



DATE OF ISSUE: 26 SEPTEMBER 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 39 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 **27 OCTOBER 2008**

**AMENDMENTS** : **National Prosecuting Authority:** Kindly note that the following positions are withdrawn from the circular, Post 38/96, Post 38/97 and Post 38/103  
**Department of Water Affairs and Forestry:** Kindly note that the post of Director: Australasia, advertised in PSVC 38 of 2008, has been withdrawn.  
**Provincial Administration: Gauteng Department of Health:** Kindly note that the following posts for Pretoria Academic Hospital advertised in PSVC 37 of 2008: 37/149 for DD: Medical Natural Scientist Ref No: 70053595 correct enquiries: Dr. C. Huyser Tel No: 012 354 2067. Post 37/168 Nuclear Medicine Radiographer / Post Graduate (Pros) & Post 37/164 Chief Radiographer (Nuclear Medicine) Ref No: 70053679 enquiries Mrs. M.V. Ginkel Tel No: 012 354 2374. Post 37/ 178 Post should read as Clinical Technologist (Reproductive Biology Laboratory) Ref No: 70053686.  
**Provincial Administration: Western Cape Department of Environmental Affairs and Development Planning:** Kindly note that the pos of Administrative Officer Reference No: E/08/023 should be F/08/023 and also the centre should be George and not Cape Town.

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## DEPARTMENT OF AGRICULTURE

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

**CLOSING DATE** : 10 October 2008

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

## OTHER POSTS

**POST 39/01** : **DEPUTY DIRECTOR: WATER MANAGEMENT (REF 423/2008)**  
 Directorate: Water Use and Irrigation Development  
 This post was previously advertised with Ref. 113/2008. Candidates who previously applied must re-apply.

**SALARY** : All inclusive package of R344 052 per annum  
**CENTRE** : Silverton  
**REQUIREMENTS** : The successful candidate must be in possession of an appropriate Bachelor's degree preferably in Agriculture, Natural Sciences or Environmental Sciences with extensive experience, Experience in Project Management and Irrigation, Computer literacy and excellent communication skills.

**DUTIES** : The incumbent's responsibility will be to manage the provision of technical and scientific advice on water irrigation matters. Manage Sub-directorate: Water Management. Develop and provide guidelines, norms and standards for water use and irrigation. Manage the implementation of plans on water use and irrigation development. Provide advice on water use and irrigation development matters. Facilitate the establishment of agricultural water management institutions. Liaise with stakeholders. Facilitate and participate in water irrigation forums.

**ENQUIRIES** : Ms M.J. Gabriel, Tel. 012 8468567  
**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10

**FOR ATTENTION** : URS Response Handling or otherwise stated

**POST 39/02** : **SPECIALIST AGRICULTURAL RESEARCHER (ANIMAL & PASTURE SCIENCE) [SIX POSTS] (REF 444/2008)**  
 Directorate: Grootfontein Agricultural Development Institute

**SALARY** : All inclusive package of R344 052 per annum  
**CENTRE** : Grootfontein, Middelburg, Eastern Cape  
**REQUIREMENTS** : For Animal Science, the successful candidate must be in possession of a M.Sc. or PhD degree in Agriculture in the fields of Breeding and Genetics, Physiology or Nutrition or M.Sc. (Biochemistry) or M.Sc (Molecular and Cellular Biology). For Pasture Science, the successful candidate must be in possession of a M.Sc. or PhD degree in Agriculture in the fields of Pasture Science with specialisation within the fields of either Rangeland management, monitoring and restoration ecology or Cultivated dry land and irrigated pastures. All candidates should have

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|                            | relevant experience in research, development and technology transfer with specific reference to and proof of: Project identification, planning and management. Statistical analysis, evaluation and interpretation of research data. Report writing/publications. Recognition as specialist by peers. Public appearance/communications. Technology transfer and advisory services. Computer literacy in MS Word, MS Excel, MS Power Point, statistical packages such as SAS, CANOCO, Primer, GENSTAT.  |
| <b><u>DUTIES</u></b>       | : The incumbent's responsibility will be to conduct research, development and technology transfer in any one of the fields of animal breeding, animal nutrition, livestock management, rangeland management, rangeland monitoring and restoration ecology or cultivated dry land and irrigated pastures. Other duties of all incumbents are: Co-operate with Industry organisations, organised agriculture and other relevant stakeholders to identify research needs. Plan and initiate appropriate projects to address the needs of clients. Co-ordinate and evaluate all aspects of experimental conduction in accordance with the research protocols of research projects. Analyse and interpret data of project according to respective research protocols. Publication articles in scientific, semi-scientific and popular journals. Present papers at National and International professional Congresses and Industry Congresses. Advisory and extension support services to clients. Contribute towards developing training programmes for students, producers, etc. Lecturing, advising and assisting of students. Peer-reviewing of articles for publication in scientific journals. Serve on national committees and task teams. Study leader and/or examiner of postgraduate students and young professionals. |
| <b><u>ENQUIRIES</u></b>    | : Animal Science: Dr M.A. Snyman. Tel. 049 8421113<br>Pasture Science: Dr. M Coetzee. Tel. 049 842113  |
| <b><u>APPLICATIONS</u></b> | : Director: Human Resources Management, Private Bag X 529, Middelburg, Eastern Cape, 5900  |
| <b><u>NOTE</u></b>         | : Proof of experience as scientist, when applying for the posts should be provided in the form of a comprehensive CV and should include: Personal information and qualifications obtained. A list of all your publications reports (full reference with dates) as well as a description of data information or computer systems that you developed. Products that you developed through long-term research. References of papers and invited papers at national and international professional congresses as well as the number of lectures and practical sessions to students and presentation of courses. An indication of any technical systems that you operate or other specialised services that you provide. An overview of the leadership role that you play in the field of science. Description of the impact of your work on agriculture. Other information confirming your recognition as a specialist such as invitation as guest scientist, consultations, involvement in natural science organisations (chair of sessions at congresses), professional societies, professional committees, high-level RSA committees/work groups, members of editorial committees of scientific journals, refereeing of articles in scientific journals, examiner and supervisor of degree as well all awards received.     |
| <b><u>POST 39/03</u></b>   | : <b><u>STATE VETERINARIAN (REF 422/2008)</u></b><br>Directorate: Grootfontein Agricultural Development Institute  |
| <b><u>SALARY</u></b>       | : All inclusive package of R344 052 per annum  |
| <b><u>CENTRE</u></b>       | : Grootfontein, Middelburg, Eastern Cape   |
| <b><u>REQUIREMENTS</u></b> | : The successful candidate must be in possession of a B.V.Sc. degree with sufficient appropriate experience (Registered with the Veterinary Council of South Africa). Computer literacy (MS Word, MS Excel, MS Power Point). Excellent communication and presentation skills and proficient in English and Afrikaans. Driver's licence.  |
| <b><u>DUTIES</u></b>       | : The incumbent's responsibility will be to provide veterinary services required for the management of health status of the institute's livestock herds. Veterinary inspection of livestock slaughtered at the institute's abattoir. Research on animal health in collaboration with industry and other research institutions. Perform surgical procedures required by research projects of the institute. Internal and external communication of research findings through publications and presentations at various forums. Advisory services on animal health matters to farmers. Lecturing and training of students in the Higher and Further Education bands in the field of Animal health.   |

