outlook, Good Communication Skills (Verbal & Written), Good interpersonal Skills, Customer focus and responsiveness
<b><u>DUTIES</u></b>	:	Manage the switchboard by recording telephone messages accurately and deliver them timeously, attend to general queries, provide necessary assistance to callers. Manage the reception area by attending to all visitors timeously, attend to all parcels/mail/documents delivered to the reception and route them accordingly, manage incoming faxes and record them in register and deliver them to relevant staff members timeously.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1100 – DDPP Port Elizabeth <a href="mailto:Recruit1100@npa.gov.za">Recruit1100@npa.gov.za</a> Fax.No: 012 843 4360 RECRUIT1101 – DDPP Durban <a href="mailto:Recruit1101@npa.gov.za">Recruit1101@npa.gov.za</a> Fax.No: 012 843 4361
<b><u>POST 38/106</u></b>	:	<b><u>MESSENGER/ DRIVER</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum plus housing allowance, annual service bonus, pension and medical benefits
<b><u>CENTRE</u></b>	:	RECRUIT1102 - DPP Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and relevant experience Computer Literacy, good communication skills (written & verbal), ability to read and write, good administration practice skills, good interpersonal skills, strong organizational skills, ability to work under pressure, Code 08 driver's license.
<b><u>DUTIES</u></b>	:	The appointee will be required to maintain an effective and efficient messenger service to the office of the Director of Public Prosecutions, This will include: Mailing service, Photocopying and binding of documents, filing system, Document administration, Distribution of daily court roll and other information as required, General office administration duties, Switchboard relief duties.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi 012 845 6944 RECRUIT1102 – DPP Pietermaritzburg <a href="mailto:Recruit1102@npa.gov.za">Recruit1102@npa.gov.za</a> Fax.No: 012 43 4362
<b><u>POST 38/107</u></b>	:	<b><u>OFFICE CLEANER</u></b>
<b><u>SALARY</u></b>	:	R47 787 p.a. plus medical aid, housing subsidy and pension benefits
<b><u>CENTRE</u></b>	:	RECRUIT 1175 – DPP Johannesburg

**REQUIREMENTS**

: Must be able to interact with other people. Must be prepared to travel at short notice. Must be prepared to undergo "TOP SECRET" Security Clearance. Must be prepared to undergo regular Polygraph and or voice stress analysis testing.

**DUTIES**

: To report directly to the Witness Protection Officer or any delegated officer. To render cleaning services at Regional Offices and safe houses. To be able to use washing machines and, Tumble driers. Hand wash certain items. Iron all linen, etc.

**ENQUIRIES**

: Etienne Theron 012 845 6914  
RECRUIT 1175 – DPP Bloemfontein [Recruit1175@npa.gov.za](mailto:Recruit1175@npa.gov.za) Fax.No: 012 843 3835

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

**APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001. Corner Hamilton & Ziervogel Streets, Arcadia

**FOR ATTENTION** : Ms A West

**CLOSING DATE** : 03 October 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.

## OTHER POSTS

**POST 38/108** : **ADMINISTRATIVE SECRETARY TO THE COMMISSIONER (REF: ASC09/08)**

**SALARY** : R76 194 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Ideal Candidate Profile: Applicants must be in a possession of Matric (Grade 12) Certificate, Secretarial or Office Administration qualification coupled with typing competency and a proven record in office administration and management. A certificate in Microsoft Office Suite, including practical application, Must be able to work under pressure and maintain a high level of confidentiality. Ability to use own initiative and be creative. Willingness to work beyond normal official hours, An understanding of how government works. A valid Code 08 driver's licence will be an added advantage

**DUTIES** : The successful candidate will be responsible for: Manage the administration of the office of the Commissioner. Manage the Commissioner's dairy. Make all local and international travel and accommodation arrangements for the Commissioner. Submit claims for subsistence, travel and departmental entertainment. Act as general receptionist for the office of the Commissioner. Arrange meetings and workshops and refreshments thereof. Manage all written, electronic and telephonic communication (switchboard) within the office. Maintain the general filing system in the office of the Commissioner. Conduct background research for the Commissioner and prepare presentations. Manage and procure stationery for the Commissioner in the office. Liaison with stakeholders in the public service, private sector and civil society. Coordinate inputs from other Commissioners. Assist in the monitoring of budget and expenditure control

**ENQUIRIES** : Mr JD Kgoedi: (012) 352-1033

**POST 38/109** : **ADMINISTRATION CLERK: PROCUREMENT (REF: AC/P08)**

**SALARY** : R64 410 per annum (plus competitive benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate or equivalent plus appropriate and experience in Procurement/Provisioning Administration. Computer literacy and LOGIS are essential. Ability to communicate effectively and tactfully with diverse people including staff, Office of the Public Service Commission's Clients and Suppliers.

**DUTIES** : Capture internal requisitions (VAS 2's) on LOGIS. Ensure that requisitions are completed correctly and approved by the relevant Responsibility Managers and if the quotations are still valid. Responsible for the capturing of new suppliers/service providers on the OPSC supplier database on the iQual system as well as the maintenance of the existing database. Maintain the various registers that are utilized in the section. Responsible for photocopying of documents e.g. bid documents and documents to be submitted to various Committees. Responsible for updating the LOGIS Commitment Register.

**ENQUIRIES** : Ms Adri Coetzer TEL (012) 352-1111

## DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Kone Solutions Response Handling, PO Box 1132, Rivonia 2128, fax: 086 541 3768 or e-mail: [response11@konesolutions.co.za](mailto:response11@konesolutions.co.za) (MS Word). Enquiries: Nubia Wymers, tel: (011) 257 8036
- CLOSING DATE** : 3 October 2008
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department.

## MANAGEMENT ECHELON

- POST 38/110** : **MANAGER (DEPUTY DIRECTOR LEVEL)**  
Directorate: Organisational Development Systems
- SALARY** : An all-inclusive remuneration package of R344 052 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized three year qualification or equivalent qualification relating to Organizational Development such as Business Management/Resource Planning. Relevant experience in the 3 spheres of government and/ or large corporations will be an added advantage. The successful candidate should have the following key skills: Organizational Development Systems Analysis, Process Mapping/reengineering, Policy formulation and interpretation, report formulation and writing. Communication and project management skills. Client orientation. Good interpersonal skills. The successful candidate should have the ability to manage projects, compile complex legislative explanatory notes, innovate resulting in policy changes, practices and LG organizational development systems. In-depth knowledge of the following: Local Government organizational development systems, Local Government transformation, White Paper on Local Government, Local Government: Municipal Structures Act/Municipal Systems Act and Labour Legislation, including Labour Relations Act and Basic Conditions of Employment.
- DUTIES** : Monitor and evaluate the legislation and regulations relating to impacting on organizational development in local government. Develop and implement a support programme for local government that includes technical and business analysis support and assistance. Research and review key municipal business and identify gaps for further work and technical support. Conduct regular workshops for local government managers in order to share best practices and use of Information Technology for Organization Design and business processes. Establish a pool of highly qualified specialists and related institutions for assisting dplg with organizational development in municipalities. Monitor the linkage between organization development and the improvement in the performance of a municipality especially high and low performing municipalities. Support the implementation of the single Public Service through focused inputs and advice on organizational development.
- ENQUIRIES** : Ms N Kuzwayo, Telephone: (012) 334-4809

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 6 October 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

## OTHER POSTS

- POST 38/111** : **PRINCIPAL PERSONNEL OFFICER**  
(Personnel Utilisation)
- SALARY** : R117 501 per annum. Annual progression up to maximum salary of R136 419 per annum is possible subject to performance
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate or equivalent qualification Proven practical administrative experience in and knowledge of Personnel Utilisation functions (listed in the KPA's below). Computer literate (PERSAL and Ms Word); Knowledge of relevant legislation i.e. Public Service Act; Public Service Regulations; Employment Equity Act, 1998, Basic Conditions of Employment Act; Sound interpersonal skills; Team player; Good communication skills (written and verbal); Self-driven and results oriented; Able to deliver under pressure.
- DUTIES** : Administration and advice on: Transfers, appointments, pre-employment screening, resettlement expenditure, SMS and MMS salary structuring, Advertising of posts and overtime. Solve problems by applying standing instructions and procedures, Advise management and employees on Personnel Utilisation practices. Participate in unit wide projects (e.g. Job evaluation, Recruitment and Selection process, Policy development, collaboration with other Departments).
- ENQUIRIES** : Mr T Ntsiko Tel: (012) 336-1163

## DEPARTMENT OF PUBLIC WORKS

**APPLICATIONS** : The Regional Manager, Department of Public Works Private Bag X3,  
Braamfontein, 2017  
**FOR ATTENTION** : Mr C Nxumalo  
**CLOSING DATE** : 03 October 2008

## OTHER POST

**POST 38/112** : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2008/877**

**SALARY** : R145 920 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A Degree or equivalent qualification in Labour Relations or related fields and relevant experience. An in –depth understanding of legislation (LRA, EEA, BCEA, PSA, SDA etc) and collective bargaining , excellent communication interpersonal, presentation, report writing, organizing, planning, negotiations and dispute resolution skills, Computer literacy, Drivers License, and willingness to travel.

**DUTIES** : Give advice to line management on labour relations issues, give advice and guidance regarding grievances and dispute resolution, dealing with misconduct, represent the department in dispute processes, conduct training on labour relations issues, effective administration of disciplinary actions, disputes, grievances and Labour relations training, reporting on Labour Relations/ Compiling of labour relations reports.

**ENQUIRIES** : Mr COM Nxumalo, Tel (011) 713 6039

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

*Applications are invited from all race groups and people with a disability. It is the responsibility of applicants with foreign qualifications to have such verified by SAQA.*

<b><u>APPLICATIONS</u></b>	:	The General Manager: Human Resource, Private Bag X894, Pretoria, 0001
<b><u>CLOSING DATE</u></b>	:	3 October 2008
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service department, and should be accompanied by a comprehensive CV (including two contactable referees) and certified copies of qualifications.

**OTHER POST**

<b><u>POST 38/113</u></b>	:	<b><u>DEPUTY DIRECTOR: INSTITUTIONAL GOVERNANCE</u></b> Six Months Contract
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<b><u>SALARY</u></b>	:	All inclusive remuneration package of R 407 745 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applications are invited from dynamic persons in possession of a tertiary qualification in Law, Sciences, Business Administration or related disciplines, coupled with appropriate experience in the public or corporate sector to manage governance and performance of science councils and programmes funded by the Department. Practical experience in assessing the performance of the institutions. Further essential requirements are: A clear understanding of the National System of Innovation. Knowledge and understanding of corporate governance systems, best practices and its application in South Africa. Knowledge and understanding of the development, implementation, monitoring of performance management systems, governance systems and procedures. Sound knowledge of the Public Finance Management Act. Excellent written and verbal communication skills. Computer literacy. Good organizational and planning skills. Ability to work under pressure and meet deadlines. Strategic thinking, problem solving and strong negotiation skills. Good research ability. Sound analytical skills. Knowledge of drafting of policies will be an added advantage.
<b><u>DUTIES</u></b>	:	The appointee will work closely with institutions such as the Council for Scientific and Industrial Research, National Research Council, Human Sciences Research Council, Africa Institute of South Africa and other sciences councils, and will mainly be responsible for Monitoring and assessing the performance of science councils with regard to the Key Performance Indicator Framework; The Balanced scorecard approach; Manage the process of institutional reviews; Manage the process of Board reconstitutions.
<b><u>ENQUIRIES</u></b>	:	Mr. K Kgarume Tel: 012 843 6413



## DEPARTMENT OF TRADE AND INDUSTRY

*We are an affirmative action employer. Preference will be given candidates whose appointment will enhance representivity.*

- APPLICATIONS** : Forward your application, quoting the relevant Reference number, to: The Registry Office Department of Trade and Industry, Private Bag X84, Pretoria 0001. Alternatively, e mail your application to [recruitment@thedti.gov.za](mailto:recruitment@thedti.gov.za)
- FOR ATTENTION** : Central Recruitment Office
- CLOSING DATE** : 06 October 2008
- NOTE** : Application must be submitted on Form Z83, obtainable from any department or on <http://www.thedti.gov.za> and must be accompanied by a comprehensive CV. Failure to submit the Z83 form and the required supporting documents will result in your application not being considered. These appointments are subject to the preferred candidate obtaining the necessary security clearance and competency assessment. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application had been unsuccessful. This position is subject to the signing of a performance agreement.

## OTHER POST

- POST 38/114** : **SECURITY ADMINISTRATION OFFICER (REF. GSSSD/SECURITY 007)**  
Group Systems and Support Services  
Accommodation Management Services
- SALARY** : Commencing salary: R 117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. A Diploma in Security Management will be an added advantage At least 5 years experience in security management in a Ability to communicate effectively on all levels, report writing and presentation skills. Planning, organizational skills, relationship and conflict. Management skills. Ability to detect, analytical thinking, sound decision making and motivation skills. Good computer literacy, organization and office management skills. Basic public finance, budgeting and procurement skills.
- DUTIES** : The successful candidate will be required to perform the following duties: Manage and maintain the appropriate security measures/ procedures in line with the dti security and related policies. Conduct physical security appraisals of the dti Campus. Implement the minimum physical security standards in all offices of the dti Manage and maintain security contracts and service providers. Develop and ensure the implementation of key and access control systems. Conduct risk assessments and review security counter measures. Investigate and report physical security breaches and complete regular inspections of all physical security systems Supervise and develop staff and ensure continuous liaison with other security agencies.
- ENQUIRIES** : Mr A Basudew, Telephone: (012) 394 5513

**DEPARTMENT OF WATER AFFAIRS AND FORESTRY**

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

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

**MANAGEMENT ECHELON**

**POST 38/115** : **DIRECTOR: AUSTRALASIA (5 YEAR CONTRACT)**

**SALARY** : R540 429 per annum (All inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An honours degree or equivalent qualification in Economics in international relations and honours degree in political studies coupled with appropriate experience in international relations. Appropriate and extensive government experience and in particular in the field of International Relations globally. Research background and experience. Strategy development, monitoring and evaluation of International relations projects experience. The following key competencies are essential: Knowledge and understanding of South Africa's water and Forestry priorities and South Africa's relations with African and other multilateral organisations (Global). Leadership and management. strategic planning skills. People management skills. Innovative and analytical thinker. Good communication (written and verbal) and networking skills. Financial management skills. Interpersonal and IR liaison expertise. Ability to interpret and apply international relations policies related to the field in water and forestry. Project management. Conflict resolution, negotiation and co-ordination skills. Applicants should be willing to travel extensively. A valid driver's licence.

**DUTIES** : Key Performance Areas: Co-ordinate public and private sector involvement in the forestry and water sector related initiatives internationally. Facilitate bilateral relations in Australasia. Facilitate ODA initiatives within Australasia. Ability to manage, guide and direct a team on technical issues related to the initiatives in Australia – Asia. Write speeches and briefing notes for Senior Management and the Minister. Manage financial expenditure for the Directorate and give budgetary inputs to the Chief Director. Manage HR in the Directorate.

**ENQUIRIES** : Mrs D Twayi Tel (012) 336 7117

**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** : 03 October 2008

**OTHER POSTS**

**POST 38/116** : **CHIEF ENGINEER (MECHANICAL/ELECTRICAL) POST DETAILS: 251112**  
Directorate: Central Operations

**SALARY** : R407 745 (all inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised four year Bachelor's degree in Mechanical or Electrical Engineering or equivalent qualification as prescribed by the Engineering Profession of SA Act, 1990 plus appropriate post qualification experience. Registration as a Professional Engineer with the Engineering Council of SA. The following will serve as recommendations: Proof of passing the examination of the commission of examiners in terms of regulations concerning the certificate of competency as amended in Government Notice R962 of May 1994. A valid code 08 drivers licence.

<b><u>DUTIES</u></b>	:	Key Performance Area: Day to day management of the division mechanical/electrical Engineering support in Central Operations. Manage Human Resources and budget. Promote a culture of innovation and performance. Provide leadership and direction to the technical support team. Render technical support (mechanical, electrical and electronic engineering) to the schemes in Central Operations. Prepare tender documents. Project management of contracts. Undertake smaller designs and approve designs.
<b><u>ENQUIRIES</u></b>	:	Mr. WG van der Westhuizen, Tel. (012) 392-1305, Cell: 082 807 3527
<b><u>APPLICATIONS</u></b>	:	The Act. Director: Central Operations, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms P Blaauw
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/117</u></b>	:	<b><u>DEPUTY REGIONAL DIRECTOR POST DETAILS: 25110/1</u></b> Directorate: Central Operations
<b><u>SALARY</u></b>	:	R407 745 (all inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised four year Bachelor's degree in Mechanical or Electrical Engineering or equivalent qualification as prescribed by the Engineering Profession of SA Act, 1990 plus appropriate post qualification experience. Registration as a Professional Engineer with the Engineering Council of SA. The following will serve as recommendations: Proof of passing the examination of the commission of examiners in terms of regulations concerning the certificate of competency as amended in Government Notice R962 of May 1994. A valid code 08 drivers licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Day to day management of the sub-directorate technical support in Central Operations. Manage Human Resources and budget. Promote a culture of innovation and performance. Provide leadership and direction to the technical support team. Co-ordinate technical support (mechanical, electrical, electronic and civil engineering) to the schemes in Central Operations. Prepare tender documents. Project management of contracts. Undertake smaller designs and approve designs.
<b><u>ENQUIRIES</u></b>	:	Mr. WG van der Westhuizen, Tel. (012) 392-1305, Cell: 082 807 3527
<b><u>APPLICATIONS</u></b>	:	The Act. Director: Central Operations, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms P. Blaauw
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/118</u></b>	:	<b><u>CHIEF ENGINEER (CIVIL) POST DETAILS: 25111</u></b> Directorate: Central Operations
<b><u>SALARY</u></b>	:	R407 745 (all inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised four year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed by the Engineering Profession of SA Act, 1990 plus appropriate post qualification experience. Registration as a Professional Engineer with the Engineering Council of SA. A valid code 08 drivers licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Day to day management of the division Civil Engineering support in Central Operations. Manage Human Resources and budget. Promote a culture of innovation and performance. Provide leadership and direction to the Civil Engineering support team. Render Civil Engineering support to the schemes in Central Operations. Prepare tender documents. Project management of contracts. Undertake smaller designs and approve designs.
<b><u>ENQUIRIES</u></b>	:	Mr. WG van der Westhuizen, Tel. (012) 392-1305, Cell: 082 807 3527
<b><u>APPLICATIONS</u></b>	:	The Act. Director: Central Operations, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms P. Blaauw
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/119</u></b>	:	<b><u>CHIEF ENGINEER (CIVIL/AGRICULTURE) POST DETAILS: 793100/35300/1</u></b> Directorate: Gauteng Region
<b><u>SALARY</u></b>	:	R407 745 (all inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised four year Bachelor's degree in Civil or Agricultural Engineering or equivalent qualification as prescribed by the Engineering Profession of SA Act, 1990 plus appropriate post qualification experience. Registration as a Professional Engineer with the Engineering Council of SA. A valid code 08 drivers licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Day to day management of the division abstraction Authorisations in Gauteng Region. The Potchefstroom Area Office reports to this position. Manage Human Resources and budget. Promote a culture of innovation and performance. Provide leadership and direction to the division. Water resource management. Register and licence water use. Liasing and guiding water users and/or potential water users. Enquiries and transfers regarding water use authorisations. Land matters and dam safety. Flow and flood management. Water abstraction control. Water conservation and demand management.
<b><u>ENQUIRIES</u></b>	:	Mr. WG van der Westhuizen, Tel. (012) 392-1305, Cell: 082 807 3527
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Director: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/120</u></b>	:	<b><u>DEPUTY DIRECTOR: WATER SECTOR SUPPORT POST DETAILS: 794300/5001/1</u></b>
<b><u>SALARY</u></b>	:	R407 745 – 472 758 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Regional Office – Gauteng)
<b><u>REQUIREMENTS</u></b>	:	A three-year B degree, majoring in Social Sciences or equivalent qualification plus a minimum of three years experience in Water Services and Water Resources. Knowledge of legislation and policies governing Water and Sanitation plus Water Resources. Good communication, presentation, negotiation and report writing skills. Project Management, research, interpersonal relations/conflict management, negotiation and facilitation skills. Computer literacy. Drivers licence. Managerial experience.
<b><u>DUTIES</u></b>	:	Key Performance Area: Represent DWAF at the key Municipal political & official strategic meetings. Co-ordinate DWAF internal projects Legislative checklist, Free basic services, service delivery Water & Sanitation projects, DWAF transfers, MIG Water & Sanitation projects, Bulk Infrastructure project, Water Conservation & Demand Management, Drinking Water Quality; Water for Growth & development, Water Education projects within the sub-region. To co-ordinate Municipal support plans. Prepare Ministerial enquirers reports. Represent DWAF on IDP and WSDP meetings & forums. Liaise with other Water Sector Stakeholders ea DLG, SALGA, Water Boards etc. Prepare monthly reports and Quarterly reports. Manage staff under under his/her region. Represent DWAF on IGR and Sector Collaboration meetings.
<b><u>ENQUIRIES</u></b>	:	Mr. T Mnguni Tel: (012) 392 1511
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K Mathole
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/121</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R407 754 per annum (All inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification in international relations, economics or political studies. Appropriate experience in government in the field of international relations. To coordinate and promote DWAF water sector and forestry in Africa and internationally within the context of NEPAD, AU and the Global Agenda. Experience or knowledge of Water Resources Management and Forestry will be an advantageous. Excellent interpersonal and communication (written and verbal) skills. Strategic thinking. Reporting directly to Directors (in International Relations). Research background and experience. Adapting to work in a team environment, be able to supervise ability to work and supervise others in a team. Good liaison and organizational skills. Office administration and project management skills. Knowledge and experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet. A valid driver's licence. Applicants should be willing to travel extensively, be able to work under pressure and extra hours. Fluency in public speaking and presenting in international forum. International Relations knowledge and expertise in negotiating bilateral and multilateral agreements and treaties.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Promote multilateral and bilateral relations of South Africa (DWAf) and other African Countries (NEPAD). Support the development and implementation of transboundary water and forestry related treaties. Support negotiations and meetings of DWAf and South African obligations of treaties (NEPAD and SADC Agenda). Facilitate and coordinate ODA initiatives in Africa and globally. Give budgetary inputs on financial issues related to specific projects to the Chief Director. Draft speeches, presentations and briefing notes for the Minister and Senior Management. Represent DWAf in international forums and host delegations visiting DWAf on capacity building initiatives and knowledge on exchange programmes from International countries. Represent DWAf in interdepartmental committees on foreign relations.
<b><u>ENQUIRIES</u></b>	:	Ms L Kobe Tel (012) 336 7117
<b><u>APPLICATIONS</u></b>	:	The Director General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C. Mazibuko, ZwaMadaka Building Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/122</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN POST DETAILS: 251112/C1030200/1</u></b> Central Operations
<b><u>SALARY</u></b>	:	R344 052 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (N/T/S stream) (Electrical) or equivalent qualification. Registration with the Engineering Council of SA as a Engineering Technician (Master) – Electrical (Act 81 of 1968). Minimum of 10 years appropriate experience. The following will be recommendations: Experience in the maintaining and operation of the following equipment: Electrical installations in domestic and industrial buildings. Large electric motors, control panels and switch gear up to 6 MW. Substations and transformers, 3,3 kV 6,6 kV and 11kV. Cathodic protection of pipelines. Standby Generator Sets, UPS and battery banks. Electric overhead cranes. Knowledge of the application of the Occupational Health and Safety Act 1993. Computer literacy – CAD, database and spreadsheet experience. A valid code B drivers licence.
<b><u>DUTIES</u></b>	:	Key Performance Area: The successful candidate will be a self-motivated individual who will: Compile a database with technical information on electrical and mechanical installations, plant and equipment. Scheduled inspections and supervision over maintenance of electrical installations, plant and equipment of housing, offices, workshops, pump stations and dams. Co-ordinate and follow up work done on the maintenance contract. Clerk of works on new projects; scrutinise electrical specifications. Be responsible for the maintenance of the electrical equipment that forms an integral part of large dams and high voltage pumping stations. Assist in the compiling of tender documents and contract administration. Be responsible for the compilation of the budget and control over expenditure for the section. See that all workplaces be in compliance with the Occupational Health and Safety Act. Give inputs at various technical meetings. Attend specialised meetings and workshops. Assist schemes with electrical problems. Compiling of reports. Give training and mentoring to Learner Technicians.
<b><u>ENQUIRIES</u></b>	:	Mr. W van der Westhuizen Tel (012) 392 1305, Fax (012) 392 1408
<b><u>APPLICATIONS</u></b>	:	Regional Director: Gauteng Region, Department of Water Affairs and Forestry Private Bag X995, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Mr. W van der Westhuizen
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/123</u></b>	:	<b><u>DEPUTY DIRECTOR: WORKING FOR WATER</u></b> (5-year contract)
<b><u>SALARY</u></b>	:	R344 052 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year tertiary qualification in Natural Sciences, Environmental Sciences, Nature Conservation and Forestry plus extensive experience in technical and programme management. *At least five years' relevant technical, social development and programme management experience. *Computer literacy (Ms Word, MS Excel and PowerPoint). *Strong leadership and managerial skills. *Strong planning skills and people management. *Communication skills (verbal and written). *Knowledge of natural resources management within the water and environmental sectors. *Extensive knowledge