**ENQUIRIES** : Dr J.A. van Rooyen, Tel. 0824633087  
**APPLICATIONS** : Director: Human Resources Management, Private Bag X 529, Middelburg, Eastern Cape, 5900

**POST 39/04** : **SENIOR LEGAL ADMINISTRATION OFFICER (REF 440/2008)**  
Directorate: Legal Services

**SALARY** : R219 234 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of an LLB or B.Proc degree. At least eight (8) years appropriate post graduate experience in the following: administrative law, constitutional law, international law, law of contract and delict, principles of interpretation of statutes and collections. Possesses analytical thinking and research skills; excellent legal writing skills, drafting of legislation and contracts, litigation management skills and oral communication skills and managerial/supervisory skills. Good computer literacy skills.

**DUTIES** : The incumbent's responsibility will to facilitate the drafting and amendment of legislation and legal documents. Provide legal advice to the management and components of the Department of Agriculture. Support components of the Department of Agriculture and liaise with legal practitioners with regard to civil litigation and collection matters. Render support with regard to international trade negotiations and the drafting of international and domestic agreements. Provide support on the institution of criminal proceedings.

**ENQUIRIES** : Marion van Rooyen, Tel. 012 3196807  
**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10

**FOR ATTENTION** : URS Response Handling or otherwise stated  
**NOTE** : This post was advertised previous with Ref. 196/2008. Candidates who previously applied must re-apply.

**POST 39/05** : **CHIEF PLANT HEALTH OFFICER (REF 420/2008)**  
Directorate: Plant Health

**SALARY** : R174 243 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of an appropriate B.Sc. or B.Sc. Agric degree with Plant Pathology as a major subject. (You are required to furnish a credit certificate and/or statement of results). Extensive knowledge and understanding of viral, viroid, bacterial, pest mitigation/ control programmes. Computer literacy in MS Outlook , MS Word, MS Power Point, MS Excel. A valid code EB driver's licence and willingness to travel, often at short notice. Must have good interpersonal relations as a member of a team responsible for international and national liaison. Knowledge of the World Trade Organisation (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the International Plant Protection Convention (IPPC) role and purpose in international agricultural trade. Knowledge of the SA-SPS import and export regulatory systems. Good written and verbal communication and liaison skills.

**DUTIES** : The incumbent's responsibility will be to conduct Pest Risk Analysis in the scientific field of Pathology: pest listing, pest risk assessment and pest risk management. Interpret, evaluate and Implement International Standard for Phytosanitary Measures of the International Plant Protection Convention and phytosanitary legislation/policies as well as relevant recommendations, Including the Agricultural Pest Act, (Act No. 36 of 1983). Provide phytosanitary assessment, recommendation and advice on Import Interceptions. Evaluate and make recommendations on ISPMs, as drafted by the IPPC. Presentations at relevant forums. Good written and verbal communication and liaison skills.

**ENQUIRIES** : Mr J.H. Venter, Tel. 012 3196343  
**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10

**FOR ATTENTION** : URS Response Handling or otherwise stated  
**NOTE** : Candidates may be subjected to a skills/knowledge test.

**POST 39/06** : **ASSISTANT DIRECTOR: ADMINISTRATION (FACILITIES AND PROJECTS (REF 430/2008)**  
Unit: Corporate Support Services

This post was previously advertised with Ref. 204/2008. Candidates who previously applied must re-apply.