		of all applicable legislation within the Public Service Act, ie Compensation of Injuries and Disease Act, National Environmental Management Act, National Water Act, CARA, National Environmental Management and Biodiversity Act, PFMA and related legislation. *A valid driver's licence. *Preference will be given to individuals with an appropriate knowledge of Expanded Public Works Programme implementation and management. *Strong financial management experience will serve as an advantage. *Willingness to travel to remote operational areas.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Oversee the development and implementation of the regional clearing strategy and implementation plans. *Develop policies and procedures on the management of clearing activities. *Oversee the development and control of the regional budget. *Monitor and evaluate regional performance through KPI reporting. *Provide regional status report on a monthly, quarterly and annual basis. *Respond to ministerial and parliamentary questions on programme implementation. *Foster intergovernmental relations within the region and at national level. *Promote advocacy and liaison in the region. *Manage staff performance.
<b><u>ENQUIRIES</u></b>	:	Ms. M.M Komape (015) 290 1463
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/124</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year tertiary qualification in Human Resources, Management or Labour Law plus extensive experience in and exposure to labour relations consultancy. *Knowledge of labour legislation and the Public Service Regulatory Frameworks. *Policy formulation and implementation. *Project management. *Computer literacy. *A valid driver's licence. *Presentation skills. *Negotiation skills. *Knowledge of the Departmental Restructuring Imperatives.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The Assistant Director: Employee Relations in the Limpopo Region will have Labour Relations Management oversight for the regions clustered together in the Department. *He/She will, inter alia: *Execute overall departmental labour relations policies. *Promote sound labour relations. *Manage strikes and make contingency plans. *Monitor organisational climate and create an environment conducive to sound labour relations and effective restructuring and transfers. *Undertake collective bargaining. *Handle complex misconduct and grievance matters. *Resolve disputes. *Manage conflict. *Be responsible for conciliation and arbitration. *Perform research and study labour relations trends and keep the department abreast of the latest developments. *Train and supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. M.E Maluleke (015) 290 1202
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/125</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary or equivalent qualification in Economics International Relations on political studies. Appropriate government experience. Research background and experience. Knowledge or a good understanding of the principles of integrated water resource management, sustainable development and the current policies driving South African international multilateral and bilateral relations in Africa and Global. Water and Forestry knowledge of the South African sector will be an added advantage. Ability to operate in a multi-skilled environment. Good communication skills (written and verbal). Good interpersonal skills. Project management and good administrative skills will be strong recommendations. Working in a team environment. Willingness to travel extensively. Flexibility to work under pressure and after hours.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and facilitate DWAF's bilateral and multilateral relations in Africa and Global. Co-ordinate and facilitate DWAF's

		participation in multilateral institutions in Africa and Global. Provide admin and logistical support to DWAF delegations attending meetings and water forums in Africa and Global. Draft speeches, presentations and briefing notes for the Minister and Senior Management. Represent DWAF in international meetings and host delegations to DWAF from African countries or international. Represent DWAF in interdepartmental committees on foreign relations.
<b><u>ENQUIRIES</u></b>	:	Ms L Kobe Tel (012) 336 7117
<b><u>APPLICATIONS</u></b>	:	The Director General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C. Mazibuko, ZwaMadaka Building Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/126</u></b>	:	<b><u>CHIEF DEVELOPMENT EXPERT: SOCIAL DEVELOPMENT SUPPORT AND CROSS-CUTTING ISSUES.</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Social Sciences Degree or Diploma in Development Studies. Proven track record in Water Services. Good knowledge of local government. Excellent networking and communication skills. Strong critical analytical writing skills. Experience on strategic facilitation. Computer literacy. Possession of a valid code 08 driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Creation of an enabling environment for Gender mainstreaming and Women's Empowerment in the broader Water for Growth and Development Strategic Approach of the water sector programme and provision of guidance and support to sector gender units. Facilitate and ensure appropriate training and skills development to sector gender-mainstreaming practitioners. Assist in the strategic formulation of wellness programmes in the Sector with a particular emphasis on the HIV/AIDS component. Facilitate and support regions in the implementation of poverty eradication programmes in the sector; Provide strategic guidance to regions in strengthening collaboration structures and alignment of water sector plans to new strategies as and when appropriate.
<b><u>ENQUIRIES</u></b>	:	Ms R Simelane, tel: (012) 336-8662
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/127</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION (3 POSTS)</u></b> (Directorate: Water Allocation)
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification plus appropriate experience. Ability to work in a multi-disciplinary team in an innovative manner, good verbal and written communication skills and computer literacy will be a strong recommendation. Strong background in quasi-legal administration. Thorough knowledge of the provisions of the National Water Act, 1998 (Act 36 of 1998). Ability to comprehend and analyse water use authorisation related matters. A good understanding of the PFMA and labour relations matters. Ability to lead, work both in a team and independently. Ability to perform under pressure, willingness to work long hours and to travel extensively. A valid Code 8 driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the following: The day to day supervision of the personnel in Authorisation Administration Sub- directorate. Ensuring that the historical data relating to water use entitlements is provided and interpreted in terms of the provisions of the enabling legislation whenever there is an enquiry on the legal status of water in any property. Ensuring that all submissions for water use authorisation applications made to the Delegated Authority are of legal and administrative high standards. Ensuring that all the water use licence applications are electronically processed through the Water use Licence Authorisation Tracking System (WULATS) and they remain within the allocated process timeframe. Ensuring that there is a reliable and consistent keeping of water use authorisation application records. Interpretation of all statutes relevant to the authorisation of water use. Ensuring that the contents of the water use authorisation are in

compliance with the provisions of the enabling statutes. Providing support to the Regional Offices on matters relating to water use authorisation. Ensuring the meeting of authorisation turn-around times through the provision of the intervention support to the Regions. Have continuous engagements with various stakeholders in the water resource management with the view of improving the authorisation process. Responsible for the training, development, remuneration, rewarding and disciplining of personnel within the Sub-directorate: Authorisation Administration.

**ENQUIRIES** : Mr MS. Mahlangu, Tel (012) 336 7677  
**APPLICATIONS** : The Director General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001  
**CLOSING DATE** : 03 October 2008

**POST 38/128** : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT ADMINISTRATION (ISD) (3 POSTS)**

**SALARY** : R217 482 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*An appropriate recognised three-year tertiary qualification, coupled with extensive experience in institutional and social development. \*Knowledge of and a background of financial management as well as the Water Services Act 108 of 1997, National Water Act 36 of 1998 and other legislation and policies having impact on the provision of water services. \*A good understanding of the institutional framework for the water sector and Local Government. \*Knowledge of the Local Government functional areas as they relate to the water sector. \*Project and programme management skills. \*Willingness to travel and work irregular hours. \*Leadership and management skills. \*Recommendations: \*Ability to interpret and apply policy and legislation. \*Communication (verbal and written), including public speaking skills. \*Negotiation and conflict resolution skills. \*Ability to interact with key stakeholders in the water sectors, Provincial and Local Government. \*Knowledge of the political and social dynamics of the role players in the Province. \*Ability to work as a member of a team.

**DUTIES** : Key Performance Areas: \*The successful candidates will mainly be responsible for the effective implementation of water sector legislation. \*Therefore, they will render specialist support to local municipalities and sector partners. Additional responsibilities will include the following: \*Developing regulatory frameworks for ISD-related issues and managing their implementation. \*Developing and providing guidance on capacity building within the institutional framework for water services. \*Designing sector support programmes and managing their implementation. \*Supporting WSAs to deliver on their mandate. \*Promoting sustainability issues with regard to water services and projects, focusing on demand management (eg Vision 2020 programme). \*Dealing with ad hoc tasks, such as responding to consumers or ministerial queries. \*Giving guidance and support to teams of Community Development Officers. \*Contract administration.

**ENQUIRIES** : Mr. R.R.L Masibigiri (015) 290 1209  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

**FOR ATTENTION** : Mr. MJ Nzima  
**CLOSING DATE** : 13 October 2008

**POST 38/129** : **CONTROL INDUSTRIALTECHNICIAN (SANITATION)**

**SALARY** : R217 482 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : \*An appropriate recognised three-year Engineering degree/diploma (S or T) and/or registration as Engineering Technician in terms of the Engineering Profession of South Africa Act, 1990. Recommendations: \*Project and programme management. \*At least five years' experience in project planning and implementation (water and sanitation). \*Knowledge of relevant legislation: National Water Act and Water Services Act. \*Good written and verbal communication skills. \*Computer literacy, preferably in MS Excel, Word and PowerPoint. \*A valid driver's licence.

**DUTIES** : Key Performance Areas: \*Project and programme management of the sanitation projects within the sanitation services projects. \*Assist and support the Water Services Authorities in the pre-planning and planning of sanitation projects. \*Attend all water services sector meetings. \*Manage the implementation of institutional sanitation projects. \*Liaise with other sector departments on the



		infrastructure development programme. *Monitor and evaluate the implementation of sanitation projects. *Produce analytical reports which reflect the progress of sanitation services projects against intended targets. *Evaluate the water services sector technical reports. *Supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. RE Matukane, tel. (015) 290 1246
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/130</u></b>	:	<b><u>TECHNICAL ADVISOR</u></b> (5-year contract)
<b><u>SALARY</u></b>	:	R217 482 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year tertiary qualification in Natural Sciences, Nature Conservation and Forestry. *Five years' experience, including high-level management and technical know-how required to handle all aspects of the job. *Strong leadership and management capabilities. *Planning skills in Natural Resource Management within the water and environment sectors. *Knowledge of the legislative context of alien plant clearing and clearing methods. *Computer literacy. *Extensive knowledge of all applicable legislation, Public Service Act, Compensation of Injuries and Disease Act, Environmental Management Act, National Water Act, CARA and PFMA. *A valid driver's licence. *Willingness to travel to remote operational areas.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Provide technical support and advice to regional WfW management regarding planning and clearing operations. *Assist in long- and short-term planning for clearing operations. *Provide management advice and support in respect of clearing operations, health and safety, information management, rehabilitation, environmental and ecological impact. *Manage staff performance.
<b><u>ENQUIRIES</u></b>	:	Mrs. M.M Komape, Tel. (015) 290 1463
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/131</u></b>	:	<b><u>ASSISTANT DIRECTOR: WATER SERVICES DEVELOPMENT PLAN, FREE BASIC WATER AND SANITATION POST DETAILS: 794300/34200/1</u></b>
<b><u>SALARY</u></b>	:	R217 482 – R252 483 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Regional Office – Gauteng)
<b><u>REQUIREMENTS</u></b>	:	A three year B degree, majoring in Social Sciences or equivalent qualification plus relevant experience. Knowledge of Water and Sanitation development planning, community development. Knowledge of legislation and policies governing Water Supply and Sanitation. Good communication, presentation, negotiation and report writing skills. Project Management, research, interpersonal relations/conflict management, negotiation and facilitation skills. Computer literacy. Drivers licence. Managerial experience.
<b><u>DUTIES</u></b>	:	Key Performance Area: Co-ordinate Water Service Development Planning and Free Basic Water and Sanitation within Gauteng Region. Administrate and update the applicable databases. Participate in drafting of Departmental Policies and Regulations at National level with regards to WSDP, FBW&S. Liaise with municipalities and DLG, DPLG and other stakeholders on the status of WSDP's and IDP's. Participate in the IDP forum meetings with Sector Departments. Assist relevant Chief Industrial Technicians to implement the WSDP, FBW & S on municipal level. Assist with the Regulatory Performance Management programme with municipalities. Must be willing to travel considerably.
<b><u>ENQUIRIES</u></b>	:	Mr. T Mnguni Tel: (012) 392 1511
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/132</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER</u></b> (Directorate: Water Allocation)
<b><u>SALARY</u></b>	:	R145 920 per annum

<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification or a Senior Certificate plus relevant experience. Strong background in quasi-legal administration is recommended. Possession of a code 8 driver's licence. Thorough Knowledge of the provisions of the National Water Act, 1998 (Act 36 of 1998). Ability to lead, work both in a team and independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the following: Receipt of applications for the water use authorisation from the Regional Offices. Compilation of submissions to the Delegated Authority. Interpretation of all statutes relevant to the authorisation of water use. Ensuring that the contents of the water use authorisation are in compliance with the provisions of the enabling statutes. Responding to enquiries related to water use entitlements. Liaising with various water use application evaluators and upload their comments into the water use licence authorization tracking system. Liaising with the Regional Offices regarding all water use authorisation related matters. Ensuring the meeting of authorisation turn-around times through the provision of the intervention support to the Regions. Supervision of staff, ensure training and development thereof.
<b><u>ENQUIRIES</u></b>	:	Mr. MS. Mahlangu, Tel: 012 336 7677
<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/133</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (CIVIL) (2 POSTS)</u></b> Sub-directorate: Water Resource Information
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Hydrometry, Tzaneen
<b><u>REQUIREMENTS</u></b>	:	*An appropriate National Diploma (T/N-stream Civil) or registered as Engineering Technician (Civil) in terms of section 14 (1) or 14 (2) of the Engineering Profession of South Africa Act, 1990. *Hydrology as a subject. *Extensive experience in and clearly demonstrate a good understanding of and competence in all facets of practices, maintenance methods, data collection techniques, data processing, calibration of gauging weirs and all systems applied to the full spectrum of the Hydrometry field. *Good technical problem-solving abilities. *Appropriate experience in project management, field work, formulating and setting of standards, managerial and administrative fields. *A sound understanding of Government policies. *Knowledge of the implementation of the Occupational Health and Safety Act (OHS). *Knowledge and an understanding of the Government procurement system, Environmental Conservation and the National Water Act (Act no 36 of 1998). *Good interpersonal relations, presentation, organising and analytical skills. *Good communication skills (written and verbal). *Computer literacy. *A valid driver's licence. *Willingness to travel and work away from home for long periods of time.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Calibrate and evaluate gauging weirs. *Perform quality control tasks on calibrations, evaluations and data processing done by the subordinates. *Compile relevant monthly statistics and progress reports. *Conduct research on station history and update the Hydstra database. *Manage people.
<b><u>ENQUIRIES</u></b>	:	Mr. T Brandt Tel. (015) 307 8600
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/134</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (SHARED WATERCOURSES)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification and knowledge of International Relations. Experience or knowledge of Africa Relations (Shared Watercourses) or Water Resources Management will be advantageous. Excellent interpersonal and communication (written and verbal) skills. Good liaison and organizational skills. Office administration and project management skills. Knowledge and experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and the

	:	Internet. A valid driver's licence. Applicants should be willing to travel internationally.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide administrative assistance and work closely with staff in Africa Relations (Shared Watercourses) in the region and in global forums. Provide coordination with respect to office activities and project/programme information. Liaise with department officials and other stakeholders. Respond to and refer correspondence of the office. Provide general administrative, logistical and secretarial support. Assist with preparation for meetings, workshops and other appointments of office. Assist to write reports and contribute to office documents and presentations.
<b><u>ENQUIRIES</u></b>	:	Ms N.H. Sangoni Tel (012) 336 8181
<b><u>APPLICATIONS</u></b>	:	The Director General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/135</u></b>	:	<b><u>COMMUNITY DEVELOPMENT OFFICERS (3 POSTS) POST DETAILS: 794300/36968/1-3</u></b>
<b><u>SALARY</u></b>	:	R145 920 – 169 410 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Gauteng Regional Office)
<b><u>REQUIREMENTS</u></b>	:	A qualification in Social Sciences or equivalent qualification plus relevant experience. Two years experience in the Water Sector. Computer literacy. Code 08 Drivers licence. Knowledge of the Water Services Act and the Strategic Framework for Water Services. Good people skills, interpersonal relations/conflict management, negotiation skills.
<b><u>DUTIES</u></b>	:	Key Performance Area: Ensure provision of sustainable basic water supply & sanitation for improved quality of life and poverty alleviation. Ensure effective and sustainable delivery of water services to underpin economic & social development. Ensure effective Water Services Institution. Ensure effective local level operations and management of DWAF water services schemes. Co-ordinate special tasks (project consolidate, IZIMBIZO, Ministers Summit). Reporting (Monthly reports and updates for social challenges within the MIG projects and expenditures, number of people served, job created, update FBW & FBS reports, progress report on social issues per project, skills audit report, cross cutting (CSO, Gender, environment, appropriate technology and HIV) issues report. Must be willing to travel considerably.
<b><u>ENQUIRIES</u></b>	:	Mr. T Mnguni Tel: (012) 392 1511
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/136</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (3 POSTS) POST DETAILS: 794300/36157/1-3</u></b>
<b><u>SALARY</u></b>	:	R145 920 – 169 410 per annum
<b><u>CENTRE</u></b>	:	Pretoria (Regional Office – Gauteng)
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Civil Engineering or equivalent qualification plus 1 years experience in Water Services. Computer literacy. Drivers licence. Managerial experience. Knowledge of the Water Services Act and the Strategic Framework for Water Services. Project Management, research, interpersonal relations/conflict management, negotiation and facilitation skills.
<b><u>DUTIES</u></b>	:	Key Performance Area: Assist with the coordination within the MIG programme in the region. Assist municipalities with the identification registration of MIG Water and Sanitation projects. Evaluate and recommend registered projects on the MIS and generate approval certificates to municipalities, DLG and DPLG. Monitor and evaluate the implementation of MIG projects. Regular site visits to Water and Sanitation projects. Liaise with municipalities and DLG, DPLG and other stakeholders on the status of projects. Provide Technical assistance to municipalities on request. Technical assistance with the implementation of Bulk Infrastructure projects in the region. Co-ordinate the Transfer process to municipalities in the region. Assist with the Drinking Water Quality Management Regulation. Assist with the Drought Relief programme within Gauteng region. Assist with the Regulatory Performance Management programme with municipalities. Must be willing to travel considerably.
<b><u>ENQUIRIES</u></b>	:	Mr. T Mnguni Tel: (012) 392 1511
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001.

**FOR ATTENTION** : Ms. K. Mathole  
**CLOSING DATE** : 03 October 2008

**POST 38/137** : **ADMINISTRATIVE OFFICER**  
(Directorate: Water Allocation)

**SALARY** : R117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant three year tertiary qualification or Grade 12/STD 10 Certificate plus relevant experience. Strong background in quasi-legal administration. Thorough Knowledge of the provisions of the National Water Act, 1998 (Act 36 of 1998). Good communication skills (written and verbal).

**DUTIES** : Key Performance Areas: The successful candidate will be responsible for the following: Receiving of applications for the water use authorisation from the Regional Offices. Compilation of submissions to the Delegated Authority. Routing the submission and ensuring that it is tracked throughout the authorisation process. Performing the search and verification of information required for the processing of water use authorisation application. Communicating the decision of the delegated authority to the respective Regional offices. Ensuring the safe keeping and archiving of all records relating to the water use authorisation.

**ENQUIRIES** : Mr. MS. Mahlangu, Tel: 012 336 7677  
**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** : 03 October 2008

**POST 38/138** : **SENIOR SECRETARY GRADE IV**  
(Chief Directorate: Water resources information Management)

**SALARY** : R117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate/secretarial Diploma or equivalent qualification. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Experience in office administration and coordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook and internet coupled with sound typing skills. Ability to handle confidential matters. Driver's Licence will serve as an added advantage. Willingness to work after hours when required.

**DUTIES** : Key Performance Areas: Responsible for the overall administration of the Chief Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents minutes as well as presentation and attend to other appointments of the Chief Director. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Chief Director. Provide secretarial services to the office of Chief Director. Maintain an effective filing system in the office of the Chief Director. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipment and stationery in the Chief Directorate. Applicants should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.

**ENQUIRIES** : Mr MP Nepfumbada Tel (012) 336 8787  
**APPLICATIONS** : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.

**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 03 October 2008

**POST 38/139** : **CHIEF ADMINISTRATION CLERK**  
(Directorate: Organisational Development)

**SALARY** : R117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 with appropriate office administration experience. Ability to use word processor and spreadsheet applications. Computer and writing skills will be tested before interviews are conducted.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage administration of the Organisation and Management Unit and supervise one administration clerk. Manage the administration of the Job Evaluation process and filing system. Record all JE applications. Arrange and take minutes for all JE Panel meetings. Respond to all general JE queries. Provide JE certificates as applicable and appropriate. Keep information register regarding all JE's and ensure information is current. Provide JE statistics as required.
<b><u>ENQUIRIES</u></b>	:	Mr L Fourie Tel (012) 336 8627
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/140</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN (CIVIL) (2 POSTS)</u></b> Sub-directorate: Water Resource Information)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Hydrometry, Tzaneen
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised National Diploma (T/N-stream Civil) or registered as Engineering Technician (Civil) in terms of section 14 (1) or 14 (2) of the Engineering Profession of South Africa Act, 1990. *Hydrology as a subject. *Extensive experience in and clearly demonstrate a good understanding of and competence in all facets of practices, maintenance methods, data collection techniques, data processing, calibration of gauging weirs and all systems applied to the full spectrum of the Hydrometry field. *Good technical problem-solving abilities. *Appropriate experience field work and formulating and setting of standards. *A sound understanding of Government policies. *Good interpersonal relations, presentation, organising and analytical skills. *Good communication skills (written and verbal). *Computer literacy. *A valid (Code EB) driver's licence and good driving expertise. *Willingness to travel and work away from home for long periods of time.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Calibrate gauging weirs. *Perform data collection and process time series data. *Manage people.
<b><u>ENQUIRIES</u></b>	:	Mr. T Brandt Tel. (015) 307 8600
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/141</u></b>	:	<b><u>WATER POLLUTION CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate three-year tertiary qualification in the Natural/Earth Sciences or equivalent qualification in one of the following fields: Chemistry, Environmental Science, Water Care, Microbiology, and Chemical Engineering. Recommendations: *Knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines. *Good written and verbal communication skills. *An understanding of Integrated Water Resources Management. (IWRM) *An Interest in minimising the impacts from mines, industries, agriculture and urban development. *A valid Code B driver's licence. *Computer literacy. *Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Assess and monitor water resources using policies, strategies and guidelines on water quality management, particularly on urban development, mining, industrial water and waste water management. *Provide professional services in respect of the issuing of water use licenses in terms of the National Water Act, (Act 36 of 1998). *Implement and enforce National Water Act, 36 of 1998, policies and strategies on water quality management, particularly regarding mining, industrial, municipal and agricultural activities. *Manage water quality aspects and impacts at designated catchments. *Establish and sustain effective liaison with Provincial and Local Governments on issues relating to the protection of water resources. *Participate and assist in the development of strategies in the following fields: water quality management, catchment management and national water resource management.
<b><u>ENQUIRIES</u></b>	:	Mr. H.D Mabada, tel. (015) 290 1402
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700

<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/142</u></b>	:	<b><u>SENIOR SECRETARY GRADE IV</u></b> (Directorate: Australasia)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills. Ability to handle confidential matters. Driver's License will serve as an added advantage. Willingness to work after hours when required.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Director. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Provide secretarial services to the Directorate. Maintain an effective filing system in the office of the Director. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and services and ensuring proper control over maintenance of all equipments and stationery in the Directorate. Applicant should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.
<b><u>ENQUIRIES</u></b>	:	Ms S Naidoo Tel (012) 336 8981
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Mrs C Mazibuko, ZwaMadaka Building Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/143</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (INTERNATIONAL RELATIONS) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and appropriate experience in administration within the government environment. Experience or knowledge of International Relations. Water Resources Management will be advantageous. Excellent interpersonal and communication (written and verbal) skills. Good liaison and organizational skills. Office administration and project management skills. Knowledge and experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet. A valid driver's licence. Applicants should be willing to travel extensively.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide administrative assistance and work closely with staff in International Relations in the region and in global forums. Coordinate with admin activities and support in organising and facilitating project/programme data information. Liaise with department officials and other stakeholders on International Relation matters. Respond to and refer correspondence of the office. Provide general administrative, logistical and secretarial support. Assist with preparation for meetings, workshops and other appointments of office. Assist to write reports and system filing to office documents and presentations (manually and electronically).
<b><u>ENQUIRIES</u></b>	:	Mr G Morake Tel (012) 336 6985
<b><u>APPLICATIONS</u></b>	:	The Director General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C. Mazibuko, ZwaMadaka Building Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/144</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK POST DETAILS: 793200/80151/1</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Area Office Potchefstroom
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or an equivalent qualification plus five years appropriate experience. Good writing and communication skills. Valid driver's licence.

<b><u>DUTIES</u></b>	:	Computer literacy (MS Word, Excel). Knowledge of PERSAL, SAP, budgeting, transport administration and supervisory skills.
<b><u>ENQUIRIES</u></b>	:	Key Performance Area: Ensure that all Financial, Supply Chain and Human Resource procedures and policies are adhered to. Manage SAP, PERSAL systems and budgeting. Ensure that records of financial transactions are kept up to date. Ensure that proper measures are in place for the safe-keeping of State assets. Responsible for Financial, Supply Chain, Human Resource and Transport management and administration. Supervise sub-ordinates.
<b><u>APPLICATIONS</u></b>	:	Miss R. de Villiers, Tel (018) 297 3867
<b><u>FOR ATTENTION</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520
<b><u>CLOSING DATE</u></b>	:	Miss R. de Villiers 03 October 2008
<b><u>POST 38/145</u></b>	:	<b><u>CHIEF WATER CONTROL OFFICER POST DETAILS: 793200/80103/1</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Upper-Vaal (Standerton)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Grade 10 with 8 years appropriate experience. A valid driver's license. The following departmental courses must be successfully completed: Water Measurement course, Water Distribution course, Water Test course, Water Resource Management course and Dam Control course and Inland Boat Handling course. Applicants must have a mathematical background and good verbal and written communication skills. Computer literacy. Appropriate experience in Catchment Management will be essential. Certified proof must be submitted of the above requirements. No faxes accepted.
<b><u>DUTIES</u></b>	:	Key Performance Area: The successful candidate will be responsible by using GPS, maps and satellite images, identify and investigate possible unlawful water works in his/her and sub-ordinates areas. Monitor and control water abstraction. Undertake inspection of dams in accordance with dam safety legislation. Travel extensively in the execution of their duties. Assist in catchment area management, water meter readings and monitor water use in the area. Assist Water Quality with taking of water samples by handling the departmental boat. Management and supervision of sub-ordinates. Train and evaluate sub-ordinates and promote Occupational Health and Safety on an ongoing basis. Promote job satisfaction and optimal utilization and development of sub-ordinates. Assist in various water related tasks in the Water Control Division office at Upper-Vaal.
<b><u>ENQUIRIES</u></b>	:	Mr. G.Young. Tel (016) 371-3082 (fax) (016) 371-1746. E-mail <a href="mailto:youngg@dwaf.gov.za">youngg@dwaf.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Control Water Control Officer, Water Resource Management Office, Department of Water Affairs and Forestry, P.O. Box 238, Deneysville, 1932
<b><u>FOR ATTENTION</u></b>	:	Mr. G. Young
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/146</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER</u></b> Directorate Talent Management
<b><u>SALARY</u></b>	:	117 501 per annum
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	The applicant must be in possession of Grade 12 certificate and more than 10 years relevant experience in the co-ordination and quality checking of assessment documents. A National Diploma in Human Resource Management plus knowledge in Performance Management systems will be an added advantage. Good writing and communication skills, Presentation skills, computer literacy (Ms Word, Excel and PowerPoint) and understanding of Persal. Incentive Policy Frameworks.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbent will be required to work as a team member in rendering professional administrative functions in the section Performance Management and Development. He/She will provide professional administrative function (draft agendas; scheduling meetings; minute taking, preparation of relevant documentation, etc.) within the Performance Management and Development sub-directorate. Do quality check of performance assessment documentation. Compiling and updating of databases. Provide training on PMDS matters. Ensure timeous reminder for submission of relevant statistics. Provide monthly statistics. Accurate filing system and record keeping.
<b><u>ENQUIRIES</u></b>	:	Ms S. Mbongwa (031) 336 2819

**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** : 17 October 2008

**POST 38/147** : **PROJECT MANAGER (2 POSTS) POST DETAILS: 792400/80087/1&2**  
(5 Year fix-term Contract)

**SALARY** : R117 501 per annum

**CENTRE** : Regional Office Gauteng - Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification. Relevant working experience in management of Alien Invasive Plants Programmes. Knowledge of project management. Computer literate. A valid driver's licence. Willingness to travel extensively. Understanding and knowledge of PFMA, Public Service prescripts and CARA. Recommendations: GPS and mapping/map reading skills. Herbicide, biological control and chainsaw knowledge. Good people management skills. Administrative and financial skills.

**DUTIES** : Key Performance Areas: Facilitate the development of project clearing plans and annual plans of operations. Oversee and co-ordinate project technical operations and work standards. Manage project budget. Oversee training and social development programmes. Liaise with relevant stakeholders and land owners/users. Conduct field inspections to ensure compliance to Working for Water norms and standards.

**ENQUIRIES** : Mr. C. Sambo Tel. (012) 392-1459

**APPLICATIONS** : The Acting Regional Director: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001

**FOR ATTENTION** : Ms K. Mathole

**POST 38/148** : **COMMUNITY DEVELOPMENT OFFICER**

**SALARY** : R94 326 per annum

**CENTRE** : Levuvhu/Letaba-Tzaneen

**REQUIREMENTS** : \*A recognised three-year tertiary qualification, preferably in Social/Economic Science or equivalent tertiary qualification plus relevant experience of one to two years in institutional establishment and management. \*Knowledge of the National water Act, policies and regulations relating to water resource management. \*A good understanding of the water management institutions (WUAs and CMA). \*Knowledge of the principles of community development participation and capacity building approaches as applied to socio-economic development. \*Ability to analyse public participation process. \*Ability to communicate in local official languages like Tshivenda, English, Xitsonga, Sepedi and Afrikaans. \*Computer literacy. \*Code 08 driver's licence. \*Willingness to travel.

**DUTIES** : Key Performance Areas: \*Provide guidance and support with regard to the establishment of the WMIs (WUAs and CMA). \*Ensure adequate public participation and that awareness programmes are adequately done on implementation of WRM projects. \*Ensure the sustainability of WMIs through capacity building support. \*Facilitate and monitor the activities of the WMIs.

**ENQUIRIES** : Mr. I Raphaelalani, tel. (015) 290 1251

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

**FOR ATTENTION** : Mr. M.J Nzima

**CLOSING DATE** : 13 October 2008

**POST 38/149** : **SENIOR ADMINISTRATION CLERK GRADE III**  
(Directorate: Organisational Development)

**SALARY** : R94 326 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 with appropriate experience in filing system and managing stationery stores. Ability to use word processor and spreadsheet applications. Computer and writing skills will be tested before interviews are conducted

**DUTIES** : Key Performance Areas: The successful applicant will be responsible for preparation of file covers, the storage and retrieval of JE Evaluation, project, circular and other correspondence files for the sub-directorate: Organisation and Management Support (OMS). Ensure there is sufficient stationery. Responsible for faxing, photocopying and other administrative duties. Management of



		incoming and outgoing mail. Providing refreshments for Job Evaluation Panel meetings. Taking minutes at OMS meetings.
<b><u>ENQUIRIES</u></b>	:	Mr L Fourie Tel (012) 336 8627
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/150</u></b>	:	<b><u>SENIOR ADMINISTRATIVE CLERK (2 POSTS)</u></b> (Directorate: Water Allocation)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus relevant experience. Computer literacy, good verbal and written communication skills. Knowledge of the provisions of the National Water Act, 1998 (Act 36 of 1998).
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the following: Receiving of applications for the water use authorisation from the Regional Offices. Liaising with Records Management Component and ensure efficient opening and provision of files for water use licence applications. Compilation and routing of submissions to the Delegated Authority. Maintaining and updating of the water use authorisation data. Ensuring the safe keeping and archiving of all records relating to the water use authorisation. Conveying and recording all the information relating to water use entitlement as requested by the Regional offices and the members of the public from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr. MS. Mahlangu, Tel: 012 336 7677
<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/151</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE III</u></b> (Directorate: Water Management Institution Governance)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate (or equivalent) plus general administration and financial management experience. Knowledge and understanding of PFMA, Treasury Regulations, Provisioning Systems and BAS. The ability to work in a multidisciplinary team. Good verbal and written communication and interpersonal skills. Knowledge and understanding of Supply Chain Management. Ability to work under pressure, independently and Computer literacy (Ms Excel, Ms Power point, Ms Word and Ms Outlook). An understanding of Public Finance Management Act. Valid code 8 driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assist the head of support services of the Directorate with organising, managing, controlling and monitoring of budget, stores, registry and office equipments. Ensure efficient provisioning services. Managing, controlling and monitoring of budget, as well as personnel matters. Processing of claims, S&Ts, Requisitions and checking the validity, correctness and completeness of supporting documents. Handle enquiries from suppliers and other stakeholders. Making accommodation and travelling arrangements for officials and Council members. Arranging and scheduling meetings for the Directorate. Organising of conferences and symposiums. Taking minutes during meetings if required. Inventory control, purchasing and acquiring of stationery and office equipments.
<b><u>ENQUIRIES</u></b>	:	Mr SM Mello, Tel (012) 336-8473
<b><u>APPLICATIONS</u></b>	:	Director-General, Department: Water Affairs and Forestry, P/Bag X 313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/152</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK</u></b> (Directorate: Options Analysis)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate, typing skills, computer literacy plus appropriate experience are a requirement. Language and good communication skills (written and verbal) as well as accuracy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for providing support services to Chief Engineers and their engineering staff. Checking and processing of accounts rendered by consultants. The control of monthly budget expenditure on studies, typing, filing photocopying and binding documents, completing overtime claim form, attending queries, procure services/goods in accordance with the PAS, receiving, collecting, sorting and distributing publications, internal and external mail, and other documents, inventory control, telephonic support and general office administration.
<b><u>ENQUIRIES</u></b>	:	Ms C S Khunou, Tel (012) 336 8852
<b><u>APPLICATIONS</u></b>	:	Director-General, Department: Water Affairs and Forestry, P/Bag X 313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/153</u></b>	:	<b><u>CHIEF AUXILIARY SERVICES OFFICER</u></b> Sub-directorate: Water Resource Information
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Hydrometry, Tzaneen
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate with Mathematics and Earth Science as subjects. *Appropriate knowledge of and practical experience in hydrological data capturing and processing, editing and auditing (quality control) with the use of the Hydstra software package. *Preference will be given to applicant with relevant knowledge. *Proven ability to operate independently. *Basic maintenance knowledge. *Proven ability to manage people. *Good communication skills. *High degree of computer literacy and skilful in the use of various Windows-driven programmes, such as MS Excel, Word and PowerPoint, etc. *Good leadership qualities. *Valid Code 08 driver's licence. *Willingness to travel and to be away from home for long periods of time.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Supervise the processing and evaluation of hydrological data. *Assist in the execution of prescribed quality controls on captured data. *Ensure incoming tasks are assigned to the appropriate employees. *Provide good hydrological data and relevant information products to the public and other data users on request. *Procure data for technical reports. *Liaise with technical staff, ensuring reliable hydrological source documents.
<b><u>ENQUIRIES</u></b>	:	Mr. T Brandt Tel. (015) 307 8600
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/154</u></b>	:	<b><u>GIS OPERATOR</u></b> (5-year contract)
<b><u>SALARY</u></b>	:	R94 326 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Tzaneen
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year tertiary qualification in Geography, Environmental, Development Planning, Forestry, Nature Conservation and Natural Sciences. *Proven above-average computer proficiency in Arc View, Arc GIS or related software packages and knowledge of MS Word, Excel, PowerPoint and Outlook, including the Internet. *Good written and verbal communication skills. *Planning skills in Nature Resource Management within the water and environmental sectors. *Knowledge of the legislative context of alien plant clearing and clearing methods. *A proven analytical, systematic and meticulous approach to work tasks. *Computer literacy. *Extensive knowledge of all applicable legislation, the Public Service Act, Compensation of Injuries and Disease Act, Environmental Management Act, National Water Act, CARA and PFMA. *A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Maintain, populate and upgrade WfW spatial database. *Provide support to the Area Manager and Data Manager by populating, upgrading and maintaining spatial and non-spatial data. *Generate maps for the water management areas and annual plans. *Administer clearing contracts for mapping and data for the water management area. *Proactively identify discrepancies in contract maps. *Consolidate contract data for monthly KPIs.

**ENQUIRIES** : Mr. W Roux, Tel. (015) 290  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700  
**FOR ATTENTION** : Mr. M.J Nzima  
**CLOSING DATE** : 13 October 2008

**POST 38/155** : **SENIOR ADMINISTRATION CLERK GR. III**  
Sub-Directorate: Water Resource Information

**CENTRE** : Hydrometry, Tzaneen  
**SALARY** : R94 326 per annum  
**REQUIREMENTS** : \*Grade 12 certificate or equivalent qualification or an appropriate three-year Certificate/Diploma plus appropriate experience according to qualification with good written and verbal communication skills. \*At least two years' practical experience in reception and office administration duties. \*Minute taking skills. \*Computer literacy and good interpersonal relations will be to the candidate's advantage. \*Able to work in an environment where confidentiality is crucial. \*A valid Code EB driver's licence.

**DUTIES** : Key Performance Areas: \*Receive visitors and general office administration duties, including taking minutes and provide secretarial support at meetings. \*Perform the duties of the Chief User Clerk and control and manage the filing of records/documents, faxing, photocopying and binding. \*Make flight and accommodation bookings. \*Registration and manage the upkeep of relevant registers. \*Co-ordinate workshops and schedule meetings. \*Handle routine correspondence and enquiries. \*Capture and control face value documents on PERSAL and BAS.

**ENQUIRIES** : Ms. A Nienaber Tel. (015) 307 8600  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700  
**ATTENTION** : Mr. M.J Nzima  
**CLOSING DATE** : 13 October 2008

**POST 38/156** : **WATER CONTROL OFFICER POST DETAILS: 793200/80102/1**  
(Stationed at Reitz)

**SALARY** : R94 326 per annum  
**CENTRE** : Upper-Vaal (Reitz)  
**REQUIREMENTS** : Grade 12 or Grade 10 with 8 years appropriate experience. A valid driver's license. The following departmental courses must be successfully completed: Water Measurement course, Water Distribution course, Water Test course, Water Resource Management course and Dam Control course. Applicants must have a mathematical background and good verbal and written communication skills in both Afrikaans and English. Computer literacy. Appropriate experience in Catchment Management will be a recommendation. Certified proof must be submitted of the above requirements. No faxes accepted.

**DUTIES** : Key Performance Area: The successful candidate will be responsible by using GPS, maps and satellite images, identify and investigate possible unlawful water works in their areas. Monitor and control water abstraction. Undertake inspection of dams in accordance with dam safety legislation. Assist with water registration and issuing of water licenses. Travel extensively in the execution of their duties. Support water utilization and water resource strategy. Assist in catchment area management and monitor water use in the area. Interact with water users and farmers in their respective areas. Assist in various water related tasks in the Water Control Division office at Upper-Vaal.

**ENQUIRIES** : Mr. G.Young. Tel (016) 371-3082 (fax) (016) 371-1746  
**APPLICATIONS** : Control Water Control Officer, Water Resource Management , Department of Water Affairs and Forestry, P.O. Box 238, Deneyville, 1932  
**FOR ATTENTION** : Mr. G. Young  
**CLOSING DATE** : 03 October 2008

**POST 38/157** : **ARTISAN / SENIOR B-GROUP: CIVIL POST DETAILS: 793200/80102/1**

**SALARY** : R94 326 per annum  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Grade 12 or equivalent qualifications. Completed Apprenticeship and proof of passing a trade test, or Certificate issued under the provisions of the Manpower

<b><u>DUTIES</u></b>	:	Training Act. A valid Code 10/08 drivers license. Five years appropriate experience. Prepared to work overtime.
	:	Key Performance Area: Knowledge of erection of shuttering, concrete works, steel reinforcing (binding and placing), erection and maintenance of buildings, laying of pipes, maintenance, construction and repairs to canals as well as drainage canals. Training of, supervision over and advice to skilled and unskilled workers. Be able to interpretate structure plans, work out quantities and build structures according to specifications.
<b><u>ENQUIRIES</u></b>	:	Mr MJD Ackerman, Tel (018) 297 3867
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJD Ackerman
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/158</u></b>	:	<b><u>SENIOR PROVISIONINGADMINISTRATION CLERK GRADE II</u></b> (Transport Administration)
<b><u>SALARY</u></b>	:	R 76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A senior certificate (Grade 12) with general experience in administration. Good verbal and written communication skills. Basic computer literacy. Good interpersonal relations. Must be able to work under pressure and handle conflict.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administration of monthly log sheets for payment of fuel allowance for subsidised motor transport. Assist with insurance related matters. Answering of general queries related to the above.
<b><u>ENQUIRIES</u></b>	:	Ms R Kruger, Tel (012 336 7590)
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag x313, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/159</u></b>	:	<b><u>SENIOR PERSONNEL OFFICER</u></b> (Directorate: Talent Management)
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent qualifications plus appropriate experience in Provisioning Administration. Knowledge of Public Finance Management Act (PFMA) and procurement regulations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Completion of VA2 for required items and services needed. Call suppliers for quotations. Be aware of the specification or samples. Verify and sign when receiving items from the suppliers. Compile memorandum for payments, incoming and outgoing stores for correctness, quality and quantity. Ensure that all orders are timorously placed and distributed accordingly. Adhere to Provisioning Administration System or Logistical Information System. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the department HRM Policies, systems, regulations, guidelines, resolutions and other prescripts. Writing of submissions and other correspondence. Handling of all HRM administration functions in the Unit.
<b><u>ENQUIRIES</u></b>	:	Mr TD Muzwayine Tel (012) 336 7459
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/160</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GR II</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate or equivalent qualification plus relevant experience. *Computer literacy. *Excellent administrative, organisational and communication skills. *Able to work under pressure and as a member of a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Prepare payments for cellular phones. *Liaise with relevant suppliers regarding office machines. *Perform maintenance at the office building. *Liaise with the relevant stakeholders on office accommodation. *Record and control stationery. *Be responsible for requisition and purchasing of

		goods and services. *Book venues for meetings and workshops. *Pay emergencies and rental services. *Respond to and draft routine internal and external correspondence letters. *Book travel and accommodation for staff members. *Perform general office administration duties.
<b><u>ENQUIRIES</u></b>	:	Mr. MD Motala, tel. (015) 290 1318
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/161</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GR II (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate or equivalent qualification plus relevant experience. *Computer literacy. *Good written and verbal communication skills. *Good Interpersonal relations. *Good telecommunication management skills. *Able to work under pressure and as a member of a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Operate the switchboard by answering incoming and outgoing calls. *Take messages when officials are unavailable. *Compile and update the internal telephone directory. *Ensure dynamic communication with internal clients, stakeholders and the general public. *Operate the fax machine. *Perform general office administration duties.
<b><u>ENQUIRIES</u></b>	:	Mr. MD Motala, tel. (015) 290 1318
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/162</u></b>	:	<b><u>SENIOR SECRETARY GR II (OFFICE OF THE CHIEF DIRECTOR</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate or equivalent qualification with appropriate subjects passed and appropriate secretarial experience. *Computer literate with excellent knowledge of Ms Word, Excel and PowerPoint. *Excellent interpersonal, communication (verbal and written) and organizing skills. Recommendation: A secretarial qualification.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Reporting to the Chief Director: Limpopo Region, incumbent will: *Prepare/manage documents. *Manage incoming calls. *Manage Chief Director's diary. *Manage meetings/workshop arrangements. *Make travelling and accommodation arrangements. *Manage personnel database. *Manage office supplies. *Assist with the management of human resources.
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>ENQUIRIES</u></b>	:	Ms. Matthys A.C. Tel. (015) 290 1237
<b><u>CLOSING DATE</u></b>	:	13 October 2008
<b><u>POST 38/163</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (REVENUE -WARMS SECTION) POST DETAILS: 796200/80085/1</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Regional Office Gauteng - Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with Accounting or Mathematics or equivalent qualification plus appropriate experience in state finance will serve as a recommendation. The following attributes may count in favour of the applicant: Knowledge of SAP, WARMS, Treasury Regulations, Financial Management, the Water Services Act and the National Water Act 1998. Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Capture and update information required by the nation water use billing system. Customer account reconciliations. Customer services. Maintain debtor accounts on the Debtor System. Handle receipts. Generate journal entries. Telephone dunning.
<b><u>ENQUIRIES</u></b>	:	Ms R. Koshane, Tel. (012) 392-1317
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Director: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole

**CLOSING DATE** : 03 October 2008

**POST 38/164** : **SENIOR ACCOUNTING CLERK (RECEIPT MANAGEMENT)**

**SALARY** : R76 194 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : A senior certificate (Grade 12) with accounting as a passed subject. Computer literacy with references to MS word, MS excel is also important. The incumbent must be able to work under pressure. The following will be advantageous: A thorough knowledge of SAP system, National Water Act (Act 36 of 1998) Public Financial Management knowledge.

**DUTIES** : Investigate and capture incoming payments on SAP. Clearing of customers accounts. Posting of payments into customers accounts Clearing of regional general ledger. Reconciliation of customers accounts. Preparing of journals. Preparing of customer refunds Cashier functions.

**ENQUIRIES** : Ms N Khuluse tel 013-759 7387  
**APPLICATIIONS** : The Regional Head: Department of Water Affairs & Forestry, Private Bag x11259 Nelspruit, 1200

**FOR ATTENTION** : MR. MJ Mamba: Human Resources  
**CLOSING DATE** : 03 October 2008

**POST 38/165** : **SENIOR ACCOUNTING CLERK (DEBTS MANAGEMENT)**

**SALARY** : R76 194 per annum  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : A senior certificate (Grade 12) with accounting as a passed subject. Computer literacy with references to MS word, MS excel is also important. The incumbent must be able to work under pressure. The following will be advantageous: A thorough knowledge of SAP system, National Water Act (Act 36 of 1998) Public Financial Management knowledge.

**DUTIES** : Obtain proof of payments. Execute telephone dunning liaise with receipts management on updating the customers accounts. Customer dunning. Adhoc generation. Printing of invoices and statements. Update customer files following the legal action. Debt collection. Monitoring of RTS cases.

**ENQUIRIES** : Ms. N Khuluse tel 013-759 7387  
**APPLICATIIONS** : The Regional Head: Department of Water Affairs & Forestry, Private Bag x11259 Nelspruit, 1200

**FOR ATTENTION** : MR. MJ Mamba: Human Resources  
**CLOSING DATE** : 03 October 2008

**POST 38/166** : **DATA CAPTURER POST DETAILS: 792400/80085/1**  
(5 Year fix-term Contract)

**SALARY** : R76 194 per annum  
**CENTRE** : Regional Office Gauteng - Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Appropriate experience in data capturing. Computer literacy.

**DUTIES** : Key Performance Areas: Quality control, report inconsistencies to Data Manager. Identify gaps and errors in contract documentation and report these to the Data Manager. Manage time effectively to ensure that all information is captured before reporting deadlines. Report progress and backlogs in data capture to the Data Manager. Compile report to assist Data Managers in regional management. Capturing all new employees into the Personnel database. Checking that all contract sheets have been captured correctly when contracts are delivered. Approve/reject contract as complete. Data capturer is accountable for accurate and up to date data capturing and reporting problems.

**ENQUIRIES** : Mr. C. Sambo Tel. (012) 392-1459  
**APPLICATIIONS** : The Acting Regional Director: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001

**FOR ATTENTION** : Ms K. Mathole  
**CLOSING DATE** : 03 October 2008

**POST 38/167** : **SENIOR PERSONNEL OFFICER**

**SALARY** : R64 410 per annum  
**CENTRE** : Nelspruit

<b><u>REQUIREMENTS</u></b>	:	Matric plus relevant experience : Competencies: The incumbent must be computer literate and have extensive knowledge of the following programmes:- MS Word and Excel. Have an understanding of the PMDS in general. Attributes: The incumbent must be dedicated and prepare to work under pressure when a need arises and must have good interpersonal relations.
<b><u>DUTIES</u></b>	:	Manage PMDS database. Administer work plans, reviews and annual reports. Send regular reminders to staff, make logistical arrangements for training workshops and take minutes during sittings of assessment committees.
<b><u>ENQUIRIES</u></b>	:	Mr. AM Mashele tel no. 013-759 7321
<b><u>APPLICATIONS</u></b>	:	The Regional Head: Department of Water Affairs & Forestry, Private Bag x11259 Nelspruit, 1200
<b><u>FOR ATTENTION</u></b>	:	MR. MJ Mamba: Human Resources
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/168</u></b>	:	<b><u>SENIOR GENERAL FOREMAN POST DETAILS: 793200/80100/1</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Area Office Potchefstroom
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification with 5 years appropriate experience. Valid Code 10 driver's licence. Good written and verbal communication skills and orientation of sub-ordinates.
<b><u>DUTIES</u></b>	:	Key Performance Area: Maintenance of gardens and grounds at Area Office. Opening of blocked sewage drains. Supervision of cleaning staff in office. Locking of security gates at the end of the working day. Ensure that the security is on duty at closing time. Safekeeping of equipment and supplies daily. Assist with the cutting and removing of grass, brush, trees from all servitude's as instructed. Operate and maintain equipment such as ride on mower, mowers, brush cutter and spray equipment. Supervise with the cleaning and repair of water supply/distribution system (canals, drains, dams, pipelines, structures etc.) during dry periods. Supervise with the repairing of all fencing as well as installation of new fencing when requires.
<b><u>ENQUIRIES</u></b>	:	Mr. MJD Ackerman, Tel (018) 297 3867
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJD Ackerman
<b><u>NOTE</u></b>	:	Exposure to supervision duties in team context will be in the candidates favour. Supervision of hazardous chemical store.
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/169</u></b>	:	<b><u>SENIOR GENERAL FOREMAN POST DETAILS: 793200/80100/4</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Area Office Potchefstroom
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualifications plus 10 years appropriate experience. Valid driver's licence Code 10 Good written and verbal communication skills and orientation of subordinates. Supervisory skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Spraying of hyacinth with herbicides. Must be able to calibrate the sprayer pumps that are used to combat the hyacinths. Control and supply subordinates with herbicides mixtures for spraying of hyacinth. Control and maintenance of hired vehicle. Correct completion of leave forms. Keep attendance time record daily. Progress Reports in respect of tasks. Submission of time register and leave forms. Collection and safekeeping of equipment and supplies daily. Operating and maintenance of small boats. Erection of cables over Vaal-River..
<b><u>ENQUIRIES</u></b>	:	Mr. MJD Ackerman, Tel (018) 297 3867
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJD Ackerman
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/170</u></b>	:	<b><u>DRIVER II POST DETAILS: 795400/80082/1</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Regional Office Gauteng - Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Valid driver's licence Code 8 is compulsory with PDP. Good verbal and written communication skills.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Transport people for interviews from airport and back. Collecting post from Post Office. Collect files and stationary from the stores. Assist with messenger duties.
<b><u>ENQUIRIES</u></b>	:	Ms K. Mathole Tel. (012) 392-1324
<b><u>APPLICATIONS</u></b>	:	The Acting Regional Director: Gauteng, Department of Water Affairs and Forestry, Private Bag X995, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms K. Mathole
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/171</u></b>	:	<b><u>GENERAL WORKER II (10 POSTS) POST DETAILS:</u></b> <b><u>793200/80098/2,19,21,22,23,24,25,27,28&amp;29</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Area Office Potchefstroom
<b><u>REQUIREMENTS</u></b>	:	ABET. (L1-3) or equivalent qualifications
<b><u>DUTIES</u></b>	:	Key Performance Area: Spraying of hyacinth with herbicides. Assist with herbicides mixtures for spraying of hyacinth. Collection and safekeeping of equipment and supplies daily. Manual removal of hyacinth. Control of small boats. Able to work in a team.
<b><u>ENQUIRIES</u></b>	:	Mr. MJD Ackerman, Tel (018) 297 3867
<b><u>APPLICATIONS</u></b>	:	The Area Manager, Department of Water Affairs and Forestry, Private Bag X 936, Potchefstroom, 2520.
<b><u>FOR ATTENTION</u></b>	:	Mr. MJD Ackerman
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>POST 38/172</u></b>	:	<b><u>PRINCIPAL FOOD SERVICE SUPERVISOR</u></b> (Directorate: Talent Management)
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Roodeplaat Training Centre
<b><u>REQUIREMENTS</u></b>	:	Advanced ABET qualification couple with extensive relevant experience in food service environment
<b><u>DUTIES</u></b>	:	Key Performance Areas: To ensure the adequate provision of food and refreshment to visitors at the training centre and staff supervision. To supervise and support food service staff in preparation of meals and maintenance of kitchen and dinning room. Compiling of menus, ordering and controlling stock. Prepare meals. Identify and request purchase for equipment; responsible for allocating stock for meals to be prepared; make sure that drinks and snacks are prepared for braai and other functions; safekeeping of inventor and other assets in the kitchen.
<b><u>ENQUIRIES</u></b>	:	Ms Gugu Mtolo Tel (012) 808 9566
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Room 610
<b><u>CLOSING DATE</u></b>	:	03 October 2008



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

**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 POST**

**POST 38/173** : **SPECIALIST: ORGANISATION DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 70053804**

Directorate: Human Resource Services

Person Profile: The incumbent must be a problem solver, have customer management skills, have communication skills, written, verbal and responsive, be analytical, process orientation, show initiative

**SALARY** : R217 482 – R252 483 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Appropriate HR or equivalent qualification with either Psychology or Industrials a major. Experience, minimum 2 years organisation development and change management experience.