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| <b><u>SALARY</u></b>        | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a Grade 12 certificate/national diploma. Relevant experience in project management, facility management and maintenance (planned and unplanned). Knowledge of Building environment. Proficient in at least two official languages. Valid driver's licence. Computer literacy. Knowledge and understanding of the government procurement system as well as the Public Finance Management Act. Knowledge of relevant legislation such as the Public Service Act, Labour Relations Act, Occupational Health and Safety Act. Good verbal and written communication skills, proven problem solving approach. Excellent project management skills. Ability to work under pressure. Negotiation skills.  |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to manage and supervise employees. Manage accommodation related matters, Handle correspondence in respect of enquiries and leases. Attend meetings and site inspections. Monitoring of processes. Supervision of improvement and alterations. Inspections of infrastructure. Provide administrative support/feedback to Deputy Director. Monitor records. Interaction between clients, staff and other role players.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms G.M. Van As, Tel. 012 3196960  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated   |
| <b><u>POST 39/07</u></b>    | : | <b><u>ASSISTANT DIRECTOR: EDITORIAL SERVICES (REF 426/2008)</u></b><br>Directorate: Agricultural Information Services   |
| <b><u>SALARY</u></b>        | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a Bachelor's Degree or national diploma in languages with English as a major subject. Extensive experience in editing, translations and proofreading. Managerial experience. Excellent language, editing and writing skills. Good verbal and written communication skills. Good interpersonal relations. Computer literacy. A valid driver's licence.   |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to evaluate the content of manuscripts tendered for editing and improve the quality of the content when required. Manage and supervise the compilation, editing and proofreading of high-profile, voluminous publications such as the Annual report and Strategic plan as well as flyers and brochures. Manage and supervise the language editing and proofreading of all publication material, including articles for external and internal newsletters. Manage and coordinate inputs from directorates for Government publications initiated by Government Communication and Information System (GCIS) and/or any other reports/documents. Manage the translations/outsourcing of manuscripts tendered for translations (language dependent). Manage, supervise and give guidance to subordinates. |
| <b><u>ENQUIRIES</u></b>     | : | Ms M.A. Fourie, Tel. 012 3197327  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated   |
| <b><u>POST 39/08</u></b>    | : | <b><u>MONITORING AND EVALUATION ANALYST (REF 425/2008)</u></b><br>Directorate: Monitoring and Evaluation  |
| <b><u>SALARY</u></b>        | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a B Agric / B com, B.Sc. National Sciences degree or Grade 12 certificate with extensive appropriate experience. Extensive understanding and fair experience of Monitoring and Evaluation of service delivery programmes and projects.  |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to assist and support in the monitoring and evaluation of organisational performance against the strategic plan outputs. Assist and support the monitoring of organisational performance against service delivery targets. Undertake verification measures in line with  |

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|                             |   | the strategic plan outputs. Assist directorates with adherence to Monitoring and Evaluation reporting requirements. Participate in the development of Monitoring and Evaluation framework and system.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr M. Seleke, Tel. 012 3198469   |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated  |
| <b><u>POST 39/09</u></b>    | : | <b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (REF 421/2008)</u></b><br>Directorate: Education, Training and Extension Services   |
| <b><u>SALARY</u></b>        | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of an appropriate degree or Diploma in Information Management/Human Resources Development/Youth Development/Education. Appropriate work experience. Computer literacy. Good organisational skills. Administration skills. Report writing skills. Project Management skills. Valid drivers licence.  |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to manage the implementation of external bursary policy. Manage the recruitment and selection of bursary, using the 14 point system. Liaise with National Student Aid Financial Scheme (NSFAS) for disbursement of funds to institutions of higher and further education and training in Agriculture. Conduct bursary monitoring meetings to assess progress. Provide agricultural human resources development and information management. Provide general support to the DoA bursary holders. Provide monthly, quarterly and the annual report for the external bursary scheme.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr M. Kgobokoe, Tel. 012 3197028   |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated  |
| <b><u>NOTE</u></b>          | : | Only applicants with the above stated requirements should apply.   |
| <b><u>POST 39/10</u></b>    | : | <b><u>SENIOR AGRICULTURAL RESEARCHER (REF 445/2008)</u></b><br>Directorate: Grootfontein Agricultural Development Institute  |
| <b><u>SALARY</u></b>        | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>        | : | Grootfontein, Middelburg, Eastern Cape   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a B.Sc. Agriculture or B.Sc. Honours degree with Horticulture/Agronomy and/or Soil Science as major subjects. (You are requested to furnish a credit certificate and/or statement of results) Relevant experience in research, development and technology transfer with specific reference to and proof of: Project identification, planning, project management. Statistical analysis, evaluation and interpretation of research data. Report writing/publications. Public appearance/communication. Technology transfer and advisory services. Computer literacy in MS Word, MS Excel, MS Power Point, statistical packages. Experience in soil analyses. A valid code EB driver's licence.  |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to conduct research, development and technology transfer within the fields of Horticulture/Agronomy: Co-operate with Industry organisations, organised agriculture and other relevant stakeholders to identify research needs. Plan and initiate appropriate projects to address the needs of clients. Co-ordinate and evaluate all aspects of experimental conduction in accordance with the research protocols of research projects. Analyse and interpret data of project according to respective research protocols. Publication articles in scientific, semi-scientific and popular journals. Present papers at National and International professional Congresses and Industry Congresses. Advisory and extension support services to clients. Contribute towards developing training programmes for students, producers, etc. Teaching, demonstration, advising and assisting of students and young professionals. Peer-reviewing of articles for publication in scientific journals. Serve on national committees and task teams. Study leader of young professionals. Supervise chemistry soil, water and plant analytical services. |
| <b><u>ENQUIRIES</u></b>     | : | Dr M. Coetzee, Tel. 049 8421113  |
| <b><u>APPLICATIONS</u></b>  | : | Director: Human Resources Management, Private Bag X 529, Middelburg, Eastern Cape, 5900  |