**DUTIES** : To identify OD and Change Management gaps and needs and counter act by appropriate interventions. Give advice on/and facilitate OD and Change Management interventions for GPG Departments. To conduct continuous research and development of OD interventions and tools. To handle complex and sensitive OD processes and queries. To maintain good customer relations. To quality assure OD reports, processes and service.

**ENQUIRIES** : Mr Tebogo Padi, Tel No: (011) 689 6328

**CLOSING DATE** : 07 October 2008

**POST 38/174** : **PERSONAL ASSISTANT: SERVICE MANAGEMENT REF NO: 70053826**

Directorate: Technical Support Services

Person Profile: Office administration and management. Document management, Planning, organizing.

**SALARY** : R117 501 - R137 976 per annum (Plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric Certificate Secretarial Qualification.

**DUTIES** : To provide administrative, secretarial, clerical, typing and personal support to the Technology support Services-senior Managers and manager. Document management. Appointment management and co-ordination. General assistant. Management of documents frequently used within TSS. Management of TSS financial records. Management, co-ordination and support with regards to specifically assigned meetings. All other roles suitable to a secretarial function as dictated by relevant authority.

**ENQUIRIES** : Vincent Mngqibisa, Tel (011) 689 6979

**CLOSING DATE** : 3 October 2008

**POST 38/175** : **PERSONAL ASSISTANT (DGM) REF NO: 70053784**

Directorate: Communications

**SALARY** : R117 501 – R137 976 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matriculation or equivalent with office management qualification (advantage) and computer applications. Previous office management experience for a Senior Manager, document management, Events/meeting management, organizing, planning, customer relationship management and diary management. Person Profile: The incumbent needs to be results oriented, quality oriented, innovative,

<b><u>DUTIES</u></b>	:	persuasive, customer focused, assertive, professional, self- starter/ self-confident and reliable, pay attention to detail.
	:	To provide efficient and reliable office management, events management, stakeholder liaison and problem management for the GSSC Executive Team. Prepare routine correspondence on behalf of the GM's. Prepare reports and presentations as required. Manage queries/ problems and out pattern office related queries speedily. Manage office events (key meetings and functions) with key stakeholders and end users. Maintain office systems and efficient general office administration. Maintain and enhance the image of the Communications business unit, by providing professional, cordial and efficient verbal and written communication with all points of contact. Develop and maintain accurate office documentation.
<b><u>ENQUIRIES</u></b>	:	Athi Geleba (011) 689-6238
<b><u>CLOSING DATE</u></b>	:	06 October 2008

#### **DEPARTMENT OF HEALTH**

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

#### **OTHER POSTS**

<b><u>POST 38/176</u></b>	:	<b><u>SENIOR STOMATOLOGIST/ SENIOR LECTURER OR LECTURER (DEPT OF OPERATIVE DENTISTRY) REF NO: 70053705</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R407 745 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Medunsa Oral health Centre
<b><u>REQUIREMENTS</u></b>	:	Master's degree in Dental Science. HPCSA registration as a dentist. Minimum of 3 years teaching experience at a tertiary dental institution after completion of the Master's degree. Minimum of 3 years clinical experience after completion of the Master's degree. Research experience.
<b><u>DUTIES</u></b>	:	Teaching and training of pre-graduate students in Direct Restorative dentistry. Direct Restorative, Materials, Paedodontics and Endodontics. Treatment of patients. Research. Departmental activities and administration.
<b><u>ENQUIRIES</u></b>	:	Prof IC de Preez, Tel No: (012) 521 - 4277
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/177</u></b>	:	<b><u>PRINCIPAL SPECIALIST REF NO: 70053661</u></b> Directorate: Family Medicine
<b><u>SALARY</u></b>	:	R407 745 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Dr Sam Agbo Tel No: (011) 876 1700/1813 or 0833208377

<b><u>CLOSING DATE</u></b>	:	07 October 2008
<b><u>NOTE</u></b>	:	Please note that the closing date has changed
<b><u>POST 38/178</u></b>	:	<b><u>SENIOR SPECIALIST/ SENIOR LECTURE (PERIODONTOLOGY AND ORAL MEDICINE) REF NO: 70053707</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R407 745 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BDS or equivalent qualification. MDent (PeOM) or equivalent qualification. Registration with the HPCSA as a dentist and specialist in periodontology and Oral Medicine. Computer skills. Proven interpersonal working skills. Proven research experience. Record of peer-reviewed publications. Extensive expertise in curriculum development. Experience in academic administration and management. Research experience.
<b><u>DUTIES</u></b>	:	Research activities. Teaching and training of undergraduate BDS, BDT and UDOH students. Curriculum development activities. Departmental administration and management. Treating of patients with periodontal disease and oral soft tissue diseases in the department of periodontology and Oral Medicine.
<b><u>ENQUIRIES</u></b>	:	Prof Feller, Tel No: (012) 521 - 4834
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/179</u></b>	:	<b><u>PRINCIPAL MEDICAL OFFICER (4 POSTS) REF NO: 70053664</u></b> Directorate: Family Medicine
<b><u>SALARY</u></b>	:	R344 052 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Ekurhuleni and District Office
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Dr Sam Agbo Tel: (011) 876 1700/1813 or 0833208377
<b><u>CLOSING DATE</u></b>	:	07 October 2008
<b><u>NOTE</u></b>	:	Please note that the closing date has changed
<b><u>POST 38/180</u></b>	:	<b><u>PRINCIPAL DENTIST/LECTURE (PERIODONTOLOGY AND ORAL MEDICINE) REF NO: 70053713</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R344 052 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BDS or equivalent qualification. Registration with the HPCSA as a Dentist. Masters degree in dentistry, preferably in periodontology and oral medicine. Computer skills. Interpersonal working skills. Proven expertise in teaching and training of undergraduate BDS, BDT and UDOH students. Experience in curriculum development. Experience in academic administration and management. Research experience.
<b><u>DUTIES</u></b>	:	Research activities. Teaching and training of undergraduate BDS, BDT and UDOH students. Curriculum development activities. Treating of patients in the Department of Periodontology and Oral Medicine. Department administration and management.
<b><u>ENQUIRIES</u></b>	:	Prof Feller, Tel No: (012) 521 - 4834
<b><u>CLOSING DATE</u></b>	:	02 October 2008

<b><u>POST 38/181</u></b>	:	<b><u>MEDICAL PRACTITIONER (REGISTRARS) (4 POSTS) REF NO: 70053662</u></b> Directorate: Family Medicine
<b><u>SALARY</u></b>	:	R217 482 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	Basic Medical Degree MBBCh 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.
<b><u>DUTIES</u></b>	:	Provision of quality full PHC service package within Ekurhuleni health district.
<b><u>ENQUIRIES</u></b>	:	Dr Sam Agbo Tel No: (011) 876 1700/1813 or 0833208377
<b><u>CLOSING DATE</u></b>	:	7 October 2008
<b><u>NOTE</u></b>	:	Please note that the closing date has changed
<b><u>POST 38/182</u></b>	:	<b><u>MIDDLE MANAGER: RISK FACILITATION REF NO: 70053833</u></b> Directorate: Risk Management
<b><u>SALARY</u></b>	:	R217 482 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	3 years Risk Management/Control/Internal Audit qualification. 3 years experience in the relevant field.
<b><u>DUTIES</u></b>	:	Facilitation, establishment and implementation of an enterprise risk management (ERM), structure, policy and framework. Provision of inputs for the development of a risk management strategy. Integration of risk management into day-to-day activities and all decision making structures of the Department. Supervision and development of staff. Transfer of knowledge in respect of an effective and sustainable process of risk identification, qualification and monitoring to management. Compilation and presentation of comprehensive risk profiles / registers. Monitoring and reporting of risk, recording of decision regarding risks. Implement and maintain the risk management strategy of the department. Conduct quality assurance in respect of risk management processes. Determination of central solutions to common risks. Implementation of BCP for all components of the department. Implementation of internal controls, for example operating policies and procedure manuals aimed at ensuring implementation of risk management strategy and Legislative Framework regulating anti-corruption and fraud prevention, including Code of Conduct. Maintain whistle blowing mechanisms and policy aimed at encouraging employees and members of the public to report corruption.
<b><u>ENQUIRIES</u></b>	:	Mrs. L Mmatli. Tel No: (011) 923-2284
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/183</u></b>	:	<b><u>DENTIST/LECTURER (PROSTHODONTICS) REF NO: 70053711</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	217 482 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BDS or equivalent qualifications. Registration with HPCSA. Postgraduate qualifications will be an advantage. Undergraduate Orthodontic evaluation will be taken into consideration.
<b><u>DUTIES</u></b>	:	Lecturing as undergraduate students. Clinical supervision. Service rendering. Departmental activities. Community service. Research.
<b><u>ENQUIRIES</u></b>	:	Prof Sykes, Tel No: (012) 521 - 4817
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/184</u></b>	:	<b><u>DENTIST/LECTURER (DEPT OF OPERATIVE DENTISTRY) REF NO: 70053703</u></b> Directorate: University of Limpopo
<b><u>SALARY</u></b>	:	R217 482 per annum (plus benefits)

<b><u>CENTRE</u></b>	:	Medunsa oral and Health Centre
<b><u>REQUIREMENTS</u></b>	:	degree in Dentistry (BDS or BChD). Registration with HPCSA as Dentists.
<b><u>DUTIES</u></b>	:	Teaching and training of pre-graduates students in Direct Restorative Dentistry, direct Restorative Materials, Paediatrics and Endodontics. Treatment of patients. Research Departmental activities, administration.
<b><u>ENQUIRIES</u></b>	:	Prof IC du Preez, Tel No: (012) 521 - 4277
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>NOTE</u></b>	:	Criteria based on qualifications, distinctions, awards, clinical, teaching and research experience and performance will be used for short listing and interview scoring. Incomplete application forms without supporting documentation certified ID, HPCSA registration and qualification certificates will be considered.
<b><u>POST 38/185</u></b>	:	<b><u>OPERATIONAL MANAGER: PN.A5 REF NO: 70053834</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R205 563 – R231 363 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in General Nursing and Midwifery. Registration with S.A.N.C. Bcur Degree. Infection Control and Waste Management Trainer. Knowledge and experience in Infection Control policies. Knowledge in communicable diseases, surveillances. Outbreak response and Community Health Nursing. Communication, leadership skills, knowledge and competency of Infection Control and Waste Management Procedures and methods of implementation.
<b><u>DUTIES</u></b>	:	Rendering cost effective, qualitative result orientated service throughout the institution. To ensure safe, clean environment for patients and personnel throughout. Effective management of communicable disease control. Monitor notifiable communicable diseases trend to prevent the occurrence of outbreaks. Management diseases surveillance and generate report thereof. Organise training and liaise with relevant stakeholders e.g. laboratories. Conduct monthly meetings with relevant stakeholders. Ensure availability and implementation of policies, guidelines and protocols. Conduct quarterly monitoring and evaluation of activities across the institution. Develop communicable disease control information to personnel at all levels. Monitor and control infection across the institution. Monitor needle stick injuries trends and keep statistics thereof. Monitor waste segregation and safe disposal across the institutions. Participate in Waste Management Forum meetings and Awareness Campaigns at all levels. Participate in Tuberculosis Committee meeting to ensure compliance. Participate in Quality Assurance and Wound Care meetings.
<b><u>ENQUIRIES</u></b>	:	Ms G. Jojwana, Tel No: (011) 923 2053
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/186</u></b>	:	<b><u>HUMAN RESOURCE MANAGER REF NO: 70053552</u></b> Directorate: Corporate
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	East Rand TB Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr L.S. Mashaba Tel No: (011) 845 6057
<b><u>CLOSING DATE</u></b>	:	07 October 2008
<b><u>NOTE</u></b>	:	Please note that the closing date has changed

<b><u>POST 38/187</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 2 REF NO: 70053712</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R160 470 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa oral health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate degree/ diploma in nursing basic R425 qualification or equivalent qualification that allows registration as a professional nurse with SANC. A post basic nursing qualification in operating theatre, with duration of at least 1 year (R212), accredited with the SANC in the specialty referred to above. Other skills: Strong leadership qualities sound interpersonal and good communication skills are necessary. Organizing and problem- solving skills. Well conversant with the scope of practice of a registered nurse. Knowledge of Public service policies and Regulations. Must be able to work under pressure. Minimum of 14 years appropriate/ recognizable experience in nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in operating theatre after obtaining 1 year post basic qualification in the relevant specialty.
<b><u>DUTIES</u></b>	:	Responsible for provision and supervision of high quality nursing care (pre, peri and post operative nursing care). Must be prepared to work overtime when the need arises. Mentoring and teaching of students and personnel. Ensure adherence to Batho Pele principles. Membership of various committees which promote quality nursing care. Work within an integrated multiprofessional team. Knowledge of public sector regulations and relevant legislative framework. Responsible for good record keeping. Prevention and control of infections according to the relevant policies.
<b><u>ENQUIRIES</u></b>	:	Ms Iris Makgatho, Tel No: (012) 521 - 5869
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/188</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT TO DISTRICT FAMILY PHYSICIAN REF NO: 70053904</u></b> Directorate: Family Medicine
<b><u>SALARY</u></b>	:	R145 920 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	JHB Metro
<b><u>REQUIREMENTS</u></b>	:	Diploma or Degree in Administration or Management. Excellent computer literacy in MS Word, Excel, PowerPoint, and E-mail. Excellent verbal and written communication skills. Management, leadership and listening skills. Ability to work under pressure, plan, priorities and organise a fluctuating workload. Minimum of five years relevant experience.
<b><u>DUTIES</u></b>	:	Provide high quality support to the acting District Family Physician including accompanying the District Family Physician to ensure adequate recordkeeping in accordance with the regulatory framework and guidelines relating to office functions and the schedule of the District Family Physician. Responsible for overall management controls including supervising secretarial staff and co-ordinating general office operations including meetings, budgets and liaison of office with other parts of the organization. Manage and prioritise matters that require the District Family Physician's attention. Assist with reporting on progress in terms of deadlines and outstanding tasks. Liaising and interacting with academic and admin staff, stakeholders and suppliers. Ability to maintain confidentiality and handle sensitive matters. Responsible for co-ordinating various meetings and supporting minute taking, preparing letters, reports, invitations, documents and presentations. Record and save information and correspondence in developed physical and electronic format. Travel arrangements. Manage HR, Budget and Financial matters in the office of the District Family Physician.
<b><u>ENQUIRIES</u></b>	:	Mrs. Premilla Morar, Tel No: 011 694-3710 or <a href="mailto:shabir@drmoosa.co.za">shabir@drmoosa.co.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/189</u></b>	:	<b><u>SKILLS DEVELOPMENT CO-ORDINATOR REF NO: 70053774</u></b> Directorate: Emergency Medical Services
<b><u>SALARY</u></b>	:	R145 920 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Midrand
<b><u>REQUIREMENTS</u></b>	:	Relevant Degree / Diploma with at least 3 years relevant experience. The incumbent must also have good presentation and interpersonal skills. Driver's licence will be an added advantage.

<b><u>DUTIES</u></b>	:	Co-ordinate research and develop workplace skills plan. Co-ordinate training and PMDS, attendance of workshops, seminars and conferences. Conduct orientation & induction, assist with ABET and learnership programmes, report writing, conduct skills audit, be responsible for the implementation and co-ordination of Employment Equity and facilitate the processing of special leave.
<b><u>ENQUIRIES</u></b>	:	Ms. N.Z. Mhlari, Tel No: (011) 564 - 2018
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/190</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER-WELLNESS REF NO: 70053887</u></b> Directorate: Human Resource This is re advertisement post
<b><u>SALARY</u></b>	:	R145 920 – 169 410 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital / surgical Division
<b><u>REQUIREMENTS</u></b>	:	BA Social work. Registration with SACSSP. Employee wellness experience and 3 years therapeutic experience. Code 8 drivers license.
<b><u>DUTIES</u></b>	:	Develop and manage the wellness unit. Ensure provision of counseling and support of personnel affected or infected with HIV/AIDS and trauma debriefing sessions. Lead employee wellness campaign and workplace violence within the institution. Represent the hospital in relevant department structures. Implement occupational injuries and diseases policies and regulations. Have group work and presentation skills. Compile monthly reports and statistics.
<b><u>ENQUIRIES</u></b>	:	Mr V.Adoons: (011) 933 – 9302
<b><u>CLOSING DATE</u></b>	:	09 October 2008
<b><u>POST 38/191</u></b>	:	<b><u>SENIOR PHYSIOTHERAPIST REF NO: 70053554</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	East Rand TB Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Dr N.D. Sithole Tel No: (011) 845 6004
<b><u>CLOSING DATE</u></b>	:	07 October 2008
<b><u>NOTE</u></b>	:	Please note that the closing date has changed
<b><u>POST 38/192</u></b>	:	<b><u>HUMAN RESOURCE OFFICER REF NO: 70053553</u></b> Directorate: Corporate services
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	East Rand TB Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 DPISA. 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.
<b><u>ENQUIRIES</u></b>	:	Mr J.M. Rampheri Tel No: (011) 845 6083

<b><u>CLOSING DATE</u></b>	:	07 October 2008
<b><u>NOTE</u></b>	:	Please note that the closing date has changed
<b><u>POST 38/193</u></b>	:	<b><u>FINANCIAL CONTROLLER REF NO: 70053775</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R117 501 – 136 419 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 years degree / diploma in Finance plus relevant experience or Grade 12 with extensive relevant experience. Computer literacy. Thorough knowledge of Public Finance Management Act (Act 1 of 1999), Treasury Regulations, Division of Revenue Act and Basic Accounting System.
<b><u>DUTIES</u></b>	:	Monitor and analyse expenditure reports of all institutions and offices in Region C. Ensure that the financial allocations of transactions for all institutions are correct. Provide training and support to all institutions and offices in Region C. Ensure that Institutions and Offices submit accurate monthly financial reports. Assist with the cash flow management for the Department. Prepare monthly and periodic expenditure reports for management. Ensure compliance to PFMA and DORA reporting requirements. Monitor & clear unallocated and IRC accounts on a monthly basis.
<b><u>ENQUIRIES</u></b>	:	M.J. Baytopp, Tel No: (011) 355 - 3337
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/194</u></b>	:	<b><u>CHIEF ADMIN CLERK REF NO: 70053835</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification. 3-5 years relevant experience in support services. (Linen stores and cleaning sections). Good computer and communication and procedures applicable in support services.
<b><u>DUTIES</u></b>	:	Provide supervision function for linen and cleaning section, planning and preparation for inventory, purchasing of linen and compiling of linen registry. Liaise with laundry continuously, maintain hotel standard in terms of cleaning and linen management.
<b><u>ENQUIRIES</u></b>	:	Ms Matshaba, Tel No: (011) 923 2197
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/195</u></b>	:	<b><u>FINANCIAL CONTROLLER REF NO: 70053701</u></b> Chief Directorate: Ekurhuleni – Sedibeng Health Region
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Natalspruit Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10 (Grade 12) Certificate. 5 years experience in finance. Knowledge of the PFMA and Treasury Regulations. Knowledge of aspects specifically related to Accounts Control, Expenditure payments, PERSAL/BAS. Computer Literacy.
<b><u>DUTIES</u></b>	:	Dealing with authorizing payments, reconciling of supplier statements. PERSAL/BAS and monthly financial reporting (IYM). Monthly projections, and monthly reconciliations of relevant Transversal System (BAS, SAP and PERSAL). Supervise the expenditure department. Make follow ups of supplier payments with GSSC. Reconciliation of supplier accounts. Ensuring quality of service through planning, controlling, and monitoring of allocated budget. Coordinating PMDS and promoting training and development of all staff. Respond to queries from Auditor General.
<b><u>ENQUIRIES</u></b>	:	Mr. C.M. Riba, Tel No: (011) 389 - 0589
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/196</u></b>	:	<b><u>ASSETS, REPAIR AND MAINTENANCE OFFICER REF NO: 70053702</u></b> Chief Directorate: Ekurhuleni-Sedibeng Health Region
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Natalspruit Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Appropriate experience. Computer literate. Wide knowledge on Microsoft Excel. Good communication skills (verbal and oral). Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Bar-coding and capturing of new assets on assets register (BAUD). Control all assets movement, i.e. 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 a stock verification. To keep record of items sent in and out of the institutions. To keep track and do follow ups on assets that have been sent out for repairs (External and Internal). Schedule meetings with equipments users to monitor equipment performance. To avail information to management on monthly basis regarding expenditure and the number of assets repaired. Any other duties related to assets management within the institution.
<b><u>ENQUIRIES</u></b>	:	Mr. C.M. Riba, Tel No: (011) 389 - 0589
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/197</u></b>	:	<b><u>SENIOR RADIOGRAPHER REF NO: 70053714</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral health Centre
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Radiography (NDip Rad). Experience in modern imaging techniques (CT/ Digital). Computer literacy. Good communication skills.
<b><u>DUTIES</u></b>	:	Practical demonstration of radiographic techniques and training of all undergraduate students in Maxillofacial and Oral Radiology. Supervision of clinical sessions. Radiography service rendering. Quality control of radiographic service. Classroom and chairside teaching. Administration of Radiology services.
<b><u>ENQUIRIES</u></b>	:	Prof Noffke, Tel No: (012) 521 – 4902/3
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/198</u></b>	:	<b><u>SENIOR DENTAL TECHNICIAN REF NO: 70053708</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Diploma in dental technology or B tech degree in dental technology and registration with the dental technician council. Good human relations. Must have at least 2-3 years experience in a dental laboratory.
<b><u>DUTIES</u></b>	:	Constructing of qualify removable prosthesis/and or fixed prosthesis. Assist registrar with lecturing of under-graduate students in prosthetic techniques.
<b><u>ENQUIRIES</u></b>	:	Mr. Piet Prinsloo, Tel No: (012) 521 - 4948
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>NOTE</u></b>	:	NB the interview will be conducted in two stages i) A bench test to determine technical ability.ii) an oral interview. The weighting of the two will be as follows: i) Bench test 60% ii) Oral interview 40%.
<b><u>POST 38/199</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 3 REF NO: 70053709</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R177 318 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate degree/diploma in nursing basic R425 qualification or equivalent qualification that allows registration as a professional nurse with SANC. Organizing and problem solving skills. Strong leadership qualities, sound interpersonal and good communication skills. Ability to act promptly during emergency. Experience of 10 years appropriate/recognizable experience after registration as professional nurse with SANC in general nursing.
<b><u>DUTIES</u></b>	:	Knowledge of public sector regulations and relevant legislative frame work. Implement and promote the implementation of Batho Pele Principles. Adherence to infection control policies/guidelines and protocols. Assist and interpret procedures/operation to obtain informed consent form from the health care users. Effective and efficient management of emergency patient care. Ensure emergency patient care preparedness (checking and control of emergency equipments).safe keeping and administration of drugs. Responsible for day to day functioning of staff members in clinical areas. Must be prepared to work overtime if the need arises. Membership of various committees which promote quality nursing care.
<b><u>ENQUIRIES</u></b>	:	Ms Iris Makgatho Tel No: (012) 521 - 5869
<b><u>CLOSING DATE</u></b>	:	02 October 2008