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| <b><u>NOTE</u></b>          | : | Proof of experience as scientist, when applying for the posts should be provided in the form of a comprehensive CV and should include: Personal information and qualifications obtained. A list of all your publications reports (full reference with dates). Products/technology transfer products that you developed through long-term research. References of papers and at national/international professional congresses as well as the number of lectures and practical sessions to students and presentation of courses. Other information confirming your recognition as a senior scientist such as consultations, involvement in natural science organisations, professional societies, professional committees, high-level RSA committees/work groups, as well as all awards received.   |
| <b><u>POST 39/11</u></b>    | : | <b><u>SENIOR ADMINISTRATIVE OFFICER (REF 442/2008)</u></b><br>Directorate: Legal Services<br>This post was advertised previous with Ref. 19/2008. Candidates who previously applied must re-apply. Appointment is subject to an assessment for one hour.   |
| <b><u>SALARY</u></b>        | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a three year Bachelor's degree or National Diploma in Administration or Grade 12 Certificate coupled with extensive relevant experience in Finance/Budgeting, PFMA, Supply Chain Management, Office Administration, Supervision of personnel. Computer literacy in MS Office Packages. A valid driver's licence.   |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to financial planning, control and monitoring in the Directorate. Drafting of replies to audit, ministerial and parliamentary enquiries. Preparation and submission of payment advice for miscellaneous payments. Attend to logistical arrangements for trips for official purposes. Advise Head: Legal and Secretariat Services on procedures and policies affecting the human resources in the directorate. Arrange and manage subsistence and travelling allowance. Manage and co-ordinate the internal filing system. Co-ordinate training. Procurement of office equipment and asset control. Secretarial duties in the Directorate. Providing assistance and co-ordinating quarterly reports, annual report, employment equity strategy and affirmative action inputs required from the Directorate. Represent Legal Services at the Departmental forums on general administrative matters. Supervision and management of staff.  |
| <b><u>ENQUIRIES</u></b>     | : | Marion van Rooyen, Tel. 012 3196807  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated  |
| <b><u>POST 39/12</u></b>    | : | <b><u>MEAT INSPECTOR (REF 436/2008)</u></b><br>Directorate: Veterinary Services  |
| <b><u>SALARY</u></b>        | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>        | : | Skukuza  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a National Diploma in Meat Hygiene or Environmental Health with 4 years relevant experience (You are required to furnish a credit certificate and/or statement of results). Appropriate knowledge of relevant Veterinary Public Health and Animal Health Legislation. Must have sufficient and appropriate experience in the practical wildlife veterinary public health field, including carcass inspection and identification of pathological processes and zoonotic conditions. Knowledge of abattoir floor plans, layouts and product flows. Must have sufficient and appropriate micro-biological skills to perform regular bacterial evaluation of meat products and work surfaces. Must have adequate experience with Sterilising plants for commercial production of carcass meal and fat, and appropriate experience in the curing and processing of hides. Good writing and communication skills, as well as analytical skills. Computer literate. Good people supervisory skills. Valid Code EB or B driver's licence. Registration or register able with the South African Veterinary Council and Health Professions Council of South Africa, (HPCSA). |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to supervise, manage and control the application of the Meat Safety Act and Regulations and other relevant legislation (including Animal Diseases/Health legislation) in the greater Kruger National Park complex. Supervise VPH aspects at wildlife harvesting activities within the KNP, including field and abattoir inspection of carcasses. Ensure   |

adherence to required basic standards and essential National and International standards. Perform bacteriological evaluation of final meat products, bye-products and abattoir work surfaces. Assist SABS with monitoring of all batches of canned meat for thermophilic and thermotolerant organisms. Assist with wildlife disease surveillance, detection and monitoring, including epidemiological investigations. Develop training material on meat hygiene and food safety for abattoir workers. Conduct awareness extension to official conservation agencies, the wildlife industry and adjacent communities. Perform administrative functions related to the post.

**ENQUIRIES** : Dr Dewald Keet, Tel. 0829279650  
**APPLICATIONS** : Dr Roy Bengis, Tel. 013 7355641 or 0827889135  
**FOR ATTENTION** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  
 URS Response Handling or otherwise stated

**POST 39/13** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 437/2008)**  
 Directorate: Agricultural Product Inspection Services

**SALARY** : R145 920 per annum  
**CENTRE** : Stellenbosch  
**REQUIREMENTS** : The successful candidate must be in possession of an appropriate three year national diploma or B.Sc. Degree in Agriculture with one of the following as major subjects: Plant Pathology, Plant/Crop Protection, Entomology, Horticulture, Botany or Plant Genetics (you are required to furnish a credit certificate and/or statement of results). The candidate must have sufficient applicable technical experience and knowledge of the work fields mentioned under duties below. (Provide proof, employment dates plus detail of functions previously executed). Good skills in problem solving, planning, organising, interpersonal relations, conflict handling, communication and basic computer skills in MS Office. Must be in possession of a valid code B driver's licence. The successful candidate must be conversant in at least English. Knowledge and experience of law enforcement and relevant industries.

**DUTIES** : The incumbent's responsibility will be to enforce mainly the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the provisions of the International Plant Protection Convention (IPPC) and the Plant Improvement Act, 1976 (Act No. 53 of 1976) to ensure that plants and plant products comply with the set phytosanitary and plant improvement requirements. This includes the independent planning and conducting of inspections and the auditing of assignees out in the trade. Inspections include sampling, testing, conducting surveys and enforcing requirements of Control Measures and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to do inspections away from his/her station as well as to frequently overnight away from his/her station when necessary. Supervision and training of staff where applicable. Candidates may also be required to do regulatory services pertaining other legislation and international obligations.

**ENQUIRIES** : Mr F. Moller, Tel. 012 8091634  
**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  
**FOR ATTENTION** : URS Response Handling or otherwise stated

**POST 39/14** : **PRINCIPAL COMMUNICATION OFFICER (REF 431/2008)**  
 Directorate: Agricultural Information Services

**SALARY** : R145 920 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of a three year journalism degree/diploma. Excellent writing, interviewing and verbal communication skills. Good interpersonal skills. A valid driver's licence. Knowledge of at least three official languages.

**DUTIES** : The incumbent's responsibility will be to write articles for departmental publications and take photographs. Draft speeches and press releases. Write features and advertorials. Participate in projects. Assist in arranging media

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|                             | : | conferences and interviews and in developing communication strategies. Be ready to travel and to work over weekends and during public holidays.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr Tumi Taunyane, Tel. 012 3196623   |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated  |
| <b><u>POST 39/15</u></b>    | : | <b><u>ANIMAL HEALTH TECHNICIAN (REF 432/2008)</u></b><br>Directorate: Grootfontein Agricultural Development Institute  |
| <b><u>SALARY</u></b>        | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>        | : | Grootfontein, Middelburg, Eastern Cape   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a three year National Diploma in Animal Health (Registered with the Veterinary Council of South Africa). Computer literacy (MS Word, MS Excel, MS Power Point). Excellent communication and presentation skills and proficiency in English and an African language. Valid driver's licence.  |
| <b><u>DUTIES</u></b>        | : | The incumbent will be responsible for technical execution of research projects as described in the respective project protocols. Accurate collection and capturing of research data as described in the respective project protocols and according to the time schedule as requested by the supervising scientist. Provide support to veterinarians with training and lecturing. Give talks and demonstrations on information days.  |
| <b><u>ENQUIRIES</u></b>     | : | Dr J.A. van Rooyen, Tel. 0824633087  |
| <b><u>APPLICATIONS</u></b>  | : | Director: Human Resources Management, Private Bag X 529, Middelburg, Eastern Cape, 5900  |
| <b><u>POST 39/16</u></b>    | : | <b><u>COMMUNICATION OFFICER (SENIOR GRAPHIC DESIGNER) (2 POSTS) (REF 429/2008)</u></b><br>Directorate: Agricultural Information Services   |
| <b><u>SALARY</u></b>        | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a degree/national diploma, majoring in Graphics Design or Information Design. Extensive experience in design, typography, styling and layout of formal, technical and scientific publication material. In-depth knowledge of dedicated graphic design software, e.g. Adobe Creative Suite and QuarkXpress. Knowledge of industry standards for publishing and printing. Supervising, planning and organising skills in a production environment. Good interpersonal, liaison and communication skills. Ability to work under pressure, adhere to deadlines and work independently. Advanced computer literacy. |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be design, layout and participation in prepress production processes (DTP). Advise clients on and apply corporate branding to publications. Liaise and co-operate with service providers as well as in-house Printing Section. Supervise and give guidance to subordinates.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms R. Hechter, Tel. 012 3196718  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated  |
| <b><u>NOTE</u></b>          | : | Short listed candidates will be expected to perform a practical design and layout test.  |
| <b><u>POST 39/17</u></b>    | : | <b><u>SENIOR PLANT HEALTH OFFICER (REF 417/2008)</u></b><br>Directorate: Plant Health  |
| <b><u>SALARY</u></b>        | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of an appropriate B.Sc. or B Agric. degree with Plant Pathology as a major subject. (you are required to furnish a credit certificate and/or statement of results). Knowledge and experience of plant quarantine related to international trade. Understanding of internal Plant Protection Convention (IPPC) and its International Standards for Phytosanitary measures (ISPMS). Computer literate in MS Outlook, MS Word, MS Power Point, MS Excel. A valid code B driver's licence and willingness to travel, often on short notice. Knowledge of the World Trade Organisation (WTO)                           |

Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement). Good written and verbal communication and liaison skills. Good interpersonal relations are required as member of a team responsible for international and national liaison. Good organisation skills and the ability to work well under pressure.

**DUTIES** : The incumbent's responsibility will be to conduct plant health risk assessments in order to determine pests introduction and establishment risk, according to international accepted standards, as a result of scientifically obtained knowledge. Draft pest survey protocols, contingency plans and eradication programmes to establish early warning systems. Co-ordinates early warning systems regarding plant health bio-security. Conduct policy audits to ensure pest management is in compliance with national and international plant health measures and standards. Manage information regarding an early system in an information database.

**ENQUIRIES** : Mr J.H. Venter, Tel. 012 3196384

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

**FOR ATTENTION** : URS Response Handling or otherwise stated

**NOTE** : Candidates may be subjected to a skills/knowledge test

**POST 39/18** : **SENIOR PLANT HEALTH OFFICER (REF 416/2008)**  
Directorate: Plant Health

**SALARY** : R145 920 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate must be in possession of an appropriate B.Sc. degree or B.Sc. Agric. degree with Plant Science, Weed Science, Botany or Horticulture as major subjects. (You are required to furnish a credit certificate and/or statement of results). Sufficient experience in conducting weed risk assessment. Knowledge and understanding of : taxonomy, biology and biological control programmes. Weed Risk Analysis. Plant quarantine related to international trade and import regulatory systems. The International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs), especially ISPMs 2 and 11. The World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures. Computer literate in MS Word, Excel, Access and Power Point. Good verbal and written communications skills. Good interpersonal relations. Ability to work well under pressure.

**DUTIES** : The incumbent's responsibility will be to conduct weed risk analysis in the scientific of Botany: Weed risk assessment and weed risk management. Interpret, evaluate and implement International Standards for Phytosanitary Measures of the International Plant Protection Convention and phytosanitary legislations/policies as well as relevant recommendations, including the Agricultural Pest Act, 1983 (Act No. 36 of 1983) and the Conservation of Resource Act, 1983 (Act No. 43 of 1983). Phytosanitary assessment, recommendations and advice on import interceptions. Evaluate and make recommendations on ISPMs, as drafted by the IPPC. Presentations at relevant forums.

**ENQUIRIES** : Mr J.H. Venter, Tel. 012 3196384

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

**FOR ATTENTION** : URS Response Handling or otherwise stated

**POST 39/19** : **SENIOR PLANT HEALTH OFFICER (2 POSTS) (REF 418/2008)**  
Directorate: Plant Health

**SALARY** : R145 920 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The successful candidate must be in possession of an appropriate B.Sc. or B.Sc. Agric degree with Plant Pathology and/or Entomology/Zoology as major subjects. (You are required to furnish a credit certificate and/or statement of results). Appropriate applicable experience in Plant Health and/or Plant Quarantine regulatory/ research/ education/ trade environment, or Science/ Agricultural Knowledge and Information Management, or Science/ Agricultural Communication, and /or international Agricultural Markets or International Agricultural Trade. Computer literacy in MS Outlook, MS Word, MS Power Point, MS Excel. A valid code EB driver's licence and willingness to travel, often on