<b><u>POST 38/200</u></b>	:	<b><u>SECRETARY REF NO: 70053801</u></b> Directorate: Revenue, Patient Administration and Contract management
<b><u>SALARY</u></b>	:	R94 326 – 109 515 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, Secretarial Courses & relevant experience. Computer literacy. Communication skills, interpersonal relations, business writing, minute taking. Must have ability to work under pressure.
<b><u>DUTIES</u></b>	:	Coordinate; provide logistical & secretarial support to the Directorate. Develop & maintain a document management system. Manage flow of documents between the Director's office, sub-directorates & external clients. Manage office supplies & equipment within the Directorate. Develop & maintain an efficient & effective filing system within the Directorate. Take minutes during the meetings. Manage petty cash. Order stationery. Perform duties assigned by the Director & Deputies from time to time. Handling telephone calls. Type documents in the required standard. Arrange visitor parking, meetings. Assist with any other general duties.
<b><u>ENQUIRIES</u></b>	:	A.C. Maseko, Tel No: (011) 355 - 3829
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/201</u></b>	:	<b><u>HUMAN RESOURCE OFFICER (10 POSTS)</u></b> Directorate: Emergency Medical Services
<b><u>SALARY</u></b>	:	R94 326 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	2x Ekurhuleni-70053802/1; Westrand-70053802/2; 2x City of Johannesburg-70053802/3; Sedibeng-70053802/4; Tshwane-70053802/5; Metsweding-70053802/6; Odi-70053802/7; and Themba-70053802/8
<b><u>REQUIREMENTS</u></b>	:	A grade 12 qualification and relevant HR experience. Knowledge of PERSAL, HR prescripts and procedures, organizational, communication skills and computer literacy and ability to capture information accurately.
<b><u>DUTIES</u></b>	:	Handle all administrative processes regarding HR at a regional office for submission to EMS Head Office. Handle all HR related correspondence in the Region, make PERSAL enquiries. Update registers and statistics on regular basis, liaise with EMS Head Office on HR issues, monitor compliance with HR legislative prescripts; render human resources administrative support and information service. Verification of documents for submission to Head Office.
<b><u>ENQUIRIES</u></b>	:	Ms. N.Z. Mhlari, Tel No: (011) 564 - 2018
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/202</u></b>	:	<b><u>OFFICE SECRETARY REF NO: 70053905</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	JHB Metro
<b><u>REQUIREMENTS</u></b>	:	Diploma office in Office Administration or any other equivalent qualification. Minimum of two years relevant experience. Excellent writing and listening skills as well as computer literacy (Ms Word, Excel, Powerpoint and E-mail).
<b><u>DUTIES</u></b>	:	Provide secretarial and administrative tasks to the District Family Physician in accordance with the regulatory framework and guidelines relating to general office functions. Assist with office maintenance including certain domestic duties. Manage diaries and meeting schedules. Manage incoming and outgoing calls and faxes. Manage documents by developing and maintaining a proper filing and record system, photocopying, typing etc. Collect and disseminate information. Order stationery and sundry supplies. Organize venues, catering and other resources for events. Ensure safekeeping of all documentation and equipment in the office in line with relevant legislation or policies.
<b><u>ENQUIRIES</u></b>	:	Mrs. Premilla Morar, Tel No: 011 694-3710 or <a href="mailto:shabir@drmoosa.co.za">shabir@drmoosa.co.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/203</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER (3 POSTS) REF NO: 70053836</u></b> Directorate: Human Resource
<b><u>SALARY</u></b>	:	R94 326 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. 2-5 years practical experience in Human Resource department. Extensive knowledge of PERSAL system. Computer literate (Word, PowerPoint and Excel). Knowledge of Acts and Regulations

		applicable in Human Resource Department. Knowledge of PILLIR Policy and procedure is essential. Good communication and report writing skills. Ability to work under pressure and to meet departmental deadlines.
<b><u>DUTIES</u></b>	:	Ensure strict adherence to Human Resource policies and procedures. Human Resource Administration : Appointments, transfers, Leave, Service terminations, Housing and PMDS. Attending to Audit queries, injury on duty and all types of Salary Administration. Provide support to employees on the implementation of service benefits, Performance Management Policies and other Human Resource related issues. Render general Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Mrs. P.M. Marota, Tel No: (011) 923 2069
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/204</u></b>	:	<b><u>DENTAL ASSISTANT: AUXILIARY SERVICE (5 POSTS) REF NO: 70053710</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R76 194 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Std 10 Certificate. National certificate in dental assisting from the University Technology /any other accredited training institution. Proof of current registration with HPCSA. At least 10 yrs experience in dental assisting. Good leadership and problem-solving skills. Sound interpersonal and communication skills (verbal and written). Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	Assist clinician operators in the rendering of comprehensive dental treatment and operations. Adherence to infection control policies/guidelines and protocols. Keep accurate and up to date records during dental examination. Implement and promote the implementation of Batho Pele Principles and Patients Rights charter for quality client care. Assist with the oral health programme for school children. Execute the necessary administrative duties. Be prepared to undertake relief duty when called upon. Membership in various committees which promote quality health care.
<b><u>ENQUIRIES</u></b>	:	Ms Iris Makgatho, Tel No: (012) 521 - 5869
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/205</u></b>	:	<b><u>NURSING ASSISTANT GRADE II (15 POSTS) REF NO: 70053837</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R70 929 – R79 830 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Certificate of Enrolment as Nursing Assistant. Valid SANC licence to practice. Standard 10 or Matric Certificate or an equivalent. South African Identity document. Service certificate for experience from previous employment in Health Sector as Assistant Nursing.
<b><u>DUTIES</u></b>	:	To provide quality elementary nursing care services within the scope of practice as defined by S.A.N.C. under the supervision of a Professional Nurse. Maintain hygiene for patient. Provide nutrition. Assist with mobility. Measure interpret, record and report vital signs. Promote elimination. Perform clinical nursing procedures within the scope of practical. Operate clinical equipment within the scope of practice. Seek training opportunities, i.e. in-service education and training. Maintain code of conduct as requested by Public Services and South African Nursing Council. Maintain good interpersonal relationship and be able to function as part to this team. Communication skills and be able to solve problems within the scope of practice.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mpambo, Tel No: (011) 923 2053
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/206</u></b>	:	<b><u>NURSING ASSISTANT (19 POSTS) REF NO: 70053660</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R59 400 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Hospital
<b><u>REQUIREMENTS</u></b>	:	Enrolment with South African Nursing Council as an Auxiliary nurse. Recommendations: Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Render elementary nursing care in an assisting capacity.
<b><u>ENQUIRIES</u></b>	:	Ms T.R. Seikaneng Tel No: (012) 318 6622/32
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>NOTE</u></b>	:	Please note that the closing date has changed

<b><u>POST 38/207</u></b>	:	<b><u>NURSING ASSISTANT GRADE I (15 POSTS) REF NO: 70053838</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R59 400 – R66 858 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Certificate of Enrolment as Nursing Assistant. Valid SANC licence to practice. Standard 10 or Matric Certificate or an equivalent. South African Identity document. Service certificate for experience from previous employment in Health Sector as Assistant Nursing.
<b><u>DUTIES</u></b>	:	To provide quality elementary nursing care services within the scope of practice as defined by S.A.N.C. under the supervision of a Professional Nurse. Maintain hygiene for patient. Provide nutrition. Assist with mobility. Measure interpret, record and report vital signs. Promote elimination. Perform clinical nursing procedures within the scope of practical. Operate clinical equipment within the scope of practice. Seek training opportunities, i.e. in-service education and training. Maintain code of conduct as requested by Public Services and South African Nursing Council. Maintain good interpersonal relationship and be able to function as part to this team. Communication skills and be able to solve problems within the scope of practice.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mpambo, Tel No: (011) 923 2053
<b><u>CLOSING DATE</u></b>	:	06 October 2008
<b><u>POST 38/208</u></b>	:	<b><u>REGISTRY CLERK (2 POSTS) REF NO: 70053704</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R54 879 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa oral health Centre
<b><u>REQUIREMENTS</u></b>	:	senior certificate. Good interpersonal relations, good planning and organizing skills. Relevant experience. Computer literacy.
<b><u>DUTIES</u></b>	:	Filing of Human Resource and Finance documents. Tracing of files, issuing of files to officials. Record keeping. Control over filing to prevent loss of documents. Ensuring proper and neat filing system. Maintaining confidentiality oversensitive documents
<b><u>ENQUIRIES</u></b>	:	Ms pretty Matlala, Tel No: (012) 521 - 5864
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/209</u></b>	:	<b><u>MATERIAL RECORDING CLERK REF NO: 70053803</u></b> Directorate: Oral Health
<b><u>SALARY</u></b>	:	R54 879 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Dental Stores
<b><u>REQUIREMENTS</u></b>	:	Grade 10. A minimum of 1 year experience in procurement and provisioning. Knowledge of Legislation Governing Procurement. Computer literacy in Excel and Word.
<b><u>DUTIES</u></b>	:	Procure goods and services in accordance with SCM principles. Ordering of goods from Medical Suppliers Depot. Safekeeping of order books / face value documents in accordance with the provisioning administration standard principles. Exercising activities related to demand management. Compiling of journals.
<b><u>ENQUIRIES</u></b>	:	L.M. Rapoo, Tel No: (012) 321 - 5184
<b><u>CLOSING DATE</u></b>	:	02 October 2008
<b><u>POST 38/210</u></b>	:	<b><u>DENTAL ASSISTANT: AUXILIARY SERVICES (6 POSTS) REF NO: 70053706</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R54 879 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral health centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Std 10 certificate .National certificate in dental assisting from the University of Technology / any other accredited training institution. Proof of current registration with HPCSA. At least 5yrs experience in dental assisting. Good writing and communication skills. Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	Assist clinician operators in the rendering of comprehensive dental treatment and operations. Apply infection control and prescripts at all times. Assist with the oral health programme for school children. Implement and promote the implementation of Batho Pele Principles and patients Right Charter for quality client care. Execute the necessary administrative duties. Keep accurate and up

to date records during dental examination. Be prepared to undertake relief duty when called upon. Membership in various committees which promote quality health care.

**ENQUIRIES** : Ms Iris Makgatho, Tel No: (012) 521 – 5869  
**CLOSING DATE** : 02 October 2008

**POST 38/211** : **MESSENGER REF NO: 70053715**  
 Directorate: Region C

**SALARY** : R47 787 per annum (plus benefits)  
**CENTRE** : Medunsa Oral health Centre  
**REQUIREMENTS** : Grade 10 certificate or equivalent qualification  
**DUTIES** : Collect and distribution of faxes, photo copying and binding of documents. Collection of files from offices. Maintaining photocopy machine, fax and printing machine. Delivery and collection of official documents in and out of the department within a walking distance. Collect the postal bag from the post office. Deliver the postal bag from registry to the Post Office.

**ENQUIRIES** : Ms Iris Makgatho, Tel No: (012) 521 - 5869  
**CLOSING DATE** : 02 October 2008

**POST 38/212** : **CLEANER (6 POSTS) REF NO: 70053716**  
 Directorate: Region C

**SALARY** : R47 787 per annum (plus benefits)  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : ABET training and Grade 8. Be able to read and write. Must be prepared to work hard. Must be of sound physical, mental health and have good interpersonal relations. General cleaning of the hospital departments. Scrubbing, polishing and vacuuming of floors, etc.

**DUTIES** : General cleaning of the hospital departments. Scrubbing, polishing and vacuuming of floors, etc.

**ENQUIRIES** : Ms Hilda, Sekgobela, Tel No: (012) 521 - 4924  
**CLOSING DATE** : 02 October 2008

#### OFFICE OF THE PREMIER

**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

**CLOSING DATE** : 06 October 2008  
**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

#### OTHER POST

**POST 38/213** : **PERSONAL ASSISTANT TO DIRECTOR REF70053785**  
 Directorate: Economic Sector Policy

**SALARY** : R117 501 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 certificate or a recognized and relevant National Diploma in administration or equivalent secretarial certificate/Diploma. Extensive relevant experience as a PA or General Office Administrator. The successful candidate should have integrity and be able to handle confidential matters. She/he must have a sound business writing skills, typing, verbal communication and interpersonal skills. Excellent planning, coordination and reporting skills are a must for this position. She/he must be a self starter who is flexible and also able to work under pressure. She/he must ensure timeous responses, adherence, punctuality and be fully computer literate.

**DUTIES** : The incumbent of this position will be responsible for the following functions: provide logistical support to the Director, coordinate and compile documentation, compile reports and prepare presentations for the Director, evaluate, log, track, reroute and follow up on all correspondence received in the office, manage the

diary of the Director, deal with all correspondence, handle the filing system and ensure systems are well maintained. Draft correspondence on behalf of the Director, take minutes and draft reports, letters etc, and carry out other duties as assigned by the Director

**ENQUIRIES**  
**NOTE**

- : Ms SN Mtshali, Tel No: (011) 355-6280
- : Appointment to the signing of a performance agreement contract The successful candidate will be required to submit to a clearance check

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

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

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

**MANAGEMENT ECHELON**

- POST 38/214** : **SENIOR GENERAL MANAGER: ROAD SAFETY & TRAFFIC MANAGEMENT (REF NO P 227/2008)**
- SALARY** : R770 823 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : \*An appropriate recognised Bachelor's Degree / National Diploma; plus \*A minimum of 3 years' senior management experience in road safety and traffic management environment; plus \*A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies required: \*Knowledge of Public Service Regulations, Acts, policies and procedures. \*Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Practice Notes. \*Knowledge of Departmental strategic plan and goals. \*Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. \*Knowledge and skills in project management. \*Knowledge and skills in financial management. \*Understanding of Departmental strategies and related operational plans. \*Expert knowledge of administrative policies, practices, budgeting and managerial process. \*Knowledge of Public Service reporting procedures and work environment. \*Computer literacy. \*Knowledge of staff development processes. \*Knowledge of Transformation and Empowerment legislation. \*Knowledge of all human resource policies and practices. \*Knowledge of delegations of authority. \*Knowledge of Basic Conditions of Employment Act. \*Knowledge of Road Traffic Act and other relevant legislation. \*Knowledge of Motor Transport Services policies and procedures. \*Knowledge of Road Safety policies and procedures. \*Strategic planning skills. \*Presentation and facilitation skills. \*Report writing skills. \*Communication skills (verbal and written). \*Good interpersonal relations skills. \*Problem solving and conflict management skills. \*Leadership / managerial skills. \*Research and policy formulation skills. \*Influencing and motivational skills. \*Diplomatic skills (visiting foreign countries – use of best practices). \*Skills in the interpretation of legislation and Departmental policies. \*Planning and organising skills. \*Negotiation skills. \*The ideal candidate should be an innovative thinker, receptive to ideas and suggestions, believe in openness and transparency, be honest and have

<b><u>DUTIES</u></b>	:	integrity. He / she should also be a team leader, reliable, able to work with accuracy and able to work under pressure.
	:	*Manage the provision of comprehensive and effective road safety services.
	:	*Facilitate road traffic management. *Facilitate effective provincial motor transport, traffic regulatory and administration services. *Manage the resources within the Branch: Road Safety and Traffic Management. *Maintain and enhance transport order, curb fraud and corruption and provide transport safety and security analysis. *Oversee all projects within the Branch and report thereon and ensure the formulation and development of policies to regulate transport within the Province.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr B C Hlabisa, Tel No.: 033 – 355 8808
<b><u>CLOSING DATE</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	03 October 2008
	:	It is the intension of this Department to consider equity targets when filling this post. All short-listed candidates will be required to undergo competency-based assessments.
<b><u>POST 38/215</u></b>	:	<b><u>GENERAL MANAGER: EXPANDED PUBLIC WORKS PROGRAMME PROVINCIAL CO-ORDINATION (REF. NO. P 228/2008)</u></b>
<b><u>SALARY</u></b>	:	R635 874 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised Bachelor's Degree / National Diploma; plus *A minimum of 3 years' senior management experience; plus *A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of Public Service Act / Regulations, Labour Relations Act. *Understanding of research and policy development processes. *Knowledge of research and gathering of information. *Knowledge to interpret legislation, policies and statistics. *Knowledge of EPWP within the Public Service. *Knowledge of spheres of Government planning imperatives. *Knowledge of macro-economic and micro-economic models to achieve development. *Understanding of policy research, analysis and developmental processes. *Understanding of all prescripts, practices and procedures. *Knowledge of all Public Service and related legislation. *Skills in the interpretation and application of policies / legislation. *Research, policy formulation and managerial skills. *Problem solving and analytical thinking skills. *Strategic planning and co-ordination skills. *Computer literacy. *Team building skills. *Excellent communication skills (verbal, written and networking). *Project management skills. *Negotiation skills. *Leadership skills. *The ideal candidate should be an innovative thinker, receptive to ideas and suggestions, creative, believe in openness and transparency, be honest and have integrity. He / she should also be a team leader, a total quality controller, reliable and able to work with accuracy.
<b><u>DUTIES</u></b>	:	*Provide expert advice, guidance and assistance with regard to the Expanded Public Works Programme within the Province. *Manage, monitor and ensure the effective implementation of strategic EPWP within the Province. *Manage the resources within the Chief Directorate. *Manage the co-ordination of inter-governmental relations and submissions of reports. *Manage projects and ensure the formulation, development and implementation of policies and procedures regarding EPWP.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr B C Hlabisa Tel. No.: 033 – 355 8808
<b><u>CLOSING DATE</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	03 October 2008
	:	It is the intension of this Department to consider equity targets when filling this post. All short-listed candidates will be required to undergo competency-based assessments.
<b><u>POST 38/216</u></b>	:	<b><u>GENERAL MANAGER: FINANCIAL MANAGEMENT &amp; ACCOUNTING (REF. NO. P 230/2008)</u></b>
<b><u>SALARY</u></b>	:	R635 874 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests



<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised Bachelor's Degree / National Diploma in Commerce; plus *A minimum of 3 years' senior management experience in a Public Service financial management environment; plus *A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: *Broad and in-depth knowledge of administrative policies and practices, budgeting and managerial functions. *Knowledge of planning and organising. *Knowledge of Supply Chain Management Practice Notes, Public Finance Management Act, Treasury Regulations, Delegations of Authority and Basic Conditions of Employment Act. *Knowledge of other relevant legislation. *Knowledge of project management. *Skills in the interpretation and application of policy. *Research, policy development and testing and managerial skills. *Strategic planning and co-ordination skills. *Problem solving and analytical thinking skills. *Negotiation skills. *Computer literacy. *Team building and motivation skills. *Good verbal and written communication skills. *Good interpersonal relations skills. *Strong ability to communicate and present issues to management and politicians. *The ideal candidate should be an innovative thinker, receptive to ideas and suggestions, believe in openness and transparency, be honest and have integrity. He / she should also be a team leader, reliable, able to work with accuracy and able to work under pressure.
<b><u>DUTIES</u></b>	:	*Manage financial accounting services. *Manage management accounting services. *Manage the resources within the Chief Directorate. *Monitor and advise on budget planning and control services within the Department. *Ensure the formulation and development of policies and procedures with regard to financial and management accounting.
<b><u>ENQUIRIES</u></b>	:	Mr W Evans Tel. No.: 033 – 355 8008
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>NOTE</u></b>	:	It is the intension of this Department to consider equity targets when filling this post. All short-listed candidates will be required to undergo competency-based assessments.
<b><u>POST 38/217</u></b>	:	<b><u>GENERAL MANAGER: PUBLIC TRANSPORT REGULATION (REF NO P 231/2008)</u></b>
<b><u>SALARY</u></b>	:	R635 874 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised Bachelor's Degree / National Diploma in Public Transport / Transport Economist / Transport Planning field; plus *A minimum of 3 years' senior management experience in a public transport environment; plus *A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of legislation and policies pertaining to public transport. *Broad and in-depth knowledge of administrative policies and practices, budgeting and managerial functions. *Knowledge of planning and organising. *Knowledge of Supply Chain Management Practice Notes, Public Finance Management Act, Treasury Regulations, Delegations of Authority and Basic Conditions of Employment Act. *Skills in the interpretation and application of policy. *Research, policy development and testing and managerial skills. *Strategic planning and co-ordination skills. *Problem solving and analytical thinking skills. *Presentation and facilitation skills. *Negotiation skills. *Computer literacy. *Team building and motivation skills. *Project planning skills. *Good verbal and written communication skills. *Good interpersonal relations skills. *Strong ability to communicate and present issues to seniors and politicians. *The ideal candidate should have a demonstrated interest in public transportation and related fields, have logical and innovative thinking abilities, be receptive to ideas and suggestions, believe in openness and transparency, be honest and have integrity. He / she should also be a team leader, reliable, able to work with accuracy and able to work under pressure.
<b><u>DUTIES</u></b>	:	*Facilitate optimal public transportation services through effective, transparent regulation, licensing and support services. *Promote and oversee business empowerment initiatives within the industry. *Oversee the taxi recapitalisation process and all national and provincial projects within the province. *Manage the resources within the Chief Directorate. *Ensure the development of policies and procedures with regard to public transport regulation.

**ENQUIRIES** : Mr B C Hlabisa Tel. No: 033 – 355 8808  
**FOR ATTENTION** : Mr B Hornsby  
**CLOSING DATE** : 03 October 2008  
**NOTE** : It is the intension of this Department to consider equity targets when filling this post. All short-listed candidates will be required to undergo competency-based assessments.

**POST 38/218** : **MANAGER: NEW CONSTRUCTION PROJECTS (REF. NO. P 229/2008)**

**SALARY** : R540 429 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests

**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : \*An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus \*A minimum of 3 years' management experience in a construction and administration environment; plus \*A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: \*Knowledge of Public Service Regulations, Acts, policies and procedures. \*Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Practice Notes. \*Knowledge of technical policies on construction, contract management and engineering services. \*Knowledge of BBBEE policies and implementation. \*Knowledge of Departmental strategic plan and goals. \*Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. \*Knowledge and skills in project management. \*Knowledge and skills in financial management. \*Understanding of Departmental strategies and related operational plans. \*Expert knowledge of administrative policies, practices, budgeting and managerial process. \*Knowledge of Public Service reporting procedures and work environment. \*Computer literacy. \*Knowledge of construction and engineering environment, including traffic engineering. \*Knowledge of the provincial road infrastructure and applicable standards. \*Knowledge of surveying. \*Knowledge of structural design: Land transportation. \*Knowledge of staff development processes. \*Knowledge of Transformation and Empowerment legislation. \*Knowledge of all human resource policies and practices. \*Strategic planning skills. \*Presentation and facilitation skills. \*Report writing skills. \*Communication skills (verbal and written). \*Good interpersonal relations skills. \*Problem solving and conflict management skills. \*Leadership / managerial skills. \*Research and policy formulation skills. \*Influencing and motivational skills. \*Diplomatic skills (visiting foreign countries – use of best practices). \*Skills in the interpretation of legislation and Departmental policies. \*Planning and organising skills. \*Negotiation skills. \*The ideal candidate should have commitment to organisational objectives and strategies, be receptive to ideas and suggestions, logical and responsible. He / she should also be a peoples person, professional and reliable.

**DUTIES** : \*Provide strategic inputs for the prioritisation of projects for new construction in accordance with social, political and engineering demands. \*Manage the compilation of a comprehensive new construction programme. \*Plan, manage and oversee projects performed by Head Office on New Infrastructure. \*Manage and provide specialist advice on policy development and compliance to technical, professional and contract management policies and procedures. \*Manage the resources within the Directorate. \*Manage and control the administration, advertising and adjudication of bids for contractors and specifications for projects.

**ENQUIRIES** : Mr S S Nkosi Tel. No: 033 – 355 8897  
**FOR ATTENTION** : Mr B Hornsby  
**CLOSING DATE** : 03 October 2008  
**NOTE** : It is the intension of this Department to consider equity targets when filling this post. All short-listed candidates will be required to undergo competency-based assessments.

**POST 38/219** : **MANAGER: INTERNAL CONTROL (REF. NO. P 232/2008)**

**SALARY** : R540 429 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests

**CENTRE**  
**REQUIREMENTS**

: Head Office, Pietermaritzburg  
: \*An appropriate recognised Bachelor's Degree / National Diploma in Public Administration / Auditing; plus \*A minimum of 3 years' management experience in an auditing / admin. inspection environment; plus \*A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: \*Knowledge of Planning legislation – National and Provincial. \*Knowledge of Departmental policies. \*Understanding of human resource management practices in the Public Service. \*Knowledge of Public Service reporting procedures and work environment. \*Knowledge of Labour Relations Act. \*Understanding of research and policy development processes. \*Knowledge of research and gathering of information. \*Knowledge to interpret legislation, policies and statistics. \*Knowledge of computer based human resource management information systems. \*Understanding of all prescripts, practices and procedures. \*Knowledge of all Public Service and related legislation. \*Understanding of departmental vision, objectives, structures, communication channels and reporting procedures. \*Broad and in-depth knowledge of legislation, policies, instructions, delegations, regulations, procedures, practices and managerial functions pertaining to the public sector and the Department. \*Procedural knowledge of BAS, budgets, inventories and asset control, stores, imprest, human resource management, SCM (procurement), accounting procedures and general administration. \*Knowledge of systems, including but not limited to computerized stores, PERSAL and BAS. \*Understanding of the Code of Conduct. \*Good knowledge of audit and inspection methodologies. \*Good knowledge of investigative techniques. \*Good understanding of risk management. \*Skills in the interpretation and application of policies / legislation. \*Research, policy formulation and managerial skills. \*Problem solving and analytical thinking skills. \*Strategic planning and co-ordination skills. \*Computer literacy. \*Team building skills. \*Excellent communication skills (verbal, written and networking). \*Project management skills. \*Presentation and facilitation skills. \*Motivation / leadership skills. \*Negotiation skills. \*Analytical, creative and innovative thinking skills. \*The ideal candidate should be honest, have a high level of integrity, committed, loyal, professional, accurate and able to maintain confidentiality. He / she should also be punctual, responsible, self motivated, self disciplined, trustworthy, teamwork orientated and reliable.