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|                             |   | short notice. Must have good interpersonal relations and will be responsible for international and national liaison. Good written and verbal communication and liaison skills. Good organisational skills and the ability to work well under pressure. Knowledge of the World Trade Organisation (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the International Plant Protection Convention (IPPC) role and purpose in international agricultural trade. Knowledge of the SA phytosanitary import and export regulatory systems.   |
| <b><u>DUTIES</u></b>        | : | The incumbent will be responsible for information exchange relating to the National Plant Protection Contract Point communication responsibilities within the framework of the IPPC. Maintain a WTO-SPS notification and information management system. Prepare plant health position papers for national WTO-SPS Committee. Participate on technical SPS bilateral meetings with trading partner. Dissemination of notifications of phytosanitary non-compliance regarding imports and exports of plants and plant products. Communicate with international and national stakeholders regarding matters concerning International Standards on Phytosanitary Measures (ISPMs) and quarantine principles relating to the IPPC. Assist in the maintenance and development of appropriate knowledge and information management system.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms M. Theyse, Tel. 012 3196091  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated   |
| <b><u>NOTE</u></b>          | : | Candidates may be subjected to a skills/knowledge test.   |
| <b><u>POST 39/20</u></b>    | : | <b><u>SENIOR PLANT HEALTH OFFICER (2 POSTS)(REF 419/2008)</u></b><br>Directorate: Plant Health  |
| <b><u>SALARY</u></b>        | : | R145 920 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of an appropriate three year National Diploma in Agriculture or B Agric or B.Sc. with Entomology or Plant Pathology or Plant Protection as major subjects. (You are required to furnish a credit certificate and/or statement of results) with relevant experience in this field. Excellent written and verbal communication skills as well as good interpersonal relations are essential as part of a team tasked with international and national liaison. Knowledge of World Trade Organisation under the Agreement on the application of Sanitary and Phytosanitary Measures (WTO-SPS), International Plant protection Organisation (IPPC), its principles and different International Standards for Phytosanitary Measures (ISPMs). Knowledge of different import and export programmes/ protocols. Computer literacy in MS Word, MS Excel, MS Power Point and Outlook. The ability to multitask and work well under pressure. Willingness to travel, often on short notice. |
| <b><u>DUTIES</u></b>        | : | The incumbent will be responsible for the co-ordination of export and imports programme. Maintenance of phytosanitary agreements and work programmes, and assistance in drafting such programmes. Communication with international and national role players (in Government and Industry) regarding import/export phytosanitary issues. Implementation of relevant phytosanitary principles and international standards (ISPMs). Participation in stakeholders meetings at relevant forums (such as making presentations and taking minutes). Establishment and maintenance of information systems including electronic databases, such as registration database.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr M. Silimela, Tel. 012 3196241  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated   |
| <b><u>POST 39/21</u></b>    | : | <b><u>ASSISTANT ECONOMIST (REF 433/2008)</u></b><br>Directorate: International Trade  |
| <b><u>SALARY</u></b>        | : | R145 920 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a three year Bachelor's degree with two or more of the following as major subjects: Agricultural Economics, Economics and Business Economics (you are required to furnish a credit certificate and/or statement of results). General macro-economic   |

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|                             | understanding and its impact on the agriculture sector. Basic knowledge of the SA agricultural policy processes and developments. Basic knowledge of the South African trade policy. Basic knowledge of global trade rules under the WTO. Basic knowledge and understanding of international trade organisations. Basic knowledge of South Africa's bilateral and regional economic relations with African countries. Basic knowledge of policy research, analysis and development processes. Good verbal and written communication skills and negotiating skills.   |
| <b><u>DUTIES</u></b>        | : The incumbent's responsibility will be to assist in identifying and opening up markets in order to increase trade and investment for South African agricultural products in West and North Africa. This will be done through facilitation of co-operation agreements that South Africa has entered into with these African countries. Assist in bilateral trade negotiations with West and North African states, advice on bilateral trade policy and attend to clients enquiries. The successful candidate will also analyse and evaluate international developments that impact on agricultural policy and policy instruments in South Africa.   |
| <b><u>ENQUIRIES</u></b>     | : Mr S. Maluleka, Tel. 012 3198028   |
| <b><u>APPLICATIONS</u></b>  | : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : URS Response Handling or otherwise stated  |
| <b><u>POST 39/22</u></b>    | : <b><u>VETERINARY TECHNOLOGIST (REF 434/2008)</u></b><br>Directorate: Grootfontein Agricultural Development Institute   |
| <b><u>SALARY</u></b>        | : R145 920 per annum   |
| <b><u>CENTRE</u></b>        | : Grootfontein, Middelburg, Eastern Cape   |
| <b><u>REQUIREMENTS</u></b>  | : The successful candidate must be in possession of a three year National Diploma in Veterinary Technology (Registered with the Veterinary Council of South Africa). Relevant experience. Computer literacy. (MS Word, MS Excel, MS Power Point).  |
| <b><u>DUTIES</u></b>        | : The incumbent's responsibility will be to develop and manage veterinary laboratories in the following fields: Microbiology, Parasitology and Theriogenology. Provide laboratory support to all aspects of research and training in veterinary and related disciplines. Draw up standard operating procedures for all laboratory procedures. Asset management and ordering of consumables.  |
| <b><u>ENQUIRIES</u></b>     | : Dr J.A. van Rooyen, Tel. 0824633087  |
| <b><u>APPLICATIONS</u></b>  | : Director: Human Resources Management, Private Bag X 529, Middelburg, Eastern Cape, 5900  |
| <b><u>POST 39/23</u></b>    | : <b><u>AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN (REF 438/2008)</u></b><br>Directorate: Agricultural Product Inspection Services<br>This post was previously advertised with Ref. 266/2008. Candidates who previously applied must re-apply.  |
| <b><u>SALARY</u></b>        | : R117 501 per annum   |
| <b><u>CENTRE</u></b>        | : City Deep  |
| <b><u>REQUIREMENTS</u></b>  | : The successful candidate must be in possession of an appropriate three year National Diploma or B.Sc. degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as compulsory subjects or equivalent qualification with the same subject (you are required to furnish a credit certificate and/or statement of results). Good communication skills with special emphasis on conflict management and basic computer knowledge. Incumbent must be capable and willing to conduct inspections inter alia in tracks, on tracks, ships, in containers, cold storages, etc. He/she must be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts). Must be in possession of a valid code EB driver's licence and the ability to drive or the licence must be obtained within three months after the date of appointment. |
| <b><u>DUTIES</u></b>        | : The incumbent's responsibility will to conduct inspections, sampling and other necessary functions, including punitive measures and administration and play a leading role in the exercising of import and export over agricultural products regulated by the Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984( Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), Plant Improvement Act, 1976 (Act No. 53 of 1976) and various relevant international   |

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

**ENQUIRIES** : Mr W. Gentle, Tel. 021 4212108  
**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  
**FOR ATTENTION** : URS Response Handling or otherwise stated

**POST 39/24** : **ASSISTANT RESOURCE AUDITOR (REF 439/2008)**  
 Directorate: Land Use and Soil Management

**SALARY** : R117 501 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The successful candidate must be in possession of a three year qualification in Resource Conservation/Agriculture or related fields. Excellent written and verbal skills to communicate with land users regarding compliance of Conservation of Agricultural Resource Act, 1983 (Act No. 43 of 1983). Good knowledge of sustainable agricultural resources use and the causes normally responsible for degradation of these resources. Good knowledge on how to rectify degraded resources. Knowledge of project monitoring and evaluation techniques. Computer literacy/competency. Must be in possession of a valid code B driver's licence (copy must be attached to application). Must be willing to travel and be away from home in the execution of duties.

**DUTIES** : The incumbent's responsibility will to assist Resource Auditors in administering the Conservation of Agricultural Resources Act in the area of responsibility. To assist in promoting sustainable land use management practices amongst all land users. To assist in collaborating with other stakeholders regarding co-regulation of other legislation to sustainable land use management. To assist in delivery of effective services to all clients requesting services from the relevant office. To assist in liaising with relevant stakeholders – such as Provincial Departments Agriculture, Local Government, all other related departments and Organised Agriculture – with regard to sustainable land use management practices. To assist in monitoring the implementation of LandCare and CASP projects in relation to the initial plans and deal with deviations. Filing of documents and assist in keeping of statistical information on the audit of natural agricultural resources.

**ENQUIRIES** : Mrs N.C. Ntlokwana, Tel. 043 7046815  
**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  
**FOR ATTENTION** : URS Response Handling or otherwise stated

**POST 39/25** : **ADMINISTRATIVE OFFICER (REF 435/2008)**  
 Directorate: Education, Training and Extension Services

**SALARY** : R117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate must be in possession of a degree in Human Resources Development, Human Resources Management, Training or Public Administration and Research, coupled with appropriate applicable working experience in training and research environment. Appropriate work experience with good administrative skills, good information management skills, good research ability/skills, communication skills, excellent computer skills especially MS Power Point, MS Excel and MS Access and a valid driver's licence.

**DUTIES** : The incumbent will be responsible for annual research reports on agricultural education and training enrolments and graduation outputs in all agricultural education and training programmes offered by FET and HE institutions. Render research administration support services for the sub directorate, by compiling and managing the database of all data collected by and related to the functions of the sub-directorate. Effective and efficient execution of all operational and administrative tasks as delegated by Agricultural education and training sub-directorate and/or senior manager: Education, Training and Extension Services. Develop a report format and conduct research on agricultural education and training trends locally and internationally to identify

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|                             |   | best practices. Design and administer questionnaire to all public agricultural FET colleges and HET institutions to collect data on graduate outputs and enrolments in agricultural programmes and compile annual reports thereof. Assist in the administration of all budget and procurement related matters (sourcing quotation and ensuring payments of providers) and compiling budget for the sub-section. Organise workshops for presentation of research reports to stakeholders and present reports findings to stakeholders.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr M. Kgobokoe, Tel. 012 3197028  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated   |
| <b><u>POST 39/26</u></b>    | : | <b><u>INDUSTRIAL TECHNICIAN (GRAPHIC DESIGNER) (REF 428/2008)</u></b><br>Directorate: Agricultural Information Services   |
| <b><u>SALARY</u></b>        | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a degree/national diploma, majoring in Graphics Design or Information Design. Experience in design, typography, styling and layout of formal, technical and scientific publication material. Applied knowledge of dedicated graphic design software, e.g. Adobe Creative Suite and QuarkXpress. Knowledge of printing standards. Good interpersonal, liaison and communication skills. Ability to work under pressure, adhere to deadlines and work in a team. High-level computer literacy.  |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be design, layout and participation in prepress production processes (DTP). Apply corporate branding to publications. Liaise and co-operate with in-house Printing Section.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms R. Hechter, Tel. 012 3196718   |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated   |
| <b><u>NOTE</u></b>          | : | Short-listed candidates will be expected to perform a practical design and layout test.   |
| <b><u>POST 39/27</u></b>    | : | <b><u>PLANT HEALTH OFFICER (REF 427/2008)</u></b><br>Directorate: Plant Health  |
| <b><u>SALARY</u></b>        | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>        | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of an appropriate B.Sc. Agric. degree with Plant Pathology as a major subject (You are required to furnish a credit certificate and/or statement of results). Knowledge and understanding of viral, viriod, bacterial, pest mitigation/ control programmes. Computer literacy in MS Outlook, MS Word, MS Power Point, MS Excel. Must have good interpersonal relations as a member of a team responsible for international and national liaison. Knowledge of the World Trade Organisation (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the International Plant Protection Convention (IPPC) role and purpose in international agricultural trade. Knowledge of the SA-SPS import and export regulatory system. Good written and verbal communication and liaison skills. |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to conduct Pest Risk Analysis in the scientific field of Pathology: pest listing, pest risk assessment and pest risk management. Interpret, evaluate and implement International Standard for Phytosanitary Measures of the International Plant Protection Convention and phytosanitary legislation/policies as well as relevant recommendations, including the Agricultural Pest Act, (Act No. 36 of 1983). Provide phytosanitary assessment, recommendations and advice on Import Interception. Evaluate and make recommendation on ISPMs, as drafted by the IPPC, Presentations at relevant forums.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr J.H. Venter, Tel. 012 3196343  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10  |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated   |
| <b><u>NOTE</u></b>          | : | Candidates may be subjected to a skills/knowledge test.   |