**DUTIES**

: \*Manage, plan and co-ordinate the Departmental inspection programmes and risk management project plans. \*Administer the drafting of risk elimination strategies, risk profiles and fraud prevention plans and provide input into policy development and ensuring that these are understood and communicated within the Department. \*Manage departmental investigations. \*Manage all resources within the Directorate. \*Identify training and development needs and report thereon and provide advice, guidance, support and resources to Departmental institutions in respect of administration, finance and human resource management.

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

: Mr W Evans Tel. No: 033 – 355 8008  
: Mr B Hornsby  
: 03 October 2008  
: It is the intension of this Department to consider equity targets when filling this post. All short-listed candidates will be required to undergo competency-based assessments.

**OTHER POSTS**

**POST 38/220**

: **CONTROL INDUSTRIAL TECHNICIAN: ROAD PAVEMENT, TRAFFIC ENGINEERING, ACCESS CONTROL ROADSIDE, DEVELOPMENT, CONTROL SERVICES AND EXPROPRIATION (2 POSTS) (REF. NO. P225/2008)**

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

: R174 243 per annum  
: Regional Office, Ladysmith  
: \*An appropriate Bachelor's Degree / National Diploma in Civil Engineering; plus a minimum of 3 years technical scientific experience; plus a valid driver's licence (minimum code B). Knowledge, Skills, Training and Competencies Required: \*Knowledge of Public Service and Departmental policies, legislations, regulation, procedures and methods pertaining to public sector. \*Knowledge of project management and programming. \*Knowledge of financial management. \*Understanding of departmental strategies and related business plans. \*Knowledge of administrative and procurement procedures, budgeting and

		managerial functions. *Knowledge of Public Service reporting procedures and work environment. *Knowledge of construction and engineering environment. *Knowledge of the provincial road infrastructure and applicable standards. *Knowledge of surveying. *Knowledge of Traffic Engineering, access control, roadside development and expropriations and road network and environmental assessment. *Knowledge of staff development processes. *Knowledge of signposting. *Knowledge of effective utilisation of staff, plant and funding. *Computer literacy. *Interpretation and application of legislation and departmental policies skills. *Management skills. *Problem solving and analytical thinking skills. *Verbal and written communication skills. *Project management skills. *Motivation, negotiation and conflict management skills. *Presentation and facilitation skills. *Planning and organizational skills. *Ability to chair meetings. *Interpersonal skills. *The ideal candidate should be receptive to ideas and suggestions, reliable, a team player, open and transparent, innovative and creative. He / she should also be committed to organizational objectives and strategies and also demonstrate interest in road construction, maintenance and other related fields.
<b><u>DUTIES</u></b>	:	*Verify and monitor all contract documentation within the region. *The provision of access control services in Ladysmith region. *The provision of roadside development services in Ladysmith region. *The provision of expropriation services in Ladysmith region. *The provision of road network assessments in Ladysmith region. *The Co-ordination of environmental assessments in Ladysmith region.
<b><u>ENQUIRIES</u></b>	:	Mr S Mothilal Tel. No.: 036-6384400
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>FOR ATTENTION</u></b>	:	Mrs S M Nell
<b><u>NOTE</u></b>	:	It is the intention of the Department to fill this post with a person from the Disabled Community or a African Female
<b><u>POST 38/221</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN: PROJECT IMPLEMENTATION (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Cost Centre, Ulundi (Ref. No. 220/2008)
	:	Area Office, Nongoma (Ref. No. 221/2008)
<b><u>REQUIREMENTS</u></b>	:	A degree / National Diploma in Civil Engineering or equivalent qualification. .A valid code B driver's licence. Knowledge, Skills, Training and Competencies Required: *Knowledge of financial matters and human resources. *knowledge of planning and organizing. *knowledge of construction management. *Project management skills. * Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. Good report writing skills. Good public speaking skills. *Ability to chair meetings. *Good organization management and leadership skills. *The ideal candidate should be a team builder, responsible, conscientious, and lead by example. He/she should also be receptive to ideas and suggestions and believe in fairness.
<b><u>DUTIES</u></b>	:	* Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. *Assessing projects for the business plan in line with Departmental objectives. * Ensure proper utilization of financial/personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging Contractors and Trainee Technicians for experiential training. *ensure fair tender procedures with regard to assessments, estimates, workshop adjudication and implementation of projects
<b><u>ENQUIRIES</u></b>	:	Ms N S Ngcobo Tel. No: 035 8798101
<b><u>CLOSING DATE</u></b>	:	03 October 2008
<b><u>NOTE</u></b>	:	It is the intention of the Department to fill this post with a person from the Disabled Community or an African Female.
<b><u>POST 38/222</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN (PROJECT INFORMATION AND ROAD NETWORK MANAGEMENT (REF NO. P226/2008)</u></b>
		Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Durban Region
<b><u>REQUIREMENTS</u></b>	:	Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 1 year appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required:

	Extensive Knowledge of the Roads Act & Regulations. *Extensive Knowledge of the Provincial Road System. *Extensive knowledge of Land Survey Act of 1984 and all its amendments. *Extensive knowledge of the Geographical Information System. *Extensive knowledge of the Project Management Information System. *Operating Survey equipment and data loggers skills. * Skills in operating GPS equipment including Leica, Trimble and Ashtec system. *Skills in Engineering Survey computer software including Civil Designer and LOGGER. *Skills in specific GPS computer software including SKI, Pathfinder Office and Ashtec solutions. Skills in ArcGIS, GIS computer software. *Skills in managing Project Management System. *The ideal candidate should persevere, be flexible, enthusiastic and have good interpersonal skills.. *He / she should also be reliable and innovative..
<b><u>DUTIES</u></b>	: Ensure the collection, validation, capturing, archiving, analysis and t data. *Analyse information and present data on maps. *Maintenance of all project information, input into database and report thereon. *Provide road information support services. *Provide support with regard to policy development, specifications and guidelines for the Project Management Information System and the Road Network Management.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE NOTE</u></b>	: Mr S C Majola Tel No. :031-7002222 Mr R Marillier 03 October 2008 It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.
<b><u>POST 38/223</u></b>	: <b><u>SENIOR INDUSTRIAL TECHNICIAN (ROAD CONTROL)</u></b> Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE</u></b>	: R117 501 per annum Cost Centre, Ulundi (Ref. No. P222/2008) Area Office, Mpumalanga (Ref. No. P223/2008)
<b><u>REQUIREMENTS</u></b>	: Degree / National Diploma in Civil Engineering or equivalent qualification. *Minimum of 1 year appropriate experience; plus *A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of Financial and Human Resource matters. Knowledge of Planning and organising. *Knowledge of construction management. *Project management skills. *Conflict management skills. *Good negotiation and facilitation skills. *Computer literacy. *Good report writing skills. *Good public speaking skills. *Ability to chair meetings. *Good organisational, management and leadership skills. *The ideal candidate should be responsible, conscientious, believe in fairness, lead by example, be a team builder and be receptive to ideas and suggestions.
<b><u>DUTIES</u></b>	: *Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. *Assessing projects for the business plan in line with Departmental objectives. *Ensure proper utilisation of financial / personnel resources to stay within the budget. *Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. *Ensure fair tender procedures with regard to assessments, estimates, workshop adjudication and implementation of projects.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE NOTE</u></b>	: Pietermaritzburg - Mr B Mackenzie Tel No.: 033-387 2320 Ulundi – Mr S Mhlongo Tel. No.: 035-879 8100 Mrs S McCarthy 03 October 2008 It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female
<b><u>POST 38/224</u></b>	: <b><u>SENIOR ARTISAN: MECHANIC (3 POSTS) (REF. NO P 219/2008)</u></b> Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R94 326 per annum Durban Region:Cost Centre, Stanger A trade diploma either in Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic. Minimum of 3 years pre-trade test experience on the maintenance and repairs of earth moving plants and equipment. A valid Code C1 drive's licence. Knowledge, Skills, Training and Competencies Required: : *Ability to apply mechanical knowledge and skills.

\*good knowledge of oil analysis methods. \*knowledge of administrative procedures. \*knowledge of safety regulations. \*ability to impart skills to others. \*knowledge to drive/operate plants. \*basic knowledge of welding, hydraulics and electrical. \*basic literacy to read and understand manuals. \*computer literacy. \*ability to communicate, execute preventative maintenance service on plants, carry out major repairs on plants, make correct diagnosis as well apply safety knowledge and high-eye coordination. \*He/she should also be thorough, systematic, self-disciplined, dedicated, responsible, a team player, honest, innovative, energetic, enthusiastic, empathetic, trustworthy, attentive to detail and improvement/development orientated

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

**ENQUIRIES** : Mr B J Ndlovu Tel. No: 031 7002222

**CLOSING DATE** : 03 October 2008

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

**POST 38/225** : **SENIOR INDUSTRIAL TECHNICIAN (P 224/2008)**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply

**SALARY** : R106 355 per annum

**CENTRE** : Cost Centre, Metro

**REQUIREMENTS** : \*Degree / National Diploma in Civil Engineering or equivalent qualification. \*Minimum of 1 year appropriate experience; plus \*A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: \*Knowledge of Financial matters. \*Knowledge of HR, planning and organizing, construction management. \*Project management skills. \*Conflict management skills. \*Good negotiation and facilitation skills. \*Computer literacy skills. \*Good report writing skills. \*Good public speaking skills. \*Good organization management and leadership skills. \*Ability to chair meetings. \*The ideal candidate should be a team builder, responsible, conscientious, lead by example, believe in fairness and be receptive to ideas and suggestions.

**DUTIES** : \*Assessing projects for the business plan in line with Departmental strategies. \*Support the Chief Industrial Technician in so far as to manage the financial resources and utilization of various resources to stay within the budget. \*Efficient and effective training and developing of Vukuzakhe contractors and Trainee Technicians. \*Ensure fair tender procedures with regard to assessments, estimates, workshop adjudication and implementation of projects. \*Assist in the maintenance of computer based information systems thereby providing accurate and timeous information and reports. \*Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery.

**ENQUIRIES** : Mr S C Majola Tel. No: 031 – 700 2222

**FOR ATTENTION** : Ms N Khanyile

**CLOSING DATE** : 03 October 2008

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

#### **DEPARTMENT OF PUBLIC WORKS**

**APPLICATIONS** : The Head: Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200

**FOR ATTENTION** : Ms CG Sikhakhane

**CLOSING DATE** : 03 October 2008

#### **OTHER POST**

**POST 38/226** : **DEPUTY MANAGER: BUDGETARY CONTROL**

**SALARY** : R344 052 per annum

**CENTRE** : Head Office

<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year bachelor's degree/national diploma and relevant experience. The incumbent should have advanced Computer literacy in Microsoft Word, Microsoft Power Point, Microsoft Excel and a valid code 8 driver's license. Recommendations: Average Human Resources expertise and an intimate knowledge of statutory requirements. The appointee must be an effective communicator and possess leadership skills. Extensive knowledge of PFMA and Treasury Regulations. Knowledge of budgeting and forecasting and project management. Strong leadership skills and sensitivity. Reasonable judgment and goods decision making skills. Commitment to change and transformation.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Co-ordinate and consolidate estimates and cashflows; Prepare annual budget and the MTEF; Implement practice notes and policies to ensure compliance with Generally Recognized Accounting Practices (GRAP), PFMA and Treasury Regulations; Liaise with Treasury and, Programme and Responsibility Managers; Apply for virements and rollovers; Prepare monthly reports; Submit actual revenue collected monthly and Manager budget component resources.
<b><u>ENQUIRIES</u></b>	:	Mr Z. M. Cibane – Tel: 033 355 5497

#### **DEPARTMENT OF TREASURY**

***The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.***

<b><u>APPLICATIONS</u></b>	:	KwaZulu-natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Commercial Road Pietermaritzburg 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs L Mthimunye
<b><u>CLOSING DATE</u></b>	:	10 October 2008
<b><u>NOTE</u></b>	:	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 including matric and your ID/Passport. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment.

#### **MANAGEMENT ECHELON**

<b><u>POST 38/227</u></b>	:	<b><u>MANAGER: FINANCIAL REPORTING (1 POST) REF: KZNPT 08/58</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R 540 429 per annum consisting of a basic salary (60% of package), State's contribution to the pension fund (15% of basic salary) and a flexible portion that may be structured according to the individual's personal needs but within the terms of the applicable rules. The appointment is subject to the signing of a performance agreement.
<b><u>CENTRE</u></b>	:	KZN Provincial Treasury, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	*A three year B-Degree or equivalent qualification with emphasis on financial accounting. A postgraduate degree with Financial Accounting will be advantageous *Advanced experience in word processing, spreadsheets and presentation software packages *3 year proven track record of experience at middle management level with exposure to Financial Accounting. Experience in Public Sector Financial Management would be advantageous to the applicant. Recommendations *Financial Management, Budget Management, Organisational skills, project management, conflict management / mediation, report writing, change management, good interpersonal and communication skills, analytical research skills, problem solving and the ability to chair meetings, strategic management and planning, negotiation skills, facilitation and strong leadership skills.
<b><u>DUTIES</u></b>	:	*Analyze and consolidate the Annual Financial Statements for the Province * Analyze Annual Financial Statements *Assist clients in the compilation of Annual Financial Statements and other Financial Reports * Monitor mandatory financial submission within the Province. * Ensure effective budget management for the Directorate through accurate allocation of funding to the respective accounting system * Provide assistance and guidance to ensure timely submission of Financial Statements * Undertake joint investigation into financial matters and potential interventions * Analyze financial recovery plans * Monitor the submission of mandatory information in terms of complying with the PFMA and MFMA
<b><u>ENQUIRIES</u></b>	:	Ms P Zulu, Tel No (033) 897 4329

**NOTE** : Preferences: African Females, African Males, White Females and people with disabilities who meet the requirements.

**OTHER POST**

**POST 38/228** : **ASSISTANT MANAGER: FINANCIAL MANAGEMENT: ACCOUNTS REF NO KZNPT08/60**

**SALARY** : R 174 243 p.a.  
**CENTRE** : KZN (Pietermaritzburg)  
**REQUIREMENTS** : \*A 3 year Commercial Degree or National Diploma with Accounting as a major functions \*Applicants must have 1 year relevant financial management supervisory experience \* Knowledge of BAS, PERSAL, PFMA and Treasury Regulations is required \*Taxation and Banking working experience. Recommendations \*Financial Management and budgeting skills \* Excellent communication skills (written and verbal) \* Strong organisational, analytical and problem solving skills \* Computer literacy in word, Excel and PowerPoint etc \* Leadership and presentation skills

**DUTIES** : \*Ensure that payments to the service providers are processed on time and to maintain audit trails in this regard \*Implement risk management and fraud prevention plans as well as recommendations from the Internal Control Unit within the CFO, Internal and External Auditors \*Monitor and clear suspense accounts to zero balances as well as the bookkeeping and bank reconciliations of the Department \*Effective management of staff members in the component \*Develop and implement proper control measures for the effective and efficient utilization of resources \*Compile and submit monthly, quarterly and annual financial management reports to the supervisor on or before due dates \*Review the report on business systems reconciliation to ensure its accuracy and completeness (e.g. PERSAL and BAS systems) \*Proper Collection, safeguarding, recording and accounting of revenue \*Perform salary/ payroll/ income tax function and annual tax reconciliation \*Perform any other financial management tasks as required by the supervisor from time to time.

**ENQUIRIES** : Mr. J. B Nkatha, Tel No (033) 897 4427  
**NOTE** : Preferences: African Females, African Males, Indian Males and people with disabilities who meet the requirements



## PROVINCIAL ADMINISTRATION: LIMPOPO

## DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

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

- APPLICATIONS** : Direct your application quoting the relevant reference number to : The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Registry Office, Corner of Dorp- and Suid street Polokwane. No faxed applications will be considered.
- CLOSING DATE** : 17 October 2008
- NOTE** : Applications must be accompanied by a Z83 and a recent updated comprehensive CV, certified copies of all qualification(s) and ID documents as well as the names of three references. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Candidates will be subjected to reference checking and security clearance. Candidates may also be subjected to written test, if so required. Where drivers licenses are required; candidates may be subjected to a practical driving test. Applications received after the closing date will not be considered. If you have not received a response from the department within three months from closing date, kindly consider your application to be unsuccessful.

## OTHER POSTS

- POST 38/229** : **MANAGER: ECONOMIST: RESEARCH REF NR: C2/08/1**
- SALARY** : R407 745 per annum (all inclusive package)
- CENTRE** : Polokwane
- REQUIREMENTS** : A three (3) year degree in Economics in Economic Development Studies or equivalent qualification. • Three (3) to five (5) years experience in the economic and business development field of carrier. • Broad knowledge in economic cluster development related issues such as industrial development, SMME development, tourism, investment, economic research and national accounts. • Skills: analytical, report writing, listening, conflict management, project management, socio-economic research management • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
- DUTIES** : Lead, direct and manage the collection, organization and analysis of economic and development data. • Design research project on policy research and analysis pertinent to trade competitions, industrial policies, tourism and provincial demand trends. • Develop appropriate methodologies for conducting impact assessment of policies, programs and projecting relating to economic development. • Develop and implement economic cluster research agenda.
- ENQUIRIES** : Mr. Mabasa MW, (015) 293 2566
- POST 38/223** : **STATISTICAL ANALYST: ECONOMIC DEVELOPMENT (4 POSTS) REF NO: C2/08/2**
- SALARY** : R407 745 p.a. (all inclusive package)
- CENTRE** : Polokwane
- REQUIREMENTS** : • A Bachelor of Commerce with statistics and economics as major subject or related qualification. • Three (3) to five (5) years experience in the field • Knowledge of Information Management. • Knowledge of statistics. • Project Management skills. • Knowledge of Economics and Economic Research. • Understanding of information needs of sectorial departments and municipalities.

		<ul style="list-style-type: none"> <li>• Report writing skills for consolidation of reports according to user specific demands.</li> <li>• Analytical and innovative thinking skills</li> <li>• Cognitive and analytical abilities, Econometrics and the ability to deal with geo-science problems are essential.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Determine the statistical needs of the Department and the Province.</li> <li>• Collect, process and analyze socio-economic data to determine the impact on Provincial Growth Development Strategy.</li> <li>• To conduct project specific socio-economic research.</li> <li>• Continued capacity building for municipalities.</li> <li>• To facilitate the establishment and maintenance of development database at District and Local level municipalities.</li> <li>• Design and build the information systems</li> <li>• coordinate and consolidate sectoral local economic activities</li> <li>• monitor and plot provincial, national and global economic trend in local economic development</li> <li>• undertake statistical analysis and economic modeling tools for measurement of local economic development economic performance and impact data</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. DMM Modjadji, (015) 293 8558
<b><u>POST 38/224</u></b>	:	<b><u>MANAGER: POLLUTION AND WASTE MANAGEMENT (GENERAL WASTE MANAGEMENT) REF NO: C2/08/3</u></b>
<b><u>SALARY</u></b>	:	R 407 745 p.a. (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An appropriate four (4) year B degree in Natural Sciences / Environmental Management / Sciences, Environmental Health or equivalent qualification.</li> <li>• Three (3) to five (5) years related experience</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• be prepared to work irregular hours and travel extensively.</li> <li>• Knowledge of aspects of environmental management, environmental legislation, policies and regulations will be an added advantage.</li> <li>• Supervision or management experience will be an added advantage.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Manage and supervise staff.</li> <li>• Develop Provincial pollution and waste management plans including Integrated Waste Management, Hazardous Waste and Air Quality Management Plans, standards, regulations and policies.</li> <li>• Co-ordinate national projects on pollution and waste.</li> <li>• Provide technical and general support to all stakeholders and municipalities in the Province.</li> <li>• Develop programs, tools and strategies to effect proper pollution and waste management in the Province.</li> <li>• Liaise with other components and promote compliance to relevant legislation.</li> <li>• Develop co-ordination and integrated pollution and waste management system within the province..</li> <li>• Ensure pollution and waste management awareness and capacity building programs are initiated and implemented.</li> <li>• Provide advice procedures to be followed on intention to apply for Pollution and Waste permits</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. T.M. Mphahlele, (015) 295 4841
<b><u>POST 38/225</u></b>	:	<b><u>MANAGER: TOURISM TRANSFORMATION AND COMMUNITY EMPOWERMENT REF NO: C2/08/4</u></b>
<b><u>SALARY</u></b>	:	R 407 745 p.a. (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary Diploma/Degree or equivalent qualification in the tourism field.</li> <li>• Three (3) to five (5) years experience as Deputy Manager or equivalent.</li> <li>• Knowledge of Public, Private Partnerships and business development principles.</li> <li>• Knowledge of the Tourism BEE Charter and Scorecard will be a strong recommendation.</li> <li>• Experience and knowledge in events management and community participation process.</li> <li>• Experience of tourism concepts including Grading, customer services and guiding unit standards.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> </ul>

		<ul style="list-style-type: none"> <li>• Interpersonal Relations.</li> <li>• Analytical thinking.</li> <li>• Negotiation skills.</li> <li>• Report writing skills</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Manage transformation and empowerment programme.</li> <li>• Develop and manage tourism awareness programmes and community empowerment initiatives.</li> <li>• Manage African Ivory Route.</li> <li>• Identify and implement programmes for entrepreneurial skills development.</li> <li>• Monitor compliance to the Tourism BEE Charter and scorecard</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. M Ngobeni, (015) 293 8510
<b><u>POST 38/226</u></b>	:	<b><u>MANAGER: TOURISM REGISTRATION AND COMPLIANCE REF NO: C2/08/5</u></b>
<b><u>SALARY</u></b>	:	R 407 745 p.a. (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary Diploma/Degree or equivalent qualification in the tourism field.</li> <li>• Three (3) to five years experience as Deputy Manager or equivalent.</li> <li>• Experience and knowledge of registration regulations for tourism amenities and services.</li> <li>• Experience and knowledge of the second amendment act, 70 of 2000.</li> <li>• Experience of tourism concepts including Grading, customer services and guiding unit standards</li> <li>• Analytical thinking.</li> <li>• Policy formation skills.</li> <li>• Negotiation skills.</li> <li>• Report writing skills.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Management of registration system and database for tourism amenities, services and tourist guides.</li> <li>• Ensure enterprise promotion and quality assurance for all registered amenities, services and tourist guides.</li> <li>• Develop and manage compliance to tourist guides Act and Registration regulations.</li> <li>• Manage transformation of the tourist guides fraternity.</li> <li>• Ensure development and management of an effective communication strategy for registered tourist guides, amenities and services.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. M Ngobeni, (015) 293 8510
<b><u>POST 38/227</u></b>	:	<b><u>MANAGER: BIODIVERSITY MANAGEMENT (2 POSTS) REF NO: C2/08/6</u></b>
<b><u>SALARY</u></b>	:	R 407 745 p.a. (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year degree in biological science or equivalent qualification</li> <li>• Three (3) to five (5) years relevant (managerial) experience in the biodiversity field (experience in natural resource use, or indigenous knowledge systems will be an added advantage).</li> <li>• Knowledge of environmental legislation, policies and regulations.</li> <li>• Ability to interpret and analyze scientific data.</li> <li>• Knowledge of Environmental management systems.</li> <li>• Skills on project management and Leadership.</li> <li>• Problem solving and analysis skills.</li> <li>• Report writing skills.</li> <li>• Supervision and management experience.</li> <li>• Ability to work as part of a team.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Manage the scientific reviews of applications for permits and Environmental Impact Assessment (EIA's).</li> <li>• Manage biodiversity research, surveys and monitoring.</li> <li>• Manage access and benefit sharing agreements.</li> <li>• Manage capacity building and skills transfer within and outside directorate.</li> <li>• Development and management of functional organizational structure in the directorate.</li> <li>• Supervision of subordinate staff.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. DEN Mabogo, (015) 295 6208
<b><u>POST 38/228</u></b>	:	<b><u>MANAGER: RISK MANAGEMENT REF NO: C2/08/7</u></b>
<b><u>SALARY</u></b>	:	R 407 745 p.a. (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An appropriate three year tertiary qualification or equivalent qualification relevant to Risk Management.</li> <li>• Three (3) to five (5) years experience in Risk Management Support.</li> <li>• Full understanding of public service environment.</li> <li>• Ability to work independently and under pressure and willingness to travel as and</li> </ul>

		when required. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Develop, co-ordinate and monitor the implementation of risk management strategy. • Advice and provide risk management support to programmes managers. • Compile risk management assessment reports to management. • Facilitate annual risk assessment. • Conduct workshops on risk management.
<b><u>ENQUIRIES</u></b>	:	Ms MF Ramadisha, (015) 293 8539
<b><u>POST 38/229</u></b>	:	<b><u>MANAGER: DISTRICT CO-ORDINATION REF NO: C2/08/8</u></b>
<b><u>SALARY</u></b>	:	R 407 745 p.a. (all inclusive package)
<b><u>CENTRE</u></b>	:	Waterberg
<b><u>REQUIREMENTS</u></b>	:	• An appropriate three (3) year Degree or equivalent qualification. • Three (3) to five (5) years experience. • Extensive knowledge of Public Service Regulatory Framework. • High level of management planning. • Report writing skills. • Project Management, change management, service delivery innovation and knowledge Management. • Ability to interact both at strategic and operational level. • Extensive knowledge of and experience in the Public Service will be an advantage • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Manage and monitor the implementation of the strategic and operational plan for corporate services. • Ensure and compliance with human resource legislative requirements at the District. • Provide district records management service in accordance with National Archive Guidelines and the Promotion to Access to information Act. • Ensure the development of staff and human resource policies in support of departmental objectives and strategies. • Manage and monitor the implementation of performance management and development system. • Manage the implementation of the EE plan and the workplace skills plan, transformation and wellness issues for the District.
<b><u>ENQUIRIES</u></b>	:	Mr. MR Rambado, (015) 293 8504
<b><u>NOTE</u></b>	:	The person appointed in this position will be subjected to reference checking and security clearance.
<b><u>POST 38/230</u></b>	:	<b><u>MANAGER: STRATEGIC PLANNING REF NO: C1/08/ 9</u></b>
<b><u>SALARY</u></b>	:	R 407 745 p.a. (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	• An appropriate three (3) year legal degree or equivalent qualification. • Three (3) to five (5) years experience in Policy Development or Legal Services. • Analytical thinking. • Strategic management skills. • Policy formulation skills. • Conflict Management skills. • Financial Management skills. • Planning and organization skills. • Presentation skills • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Facilitate, co-ordinate and manage the development of policies in the department. • Provide advice to the executing authority and executive management on policy matters. • Coordinate strategic planning session to generic new strategic issues • Align business plans to ensure organizational performance • Monitor and evaluate the implementation of business plans • Align PGDS and IDPs with departmental development plans • Facilitate cooperative governance and integration with Municipal IDPs • Coordinate departmental policy development
<b><u>ENQUIRIES</u></b>	:	Mr. KJ Motene, (015) 293 8518
<b><u>POST 38/231</u></b>	:	<b><u>MANAGER: KNOWLEDGE MANAGEMENT REF NO: C2/08/10</u></b>
<b><u>SALARY</u></b>	:	R 407 745 (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane

<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year Degree / Diploma in Records Management / Information Management or equivalent qualification.</li> <li>• Three (3) to five (5) years experience.</li> <li>• Familiarity with current trends in Information and Knowledge Management.</li> <li>• Ability to manage contracts and Service Level Agreements.</li> <li>• Ability to delegate and manage staff.</li> <li>• Project Management skills.</li> <li>• Strong administrative skills.</li> <li>• Generic Financial Management</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Presentation skills.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Manage the implementation of Enterprise Content Management projects relating to Information and Knowledge Management.</li> <li>• Establish and manage the day to day operations of the Project Management Office.</li> <li>• Implement Knowledge Management policies, strategies, regulations, standards, norms, guidelines, best practices and procedures.</li> <li>• Promote effective management of Departmental information assets.</li> <li>• Develop, implement and maintain information gathering and dissemination systems and mechanisms.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms MJ Lebethe, (015) 295 7203
<b><u>POST 38/232</u></b>	:	<b><u>MANAGER: GENERAL RECORDS REF NO: C2/08/11</u></b>
<b><u>SALARY</u></b>	:	R 344 052 (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A B-degree in Archival Studies (Record Management) / Bachelor of Information Science</li> <li>• A certificate in Records Management or equivalent qualification will be an added advantage.</li> <li>• Three (3) to five (5) years experience</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Presentation skills.</li> <li>• Problem solving skills</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Implementation of records management practices in the Department.</li> <li>• Compilation and maintenance of File plans.</li> <li>• Development of records management policy.</li> <li>• conduct records management inspections.</li> <li>• Train records management and other users.</li> <li>• Management of disposal of records.</li> <li>• Manage all service points.</li> <li>• Administration of Promotion of Access to Information Act.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms Lebethe, (015) 295 7203
<b><u>POST 38/233</u></b>	:	<b><u>MANAGER: HUMAN RESOURCE RECORDS REF NO: C2/08/12</u></b>
<b><u>SALARY</u></b>	:	R 344 052 (all inclusive package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) Degree / Diploma in Human Resource Management / Records Management / Archives / Library / Information Science.</li> <li>• Three (3) to five (5) years experience in Human Resource Management.</li> <li>• Three (3) to five (5) years experience in Records Management</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Presentation skills.</li> <li>• Customer care skills</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Implement sound records management practices.</li> <li>• Develop and implement the Department's File Plans</li> <li>• Develop and implement Records Management Policy and Registry Procedure Manual.</li> <li>• Manage custody, retrieval and security of records.</li> <li>• Compile Records Control Schedule and management disposal of old records.</li> <li>• Implement Promotion of Access to Information Act.</li> <li>• Train records management staff and other users.</li> <li>• Maintain records keeping practices.</li> <li>• Classification of information.</li> <li>• Record Management inspections</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms MJ Lebethe, (015) 295 7203
<b><u>NOTE</u></b>	:	The person appointed in this position will be subjected to reference checking and security clearance.
<b><u>POST 38/234</u></b>	:	<b><u>DEPUTY MANAGER TOURISM PLANNING, DESTINATION DEVELOPMENT AND PROMOTION REF NO: C2/08/13</u></b>
<b><u>SALARY</u></b>	:	R 217 482 p.a.
<b><u>CENTRE</u></b>	:	1 x Sekhukhune

	1 x Mopani
<b><u>REQUIREMENTS</u></b>	: <ul style="list-style-type: none"> <li>• A three (3) year tertiary Diploma / degree or equivalent qualification in the tourism field with business Development Knowledge.</li> <li>• Two (2) to three (3) years experience.</li> <li>• Experience of tourism concepts and development principles.</li> <li>• Good understanding of rural tourism development and transformation policy / legislation framework.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Project Management skills.</li> <li>• Event management skills.</li> <li>• Analytical thinking skills.</li> <li>• Project Management skills.</li> <li>• Event management skills</li> </ul>
<b><u>DUTIES</u></b>	: <ul style="list-style-type: none"> <li>• Co-ordinate implementation of destination development, ecotourism strategies and plans in the Districts.</li> <li>• Facilitate development of provincial tourism infrastructure plan including signage.</li> <li>• Identify tourism opportunities for SMME's</li> <li>• Facilitate roll-out of regional tourism support programmes.</li> <li>• Management of tourism services in the region.</li> </ul>
<b><u>ENQUIRIES</u></b>	: Mr. M Ngobeni, (015) 293 8510
<b><u>POST 38/235</u></b>	: <b><u>DEPUTY MANAGER: TOURISM TRANSFORMATION AND COMMUNITY EMPOWERMENT (2 X POSTS) REF NO: C2/08/14</u></b>
<b><u>SALARY</u></b>	: R 217 482 p.a.
<b><u>CENTRE</u></b>	: Polokwane
<b><u>REQUIREMENTS</u></b>	: <ul style="list-style-type: none"> <li>• A three (3) year tertiary Diploma / Degree or equivalent qualification in the tourism field.</li> <li>• Two (2) to three (3) years experience.</li> <li>• Experience of tourism concepts and development principles.</li> <li>• Experience in event management.</li> <li>• Experience of tourism concepts including Grading, Customer services and guiding standards.</li> <li>• Experience and extensive knowledge in community participation will be a strong recommendation.</li> <li>• Facilitation and customer service skills.</li> <li>• Report writing skills</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Analytical thinking</li> </ul>
<b><u>DUTIES</u></b>	: <ul style="list-style-type: none"> <li>• Ensure transformation and empowerment in the tourism industry</li> <li>• Develop and co-ordinate implementation of tourism awareness programmes and promote assurance within products and services.</li> <li>• Develop and monitor implementation of a Provincial Tourism Safety and Security strategy</li> <li>• Oversee implementation of community tourism initiatives and database development</li> <li>• Facilitate implementation of community tourism training programmes in the Province.</li> <li>• Manage development of an integrated tourism industry.</li> <li>• Facilitate implementation of the Tourism BEE Charter and Scorecard</li> </ul>
<b><u>ENQUIRIES</u></b>	: Mr. M Ngobeni, (015) 293 8510
<b><u>POST 38/236</u></b>	: <b><u>DEPUTY MANAGER: TOURISM REGISTRATION AND COMPLIANCE (2 POSTS) REF NO: C2/08/15</u></b>
<b><u>SALARY</u></b>	: R 217 482 p.a.
<b><u>CENTRE</u></b>	: Polokwane
<b><u>REQUIREMENTS</u></b>	: <ul style="list-style-type: none"> <li>• A three (3) year tertiary Diploma/Degree or equivalent qualification in the tourism field.</li> <li>• Two (2) to three (3) years experience as Senior Administrative Officer.</li> <li>• Experience of tourism concepts and development principles.</li> <li>• Knowledge of Tourism Legislations.</li> <li>• Knowledge of Tourist guides, 70 of 2000.</li> <li>• Knowledge of registration regulations.</li> <li>• Facilitation and presentation skills.</li> <li>• Event management skills.</li> <li>• Analytical thinking</li> <li>• Strong communication skills (verbal and written) and innovative ability.</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	: <ul style="list-style-type: none"> <li>• Registration services for tourist guides, amenities and services in the Province.</li> <li>• Enforce compliance of the tourism second amendment Act and the Limpopo Tourism Act in the Province.</li> <li>• Ensure enterprise promotion for registered tourist guides, amenities and services.</li> <li>• Facilitate implementation of Tourist guides skills development programme.</li> <li>• Ensure development of a communication</li> </ul>

		structure within the guiding fraternity. • Monitor standards and quality assurance for registered tourist guides, amenities and services
<b><u>ENQUIRIES</u></b>	:	Mr. M Ngobeni, (015) 293 8510
<b><u>POST 38/237</u></b>	:	<b><u>SPECIALIST SCIENTIST (3 POSTS) REF NO: C2/08/16</u></b> Bio-diversity Directorate
<b><u>SALARY</u></b>	:	R 217 482 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification in Natural Sciences or equivalent qualification.</li> <li>• Two (2) to three (3) years experience.</li> <li>• Advanced knowledge and experience in mammal conservation biology including their distribution, conservation status and the general ecological relationship among and between mammals and their habitats.</li> <li>• A proven track record demonstrating this knowledge and experience.</li> <li>• The ability to use scientific rules and methods to solve problems.</li> <li>• critical and innovative thinking and active listening skills.</li> <li>• ability to manage a database</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• The ability to develop and manage databases.</li> <li>• Active learning and problem-solving approach to the job.</li> <li>• The ability to work outdoors under varying conditions.</li> <li>• The ability to work alone ,as part of a project or task team or manage whole activities or projects.</li> <li>• The ability to multi-task.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Provide scientific input for biodiversity management and support</li> <li>• Monitor biodiversity indicators</li> <li>• Conduct biodiversity surveys and mapping</li> <li>• Provide CITES Scientific authority</li> <li>• Manage access and benefit agreements and Genetically Modifies Organisms</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. DEN Mabogo, (015) 295 6208
<b><u>POST 38/238</u></b>	:	<b><u>DEPUTY MANAGER: BIODIVERSITY MANAGEMENT REF NO: C2/08/17</u></b>
<b><u>SALARY</u></b>	:	R 217 482 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year degree or diploma in Natural Sciences or equivalent qualification.</li> <li>• Two (2) to three (3) years experience.</li> <li>• Understanding of population dynamics, ecological and evolutionary processes.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Participate in the development of provincial indicators for monitoring</li> <li>• Supervise monitoring projects in the Province.</li> <li>• Facilitate the relationship with districts and municipalities</li> <li>• Take responsibility of the over-all management of the section with regard to coordination of planning, budgeting, operational aspects, performance management and training needs of subordinates</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. DEN Mabogo, (015) 295 6208
<b><u>POST 38/239</u></b>	:	<b><u>DEPUTY MANAGER: GENERAL RECORDS REF NO: C2/08/18</u></b>
<b><u>SALARY</u></b>	:	R 217 482 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year Degree / Diploma in Human Resource Management / Records Management . Archives / Library / Information Science.</li> <li>• Two (2) to three (3) years experience in Records Management</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Presentation skills.</li> <li>• Customer care skills</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• manage five Record Management District centres.</li> <li>• Assist in the development and implementation of policies regulating records management.</li> <li>• Assist in the development and reviewing of file plans and procedure manuals.</li> <li>• Manage records in line with Records Management legislation.</li> <li>• Manage registries in line</li> </ul>

		with National norms and standards. • Assist in training Registry and Department's staff in records management and registry services. Ms MJ Lebethe, (015) 295 7203
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 38/240</u></b>	:	<b><u>DEPUTY MANAGER: ENVIRONMENTAL GOVERNANCE REF NO: C2/08/20</u></b>
<b><u>SALARY</u></b>	:	R 217 482 p.a.
<b><u>CENTRE</u></b>	:	Capricorn
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An appropriate three (3) year tertiary qualification in environmental management, Conservation or Development planning.</li> <li>• Two (2) to three (3) years experience</li> <li>• Experience of Environmental Management systems and tools will be an added advantage.</li> <li>• Experience in Environmental legislations and municipal planning will be an added advantage.</li> <li>• Knowledge and experience of environmental multilateral agreement and sustainable development.</li> <li>• Knowledge and experience of environment public participation processes.</li> <li>• Good facilitation.</li> <li>• Project management and planning skills.</li> <li>• Experience on personnel management and development.</li> <li>• A valid driver's license</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Ensure formulation and functioning of community Environment structures in the District.</li> <li>• Manage the implementation of the environment IDP toolkit in municipalities.</li> <li>• Facilitate the implementation of Environment Multilateral agreements.</li> <li>• Assist municipalities in developing and implementing Environmental management tools.</li> <li>• Facilitate the implementation of sustainable development projects and programmes.</li> <li>• Ensure the coordination of good environment governance in Districts.</li> <li>• Develop and implement public participation processes in District.</li> <li>• Advise local councils about improving their performance in Environmental management.</li> <li>• Facilitate the implementation and evaluation of the cleanest town competition.</li> <li>• Manage the district sub directorate personnel</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. LF Masibe, (015) 297 1818
<b><u>POST 38/241</u></b>	:	<b><u>RESERVE MANAGER REF NO: C2/08/21</u></b>
<b><u>SALARY</u></b>	:	R 217 482 p.a.
<b><u>CENTRE</u></b>	:	<u>Vhembe/Capricorn Managerial Cluster</u> Happy Rest and Studholm Nature Reserve <u>Sekhukhune / Waterberg Cluster</u> Wonderkop Nature Reserve Witvinger Nature Reserve Nylsvlei Nature Reserve Rust de Winter and Bothasvlei Nature Reserve
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A Three (3) year degree in Environmental Management / Sciences and degree in Commercial Sciences.</li> <li>• two (2) to three (3) years experience in the field of nature conservation.</li> <li>• Strong background on Nature Conservation legislations and policies (Provincial and National).</li> <li>• Sound Management background.</li> <li>• Ability to interpret and apply policy.</li> <li>• Sound financial management skills.</li> <li>• Research and analyzing skills.</li> <li>• Report writing skills.</li> <li>• Project management skills.</li> <li>• Knowledge to develop strategies and planning related to protected areas.</li> <li>• Change and diversity management skills.</li> <li>• Problem solving skills</li> <li>• Conflict and people</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Facilitate development and implementation of Nature Reserve management policies and guidelines</li> <li>• Facilitate infrastructure development</li> <li>• Facilitate infrastructure development</li> <li>• Facilitate the sustainable development of State owned Nature Reserve</li> <li>• Facilitate management, implementation and co-orientation of agreement and contracts</li> <li>• facilitate provision of law enforcement services in the Nature Reserve</li> <li>• Facilitate administrative support to provincial Nature Reserve</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms. MM Nmutamvuni (015) 295 7347, (015) 295 4057 (PA)
<b><u>NOTE</u></b>	:	Please note this is a re-advertisement of the posts. Candidates who have applied for the previous advert and which to be considered again for this position must



apply for the post again. No application for the previous advert will be used. Also note that in the case where applicants want to apply for more than one post of Manager: Provincial Nature Reserve, each application must be done on individual or separate application forms. Applicants are requested to indicate the name of the Nature Reserve for which they apply clearly in order to prevent confusion. Also note that in the cases where more than one Nature Reserve is mentioned per reference number, the successful candidate will be responsible for the management of both these Nature Reserves.

<b><u>POST 38/242</u></b>	:	<b><u>DEPUTY MANAGER: PHYSICAL SECURITY REF NR: C2/08/22</u></b>
<b><u>SALARY</u></b>	:	R217 482 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Three (3) year tertiary qualifications in Security Management including 2 – 3 years experience in security field and.</li> <li>• Successful completion of NIA security management course will be an added advantage.</li> <li>• Registered at SIRA as a Grade B Security Service Provider.</li> <li>• A valid driver's license</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Maintain contract management of outsourced security guard services (service standards).</li> <li>• Develop, monitor and maintain appropriate physical security measures/procedures / policies in line with the Minimum Information security standards (MISS).</li> <li>• Maintain a departmental physical security risk register.</li> <li>• Investigations of access control violations and incidents.</li> <li>• Implement a scheduled audit of departmental physical security standards.</li> <li>• Liaise with SAPS and other agencies on matters relating to physical security.</li> <li>• Develop and implement contingency, emergency fire – plans for all departmental buildings.</li> <li>• Manage security equipment purchases (assessments, recommendations and standards).</li> <li>• Implement Departmental Security awareness programmes.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	DP Pelsier (015) 293 8553, (015) 2093 8569 (PA)
<b><u>POST 38/243</u></b>	:	<b><u>DEPUTY MANAGER: DEMAND MANAGEMENT (3 POSTS) REF NR: C2/08/23</u></b>
<b><u>SALARY</u></b>	:	R174 243 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Three (3) year tertiary qualifications in Environment, Economics, IT or related field.</li> <li>• Two (2) to three (3) year experience in the related field.</li> <li>• Knowledge of the business requirement of the department.</li> <li>• Knowledge of PFMA, PPPFA and Supply chain Management Framework.</li> <li>• A valid driver's license</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Do commodity and supply analysis.</li> <li>• Develop procurement strategies</li> <li>• Identifying the frequency of need.</li> <li>• Identify critical delivery dates.</li> <li>• Linking the requirement to the budget.</li> <li>• Analyzing expenditure based on past spend patterns and future needs</li> <li>• Determining the specifications</li> <li>• Conducting a commodity analysis and checking for alternatives</li> <li>• Conducting industry analysis.</li> <li>• Supplier Database management</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms S Shaikh, (015) 293 8541
<b><u>POST 38/244</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE RECORDS REF NO: C2/08/24</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification with one (1) to two (2) years experience in Registry or Records Management and / or Senior Certificate (Gr. 12) with five (5) to seven (7) years experience in Registry or Records Management</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>

<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Supervising Registry Services.</li> <li>• Controlling Messenger services.</li> <li>• Assist in the development and implementation of policies.</li> <li>• Implementing the approved file plans.</li> <li>• Ensure that correspondence is filed correctly.</li> <li>• Ensure that correspondence is retrieved as needed.</li> <li>• Protection of Human Resource records.</li> <li>• Implement file tracking schedule.</li> <li>• Ensuring that employee files have minimum information required.</li> <li>• Supervising of photocopy services.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms MJ Lebethe, (015) 295 7203
<b><u>POST 38/245</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: GENERAL RECORDS REF NO: C2/08/25</u></b>
<b><u>SALARY CENTRE</u></b>	:	R 117 501 p.a. Capricorn Waterberg
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification with one (1) to two (2) years experience in Registry or Records Management and / or Senior Certificate (Gr. 12) with five (5) to seven (7) years experience in Registry or Records Management</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Supervising Registry services.</li> <li>• Controlling messenger services.</li> <li>• Assist in the development and implementation of policies and procedures.</li> <li>• Implement the approved file plans.</li> <li>• Ensure that correspondence has been filed correctly.</li> <li>• Ensure that files are retrieved as needed.</li> <li>• Ensure that mail has been collected and distributed.</li> <li>• Implement file tracking schedule.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms MJ Lebethe, (015) 295 7203
<b><u>POST 38/246</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUBSIDIZED MOTOR SCHEME REF NO: C2/08/26</u></b>
<b><u>SALARY CENTRE</u></b>	:	R 117 501 p.a. Polokwane Vhembe Sekhukhune Waterberg
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification or equivalent qualification with one (1) to two (2) year relevant experience in an administration and / or Grade 12 with five (5) to seven (7) years relevant experience.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Processing of applications for subsidized vehicles</li> <li>• Ensure maintenance of subsidized vehicles.</li> <li>• Conduct inspections on vehicles.</li> <li>• Process fuel claims.</li> <li>• Administer subsidized vehicles log sheets.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. MR Rambado, (015) 293 8504
<b><u>POST 38/247</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: GOVERNMENT OWNED MOTORS SCHEME REF NO: C2/08/27</u></b>
<b><u>SALARY CENTRE</u></b>	:	R 117 501 p.a. Waterberg Vhembe
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification or equivalent qualification with one (1) to two (2) year relevant experience in an administration and / or Grade 12 with five (5) to seven (7) years relevant experience</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Processing Ensure effective and efficient use of vehicles and garage cards.</li> <li>• Ensure maintenance of vehicles.</li> <li>• Maintain the district Fleet Asset Register.</li> <li>• Ensure timeous registration and licensing of government owned vehicles.</li> <li>• Administer GG vehicle log sheets.</li> <li>• Control issuing the pool GG vehicles to end users.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. MR Rambado, (015) 293 8504

<b><u>POST 38/248</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: COMMUNITY ENVIRONMENT DEVELOPMENT</u></b> <b><u>REF NO: C2/08/28</u></b>
<b><u>SALARY</u></b>	:	R117 501 p.a.
<b><u>CENTRE</u></b>	:	2 x Polokwane 1 x Sekhukhune
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An appropriate three (3) year degree or diploma in Administration or equivalent qualification with one (1) to two (2) years experience in Administrative environment and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in Administrative environment.</li> <li>• Report writing skills.</li> <li>• Co-ordinating skills.</li> <li>• Organizing skills.</li> <li>• Interpersonal skills- experience in dealing with the public and specifically communities and institutions involved with conservation, tourism and environment issues (highly recommended).</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Provide Administrative support to the Directorate.</li> <li>• Taking minutes during meeting and workshop of the directorate.</li> <li>• Make arrangements for meetings, seminars and conferences (e.g. documents, invitations, agenda, minutes and other logistics).</li> <li>• Handle routine procurement for the directorate.</li> <li>• Handle filling systems and document management for the directorate.</li> <li>• Tracking of documents in and out of the directorate</li> <li>• Consolidate monthly and quarterly reports for the directorate.</li> <li>• Consolidate monthly plans for the directorate.</li> <li>• Produce administrative reports related to the Directorate.</li> <li>• Process leave and claims for the directorate</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. LF Masibe, (015) 297 1814
<b><u>NOTE</u></b>	:	The person appointed in this position will be subjected to reference checking and security clearance.
<b><u>POST 38/249</u></b>	:	<b><u>COMMUNICATION OFFICER REF NO: C2/08/29</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	1 x Sekhukhune 1 x Mopani 1 x Waterberg 1 x Capricorn
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An appropriate (3) year tertiary qualification in Public Relations, Marketing, Communications, Community Development or Journalism with one (1) to two (2) years experience in either communications, marketing or community liaison work and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in either communications, marketing or community liaison work.</li> <li>• Ability to implement communications plans, service information platforms and programmes.</li> <li>• Ability to develop creative community media and public relations plans and strategies.</li> <li>• Knowledge of government communications and the role of communications to support departmental outputs.</li> <li>• Ability to write for a local and provincial audience proficiently and craft messages to different audiences in the area of service.</li> <li>• Ability to manage multiple stakeholders on a single projects with varied outcomes.</li> <li>• Ability to forge strong, supportive positive working relations at municipal, district and provincial levels.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Implement communications programmes of the department at district level.</li> <li>• Participate and make input into local communications plans with either sector organizations, government departments and municipalities.</li> <li>• Take active part in the maintenance and support to communities through Thusong Centres.</li> <li>• Establish media relations with local community media and develop articles of departmental services.</li> <li>• Develop tools for supporting district communication in the spirit of co-operative governance.</li> <li>• Roll out the brand of the department in consultation in the district through planned road-shows, exhibitions, municipal service rollouts, GCIS events.</li> <li>• Develop and maintain a local event calendar.</li> <li>• Manage staff in the unit.</li> <li>• Write articles and editorials for the newsletter and media.</li> <li>• Ensure all information about the department reaches local stakeholders and is always updated on all channels, electronic and print</li> </ul>

<b><u>ENQUIRIES</u></b>	:	Mr. P Tlouane, (015) 293 8522
<b><u>NOTE</u></b>	:	Applicants are requested to indicate the District which they apply clearly in order to prevent confusion. Also note that in the case where applicants apply for more than one District, separate application forms must be submitted for each District office.
<b><u>POST 38/250</u></b>	:	<b><u>FINANCIAL ADMINISTRATIVE OFFICER: STORES AND DISPOSAL MANAGEMENT REF NO: C2/08/30</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	1 X Polokwane 1 X Vhembe 1 X Capricorn 2 X Sekhukhune 1 X Waterberg
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the related field and /or Senior Certificate (Gr. 12) with five (5) to seven (7) years experience in the related field.</li> <li>• Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous.</li> <li>• Good Computer literacy.</li> <li>• Good Writing Reports skills.</li> <li>• Ability to work under pressure.</li> <li>• Valid driver's license.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Administering, receiving and issuing of inventory items.</li> <li>• Monitor stock margin.</li> <li>• Conduct spot checks.</li> <li>• Conduct stock taking.</li> <li>• Assist in database management.</li> <li>• Assist in the physical disposal process</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms S Shaikh, (015) 293 8541
<b><u>NOTE</u></b>	:	Applicants are requested to indicate the District which they apply clearly in order to prevent confusion. Also note that in the case where applicants apply for more than one District, separate application forms must be submitted for each District office.
<b><u>POST 38/251</u></b>	:	<b><u>FINANCIAL ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: C2/08/31</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the related field and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in the related field.</li> <li>• Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous.</li> <li>• Good Computer literacy.</li> <li>• Good Writing Reports skills.</li> <li>• Ability to work under pressure.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Understanding future needs.</li> <li>• Data processing and capturing.</li> <li>• Assist with monitoring procurement plan alignment with buying.</li> <li>• Administering of the supplier database.</li> <li>• Monitoring critical delivery dates</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms S Shaikh, (015) 293 8541
<b><u>POST 38/252</u></b>	:	<b><u>FINANCIAL ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT (2 POSTS) REF NO: C2/08/32</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the related field and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in the related field.</li> <li>• Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous.</li> <li>• Good Computer literacy.</li> <li>• Good Writing Reports skills.</li> <li>• Ability to work under pressure.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to</li> </ul>

	:	work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Invitation of quotations. • Compilation of bid documents. • Evaluation of quotations. • Conduct site inspection. • Provide support to the Bid Adjudication Committee secretariat
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaikh, (015) 293 8541
<b><u>POST 38/253</u></b>	:	<b><u>FINANCIAL ADMINISTRATION OFFICER: CONTRACT MANAGEMENT (ACQUISITION MANAGEMENT) REF NO: C2/08/33</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	• A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the related field and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in the related field. • Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous. • Good Computer literacy. • Good Writing Reports skills. • Ability to work under pressure. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Maintain contract database. • Assist in implementing decisions in the event of non-performance on any preferred suppliers or service providers. • Understanding contracts and Service Level Agreements. • Monitor services rendered in line with contract requirements
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaikh, (015) 293 8541
<b><u>POST 38/254</u></b>	:	<b><u>FINANCIAL ADMINISTRATIVE OFFICER: ASSETS MANAGEMENT REF NO: C2/08/34</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	1 X Polokwane 1 X Capricorn
<b><u>REQUIREMENTS</u></b>	:	• A three (3) year tertiary qualification in Finance or equivalent with one (1) to two (2) years experience in the related field and / or Senior Certificate (Gr 12) with five (5) to seven (7) years experience in the related field. • Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous. • Good Computer literacy. • Good Writing Reports skills. • Ability to work under pressure. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Verify assets. • Retrieving of vouchers for fixed assets. • Marking and bar-coding of assets. • Registering of assets in the assets register. • Compiling of reports. • Identification of the assets to be disposed
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaikh, (015) 293 8541
<b><u>NOTE</u></b>	:	Applicants are requested to indicate the District which they apply clearly in order to prevent confusion. Also note that in the case where applicants apply for more than one District, separate application forms must be submitted for each District office.
<b><u>POST 38/255</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: WILDLIFE TRADE AND REGULATION REF NO: C2/08/35</u></b>
<b><u>SALARY</u></b>	:	R 117 501
<b><u>CENTRE</u></b>	:	2 x Capricorn 2 X Vhembe 2 X Mopani 2 X Sekhukhune 2 X Waterberg
<b><u>REQUIREMENTS</u></b>	:	• A three (3) year tertiary qualification with one (1) to two (2) year experience in administration and / or a Senior Certificate (Grade 12) with five (5) to seven (7) years experience in administration • Excellent administrative skills (minute taking, filing, database management), and working knowledge of administration systems and processes. • Knowledge of Permitting System, understanding of public

		service systems and procedures will be an added advantage. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Processing permits in terms of the Limpopo Environmental Management Act and other related legislations. • Ensure proper record management • Compliance to Performance Management System • Compliance to Batho Pele principles. • Ensure divisional stationery requirements.
<b><u>ENQUIRIES</u></b>	:	Mr SH Makhubele, (015) 295 4861
<b><u>NOTE</u></b>	:	Applicants are requested to indicate the District which they apply clearly in order to prevent confusion. Also note that in the case where applicants apply for more than one District, separate application forms must be submitted for each District office.
<b><u>POST 38/256</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: INFORMATION SECURITY (3 POSTS) REF NO: C2/08/36</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	• An appropriate three (3) year tertiary qualification in Security or related field with one (1) to two (2) years relevant experience and / or a Senior Certificate (Gr 12) with five (5) to seven (7) years relevant experience. • Experience, knowledge and the ability to interpret and implement the MISS. • Ability to interpret and apply policies through analytical and innovative thinking. • Ability to conduct training and awareness workshops. • Must have high standards and proposed levels of achievement. • The ability to manage conflict situations effectively. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations. • Successful conclusion of the NIA Security Managers Course will an added advantage
<b><u>DUTIES</u></b>	:	• Render security administration duties. • Maintain security registry. • Monitor and ensure compliance with the MISS and departmental security policies and procedures. • Conduct pre-employment screening investigations. • Conduct scheduled information security awareness training
<b><u>ENQUIRIES</u></b>	:	Mr. DP Pelser, (015) 293 8553
<b><u>POST 38/257</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ENVIRONMENT ENFORCEMENT AND COMPLIANCE REF NO: C2/08/37</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	Vhembe Sekhukhune Capricorn Waterberg
<b><u>REQUIREMENTS</u></b>	:	• An appropriate three (3) years degree or diploma in administration with one (1) to two (2) years relevant experience in an administrative environment and / or a Senior Certificate (Gr 12) with five (5) to seven (7) years relevant experience. • Strong communication skills (verbal and written). • Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.). • Ability to work under pressure. • Planning and Organization skills. • Valid Driver's license. • Interpersonal Relations
<b><u>DUTIES</u></b>	:	• Render administrative support to personnel within the district. • Capture environmental crime statistics. • Register received cases in the case register and keep it updated. • Compile monthly and quarterly reports of the districts. • Typing of correspondence (letters and reports) • Ensure that all documents and registers are in order. • Remind officials of court dates. • Ensure that the service standards are adhered to within the districts.
<b><u>ENQUIRIES</u></b>	:	Adv. MP Monyepao, (015) 295 4869
<b><u>POST 38/258</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: POLLUTION AND WASTE (2 POSTS) REF NO: C2/08/38</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.

<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An appropriate three (3) year B degree in natural science, Environmental Management Sciences or equivalent qualification with one (1) to two (2) years experience in related field and / or a Senior Certificate (Gr 12) with five (5) to seven (7) years experience in related field.</li> <li>• Knowledge of the Environment Conservation Act, Atmospheric Pollution Prevention Act, NEM: Air quality Act and the Department of water and Forestry's Minimum requirements for waste disposal by landfill.</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Ability to work under pressure.</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Ability to analyze and interpret HR policies and legislation.</li> <li>• Ability to in a team is essential.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Ensure the implementation of the pollution and waste management legislation and policies – action plans of National Waste Management Strategy, NEM Waste Bill and NEM Air Quality Act.</li> <li>• Identify appropriate technology thorough research and development process for the best disposal methods for municipal, medical and industrial waste and emissions in the Province.</li> <li>• Participate in site-selection, appraisal and closure process of landfill sites, and incineration plants in Limpopo.</li> <li>• Participate in air quality management licensing process within the Province.</li> <li>• Formulate strategies for the promotion of clean technology in industries and business.</li> <li>• Review Environmental Impact Assessment applications for physical development.</li> <li>• Engage in the compliance audits in the industries and business.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. TP Mphahlele, (015) 295 4841
<b><u>POST 38/259</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: INFRASTRUCTURE SUPPORT SERVICES REF NO: C2/08/39</u></b>
<b><u>SALARY</u></b>	:	R 117 501 p.a.
<b><u>CENTRE</u></b>	:	Polokwane Vhembe Capricorn Sekhukhune Waterberg
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• An appropriate three (3) year tertiary qualification with one (1) to two (2) years experience in facilities management and / or a Senior Certificate (Gr. 12) with five (5) to seven (7) years experience in facilities management.</li> <li>• Report writing skills</li> <li>• Strong communication skills (verbal and written).</li> <li>• Computer literacy (preferably packages such as MS Excel, PowerPoint, MS Word, Internet etc.).</li> <li>• Planning and Organization skills.</li> <li>• Valid Driver's license.</li> <li>• Interpersonal Relations.</li> <li>• Ability to analyze and interpret HR policies and legislation.</li> <li>• Ability to work under pressure</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Render office services.</li> <li>• Provide cleaning services.</li> <li>• Administer telecommunication services.</li> <li>• Administer allocation of offices and office furniture.</li> <li>• Maintain Asset Register for all the immovable assets in the district.</li> <li>• Administer utilization of labour saving devices and keep records thereof.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. MR Rambado, (015) 293 8504
<b><u>POST 38/260</u></b>	:	<b><u>ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: C2/08/40</u></b>
<b><u>SALARY</u></b>	:	R 64 410 p.a.
<b><u>CENTRE</u></b>	:	<u>Sekhukhune</u> 1 x Nebu Cashier Office 1 x Sekhukhune Cashier Office 1 x Praktiseer Cashier Office 1 x Schuinsdraai Cashier Office <u>Capricorn</u> 1 x Sekgosese Cashier Office 2 x Gani House Cashier Office 2 x Mankweng Cashier Office <u>Waterberg</u> 1 x Mokerong Cashier Office 2 x Thabazimbi Cashier Office 1 x Modimolle Cashier Office

<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Grade 12 certificate</li> <li>• Knowledge of PFMA, Treasury Regulations, Division of Revenue Act and BAS will be an added advantage.</li> <li>• A valid driver's license.</li> <li>• Good communication skills.</li> <li>• Computer literacy</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Collecting of revenue at cashier points.</li> <li>• Issuing of receipts.</li> <li>• Preparing of cash book.</li> <li>• Banking of state money.</li> <li>• Preparation of revenue returns.</li> <li>• Compilation of monthly revenue statistics reports.</li> <li>• Filing and safekeeping of documents.</li> <li>• Requisition of stationery (Face value forms deposit books, etc.)</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms DF Mothapo, (015) 293 8555
<b><u>POST 38/261</u></b>	:	<b><u>REGISTRY CLERK: HUMAN RESOURCE RECORDS REF NO: C2/08/41</u></b>
<b><u>SALARY</u></b>	:	R 54 879 p.a.
<b><u>CENTRE</u></b>	:	Polokwane, Mopani, Sekhukhune
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Senior Certificate (Gr.12)</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Provision of Human Resource Registry services.</li> <li>• Implement sound Records Management practices.</li> <li>• Filing Human Resource documents.</li> <li>• Implement file tracking schedule.</li> <li>• Operating the franking machine.</li> <li>• Operating the photocopy machine.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms Lebethe, (015) 295 7203
<b><u>NOTE</u></b>	:	Applicants are requested to indicate the District which they apply clearly in order to prevent confusion. Also note that in the case where applicants apply for more than one District, separate application forms must be submitted for each District office.
<b><u>POST 38/262</u></b>	:	<b><u>ADMINISTRATION CLERK: STORES AND DISPOSAL MANAGEMENT REF NO: C2/08/42</u></b>
<b><u>SALARY</u></b>	:	R 54 879 p.a.
<b><u>CENTRE</u></b>	:	Capricorn Waterberg
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Senior certificate.</li> <li>• Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Administer the issuing of inventory items.</li> <li>• Assist with stock taking.</li> <li>• Prepare stock in transit.</li> <li>• Ensure accurate stock recording.</li> <li>• Responsible for data processing, receiving, issuing of stores items.</li> <li>• Assist in physical disposal management</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaikh, (015) 293 8541
<b><u>NOTE</u></b>	:	Applicants are requested to indicate the District which they apply clearly in order to prevent confusion. Also note that in the case where applicants apply for more than one District, separate application forms must be submitted for each District office.
<b><u>POST 38/263</u></b>	:	<b><u>ADMINISTRATION CLERK: ACQUISITION MANAGEMENT (4 POSTS) REF NO: C2/08/43</u></b>
<b><u>SALARY</u></b>	:	R 54 879 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Senior certificate</li> <li>• Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Recording of bids and quotations received.</li> <li>• Filing of bid documents and correspondence.</li> <li>• Processing quotation request forms.</li> <li>• Distribute orders for goods and services.</li> <li>• Update the order register.</li> <li>• Filing of orders.</li> <li>• Matching of invoices with orders.</li> <li>• Confirmation and faxing of orders</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaikh, (015) 293 8541
<b><u>POST 38/264</u></b>	:	<b><u>ACCOUNTING CLERK: CONTRACT MANAGEMENT (ACQUISITION MANAGEMENT) REF NO: C2/08/44</u></b>
<b><u>SALARY</u></b>	:	R 54 879 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Senior certificate.</li> <li>• Knowledge of PFMA, PPPFA and Supply Chain Management will be advantageous.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Administer the contract database.</li> <li>• Filing of contract documents, SLAs and general correspondence.</li> <li>• Maintain register of correspondence.</li> <li>• Carry out general office work</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms. S Shaikh, (015) 293 8541



<b><u>POST 38/265</u></b>	:	<b><u>ADMINISTRATION CLERK: SERVICE DELIVERY IMPROVEMENT (HELP DESK OPERATOR) (2 POSTS) REF NO: C2/08/45</u></b>
<b><u>SALARY</u></b>	:	R 54 879 p.a.
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• Grade 12 certificate</li> <li>• A certificate in Customer Care related field will be an added advantage.</li> <li>• Knowledge of Batho Pele principles.</li> <li>• The ability to comprehend and communicate in all the Provincial spoken languages</li> <li>• Strong communication skills (verbal and written).</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• Provision of service advice to internal and external clients of the Department.</li> <li>• Provide customer support.</li> <li>• Assess and manage customer needs.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms PT Banyini, (015) 291 4743

#### **DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

<b><u>CLOSING DATE</u></b>	:	26 September 2008
<b><u>NOTE</u></b>	:	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**

<b><u>POST 38/266</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK [ASSET MANAGEMENT] = 2 POSTS</u></b> Kindly note that this is a re-advertisement Post 37/198. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY</u></b>	:	R64 410 p.a.
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Health and Social Development, Private Bag X9302, POLOKWANE, 0700.
<b><u>POST 38/267</u></b>	:	<b><u>ADMIN CLERK [ASSET MANAGEMENT] = 2 POSTS</u></b> Kindly note that this is a re-advertisement Post 37/199. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY</u></b>	:	R54 879 p.a.
<b><u>CENTRE</u></b>	:	Ellisras Hospital [1], Malamulele Hospital [1]
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>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,</li> </ul>

		unserviceable and useless assets for purpose of asset disposal. Take part in asset disposal and update the asset register.
<b><u>ENQUIRIES</u></b>	:	Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Health and Social Development, Private Bag X9302, POLOKWANE, 0700.
<b><u>POST 38/268</u></b>	:	<b><u>PROVISIONING ADMIN CLERK [STORES] = 7 POSTS</u></b> Kindly note that this is a re-advertisement Post 37/200. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY CENTRE</u></b>	:	R54 879 p.a. Dr CN Phatudi Hospital [2], Witpoort Hospital [1], Tshilidzini Hospital [2], Thabazimbi Hospital [1], Ellisras Hospital [1]
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Prepare stores payments. Capture requisitions for goods and services. Commit funds in the relevant register.
<b><u>ENQUIRIES</u></b>	:	Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Health and Social Development, Private Bag X9302, POLOKWANE, 0700.
<b><u>POST 38/269</u></b>	:	<b><u>ADMIN CLERK [STORES] = 1 POST</u></b> Kindly note that this is a re-advertisement Post 37/201. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R54 879 p.a. Malamulele Hospital [1] 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. Key performance areas: Prepare stores payments. Capture requisitions for goods and services. Commit funds in the relevant register
<b><u>ENQUIRIES</u></b>	:	Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Health and Social Development, Private Bag X9302, POLOKWANE, 0700.
<b><u>POST 38/270</u></b>	:	<b><u>ADMINISTRATION CLERK [LOGISTICS] = 1 POST</u></b> Kindly note that this is a re-advertisement Post 37/202. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R54 879 p.a. Witpoort Hospital Qualifications and Competencies: Grade 12 certificate at NQF level 4. Knowledge and skills: Computer literacy.
<b><u>DUTIES</u></b>	:	Key performance areas: Render switchboard services. Render Registry services. Render typing services.
<b><u>ENQUIRIES</u></b>	:	Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Health and Social Development, Private Bag X9302, POLOKWANE, 0700.
<b><u>POST 38/271</u></b>	:	<b><u>CLEANERS = 53 POSTS</u></b> Kindly note that this is a re-advertisement Post 37/203. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY CENTRES</u></b>	:	R47 787 p.a. 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], Mohlaletse 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]
<b><u>REQUIREMENTS</u></b>	:	Qualification and Competencies: Appropriate competencies in cleaning services.
<b><u>DUTIES</u></b>	:	Key performance areas: Rendering cleaning services. Use and keep all cleaning goods and material properly. Infection control
<b><u>ENQUIRIES</u></b>	:	Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<b><u>APPLICATIONS</u></b>	:	All applications should be addressed to: The District Manager, Sekhukhune District, Private Bag x 04, Chuenespoort, 0745.
<b><u>POST 38/272</u></b>	:	<b><u>GROUNDSMAN = 33 POSTS</u></b> Kindly note that this is a re-advertisement Post 37/204. Applicants who applied previously and who still wish to be considered are at liberty to re-apply
<b><u>SALARY CENTRE</u></b>	:	R47 787 p.a.
	:	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], Groblersdal: Magukubjane Clinic [2], Groblersdal Clinic [1], Moutse East [2], Makhuduthamaga: Marishane Clinic [1], Tswaing Clinic [2]:
<b><u>REQUIREMENTS</u></b>	:	Qualification and Competencies: Ability to read and write. Competencies in gardening.
<b><u>DUTIES</u></b>	:	Key performance areas: Maintain grounds.
<b><u>ENQUIRIES</u></b>	:	Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<b><u>APPLICATIONS</u></b>	:	All applications should be addressed to: The District Manager, Sekhukhune District, Private Bag x 04, Chuenespoort, 0745.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

*The Department intends to promote representivity with the filling of the post. Kindly indicate gender, race and disability status to facilitate the process. If a representative appointment cannot be made, the candidature of any applicants that comply will be considered.*

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Environmental Affairs and Development Planning, Private Bag X9086, Cape Town, 8000
<b><u>FOR ATTENTION</u></b>	:	Mr NJ Smit
<b><u>NOTE</u></b>	:	These posts will be filled in accordance with section 11 of the Public Service Act, 1994, as amended. Note: Strong consideration will be given to excess employees. Excess staff must kindly indicate as such on Z83. Applications, via the Head of your Department (if a public service employee), with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of documentation (ID, scholastic, driver's license, as well as highest educational qualification). The Department will only communicate with short-listed candidates who have been selected for interviews. 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. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Department. No CV's will be returned. No faxed, e-mailed or late applications will be considered. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Full particulars of at least three references must be supplied as reference checking will be done during the selection process. Candidates will be subjected to competency assessment as well as security clearance. Any previous government service and reason for leaving must be declared.

**OTHER POSTS**

<b><u>POST 38/273</u></b>	:	<b><u>PRINCIPAL ENVIRONMENTAL OFFICER (X3 POSTS) REFERENCE NO: E/08/014</u></b> Directorate: Waste Management
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate recognised 4-year degree in Natural or Physical Sciences, Environmental Sciences or Engineering (or an equivalent, appropriate qualification) plus appropriate working experience in the environment field. The following will serve as requirements: • sound interpersonal and communication skills (verbal and written) • administrative skills and basic knowledge of project management • experience in planning, organising and report writing • computer literacy (particularly in Ms Word, Excel, and Powerpoint, including spatial and non spatial database management) • knowledge of and experience in environmental management, including waste management • knowledge of environmental legislation, policies, and regulations • a valid code 08(EB) driver's license. The following will serve as recommendation: • ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape Province (verbal and written) • a willingness to travel • knowledge of statistical analysis • knowledge of Geographical Information Systems (GIS) and information management • basic knowledge of budgeting • supervisory and conflict management skills.
<b><u>DUTIES</u></b>	:	• assisting local authorities and targeted industries with the development, assessment and implementation of integrated waste management plans • support the development and implementation of a provincial waste information system • support the development and implementation of a provincial hazardous waste management plan • assisting with capacity building regarding integrated waste management planning and waste information management • assisting with the processing, quality assurance and analysis of waste information and the maintenance of databases • assisting with the co-ordination of data exchange

and the alignment of information systems with other organs of state • enforcement of relevant statutory provisions • providing technical advice on Environmental Impact Assessments • liaising with local, provincial and national authorities, business and industry with the view of developing integrated waste management plans and managing waste information • representing the Department on various committees and forums • general planning and organising of activities related to projects • handling enquiries pertaining to waste management problems and matters related to the component's objectives. • supervising staff and be responsible for general office management • assisting with the compilation of budget and expenditure control in particular with regards to projects.

**ENQUIRIES** : Mr K Chetty, Tel (021) 483 2749  
**CLOSING DATE** : 2 October 2008

**POST 38/274** : **ADMINISTRATIVE OFFICER REFERENCE NO: E/08/023**  
 Directorate: Shared Logistical Services

**SALARY** : Salary of R 145 920 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : The formal qualification requirements: for this post is a Bachelors Degree or equivalent qualification or senior certificate with 6 years experience. Drivers licence (Code EB) The following will serve as recommendations: • Good understanding of Public Service Act and Labour Relations Act, Public Finance Management Act and Provisioning Administration System • good interpersonal, communication and organising skills • knowledge of the responsibility of the supervisor • computer literacy (Ms Word, Excel, GroupWise and Power Point).

**DUTIES** : The successful candidate will be responsible for: • performs administrative duties including-registry, transport and auxiliary services • performs supervisory functions • assist with maintaining cash flow projections and assisting with all financial functions • co-ordination of maintenance and domestic services • co-ordinating inventory control • organise and take minutes at interviews during staff recruitment processes.

**ENQUIRIES** : Mr J Mototo Tel (021) 483 5299  
**CLOSING DATE** : 2 October 2008

**POST 38/275** : **ENVIRONMENTAL OFFICER REFERENCE NO: F/08/020**  
 Directorate: Pollution Management

**SALARY** : Salary of R 117 501 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : The formal qualification for this position is an appropriate recognised 3-year tertiary qualification in Natural or Physical Sciences, Environmental Sciences or Engineering (or an equivalent, appropriate qualification). The following will serve as requirements: • computer literacy • communication skills (verbal and written) • knowledge of environmental management • basic knowledge of environmental legislation, policies and regulations. The following will serve as recommendation: • sound interpersonal skills • a valid code 08 (EB) driver's license and a willingness to travel • ability to conduct research • ability to plan and organise activities, and write reports • knowledge of waste management • ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape Province (verbal and written).

**DUTIES** : • assisting with the development of policy, legislation, strategies, guidelines, norms and standards that will promote the hierarchical approach to integrate waste management • assisting with establishing programmes and projects that will give effect to the implementation of waste management policy, legislation and strategies • assisting with capacity building and awareness-raising programmes regarding integrated waste management • commenting on relevant draft legislation and policies • enforcing relevant statutory provisions • providing technical advice on Environmental Impact Assessments • liaising with local, provincial and national authorities, organised civil society, non-governmental organizations, business, industry, and organized labour with the view of developing policy, legislation, norms, standards and guidelines regarding integrated waste management • representing the Department on various committees and forums • assisting with general planning and organizing activities

**ENQUIRIES**  
**CLOSING DATE**

related to projects • handling of enquiries pertaining to waste management problems and matters related to the component's objectives.  
: Ms B Langenhoven Tel (021) 483 2971  
: 10 October 2008

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS**

: The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000

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

: Mr R Versfeld  
: 3 October 2008

**OTHER POSTS**

**POST 38/276**

: **SPECIALIST ARCHITECT U2/08/175**

Job purpose: To provide expert architectural project management services to ensure effective, efficient and economical Architectural solutions and standards that comply with legislation, regulations and standards for Educational Facilities.

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

: An all-inclusive salary package of R 407 745 per annum  
: Directorate: Educational Facilities, Cape Town  
: An appropriate recognised five-year university degree in Architecture plus registration as an Architect with the South African Council for the Architectural Profession. Competencies needed: • knowledge of practice and procedure of architectural and safety standards • knowledge of the law of building contracts and its application to contracts in use by the Department • broad knowledge of the building and engineering processes • good knowledge of Acts, regulations, policies and instructions applicable in the Built Environment • knowledge of project management and project management skills • computer literacy (Microsoft environment, GroupWise and CAD) • good written and verbal communication skills in at least two of the three official languages of the Western Cape Province • good interpersonal relations • good problem solving skills using analytical thinking • a valid driver's license Experience: • extensive appropriate experience after registration

**DUTIES**

: • provide direct architectural input to ensure innovative design and a high standard of architecture is achieved • provide project management input in identified projects undertaken by the Directorate • responsible for compliance with the terms of Occupational Health and Safety Act and relevant legislation, regulations / standards (SABS, BS, NHS, NBR, etc) • optimise the utilisation of available funds by providing cost advice, doing estimates, cost checks, investigations, outline designs and specifications, etc as required • monitoring and controlling progress of projects and budget expenditure • give advice and recommend action to project co-ordinators (for multi-disciplinary projects) and provide architectural advice inclusive of environmentally friendly designs, investigations, etc as required • develop criteria for the development, provision and maintenance of a comprehensive architectural project management service, control thereof according to required standards and indicators as well as the long term planning parameters for improving architectural project management services

**ENQUIRIES**

: Mr MW Jassiem Tel (021) 483 5370