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| <b><u>POST 39/28</u></b>    | : | <b><u>CHIEF ACCOUNTING CLERK (REF 424/2008)</u></b><br>Directorate: Financial Administration   |
| <b><u>SALARY</u></b>        | : | R117 501 per annum   |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of a three year degree or diploma with Accounting as a major subject or Grade 12 with Accounting as a passed subject plus extensive practical financial experience in the Public Service. Understanding and interpretation of the Public Finance Management Act, 1999, Treasury Regulations and Supply Chain Management prescripts. Ability to work independently, solve problems and work under pressure. Computer literacy (MS Word and Excel). Knowledge of the Basic Accounting System especially with the processing and authorisation of payments. Sound knowledge of the Accounting of transactions on the Basic Accounting System. Good communication skills. |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will be to supervise and train sub-ordinates. Check and authorise miscellaneous (sundry) payments and journal transactions on BAS. Follow up the clearing of suspense accounts. Ensure that processed payments and journals are submitted to Internal Control section. Supervision, including training and skills development of employees.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms B. Mbanjwa, Tel. 012 3196952  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated  |
| <b><u>POST 39/29</u></b>    | : | <b><u>LEGAL ADMINISTRATION OFFICER (REF 441/2008)</u></b><br>Directorate: Legal Services   |
| <b><u>SALARY</u></b>        | : | R89 727 – R428 154 per annum (Salary determined on years of appropriate experience)  |
| <b><u>CENTRE</u></b>        | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b>  | : | The successful candidate must be in possession of an LLB or B.Proc degree. At least eight (8) years appropriate post graduate experience in the following: administrative law, constitutional law, international law, law of contract and delict, principles of interpretation of statutes, collections. Possesses analytical thinking and research skills; excellent legal writing skills, drafting of legislation and contracts, litigation management skills and oral communication skills. Good computer literacy skills.  |
| <b><u>DUTIES</u></b>        | : | The incumbent's responsibility will to facilitate the drafting and amendment of legislation and legal documents. Provide legal advice to the management and components of the Department of Agriculture. Support components of the Department of Agriculture and liaise with legal practitioners with regard to civil litigation and collection matters. Render support with regard to international trade negotiations and the drafting of international and domestic agreements. Provide support on the institution of criminal proceedings.   |
| <b><u>ENQUIRIES</u></b>     | : | Marion van Rooyen, Tel. 012 3196807  |
| <b><u>APPLICATIONS</u></b>  | : | Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10   |
| <b><u>FOR ATTENTION</u></b> | : | URS Response Handling or otherwise stated  |
| <b><u>NOTE</u></b>          | : | This post was advertised previous with Ref. 248/2008. Candidates who previously applied must re-apply.   |

## DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please Forward Your Applications To: The Director-General, Department Of Education, Private Bag X 895, Pretoria 0001 or hand deliver to: Sol Plaatjie House, 123 Schoeman Street, Pretoria.
- CLOSING DATE** : 21 October 2008, unless otherwise stated, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance

## MANAGEMENT ECHELON

- POST 39/30** : **CHIEF DIRECTOR: EDUCATION HUMAN RESOURCE MANAGEMENT**  
Branch: System Planning and Monitoring  
This post offers a particularly exciting opportunity for an individual wishing to make a substantial contribution to education and the human resource management of educators in the country. This is a senior management position, which requires a hands-on, strong and dynamic leader and team builder to ensure effective education human resource management of the approximately 360 000 education personnel in the education system. The successful candidate will be expected to have extensive knowledge of and insight into the current situation of education in the country. She/he will also contribute to: The analysis, interpretation, development and implementation of policy for the democratic transformation of education and training in the country. The redressing of the past inequities, the improvement of internal efficiency and cost effectiveness The enhancement of quality in the education system

- SALARY** : R635 874 all inclusive salary package per annum
- REQUIREMENTS** : The minimum qualification requirements for this position is an appropriate recognised Bachelor's degree or equivalent with a minimum of ten years experience part of which should be as a senior manager focusing on any one of education planning, education human resource or education labour relations and which is supported by extensive knowledge and experience in the following areas: The education and training system Planning, policy, funding and implementation in education human resource systems Human resource policy and conditions of service development Processes regarding human resources in provincial education departments Strong writing and communicating skills as well as computer skills Managing a team of people. A postgraduate qualification in the fields mentioned above would be an added advantage. Some of the interviewed candidates will have to undergo a competency assessment process. In addition to being interviewed, short-listed candidates maybe asked to make a presentation and/or produce a paper on a relevant topic for further consideration. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

- DUTIES** : As the person in charge of the Chief Directorate, which comprises the Directorates: Education Human Resource Planning, Provisioning & Monitoring, Educator Performance Management & Development and Education Labour Relations Management & Conditions of Service, s/he will be responsible for serving the entire education sector. S/he is expected to lead and manage a team of people, work in close collaboration with other branches in the Department of Education, other State departments and the provincial departments. The Chief Director will report to the System Planning and Monitoring Branch Head. The successful candidate will be required to ensure effective and efficient labour relations, the analysing of and reporting on human resource requirements and capacity, developing a teacher recruitment strategy and system, assessing the effective utilisation of teachers at schools, revamping the post allocation system by reducing class sizes at schools, develop and implement the Human Resource Management Information System, as well as improving the effectiveness of the teacher performance system, as part of the integrated quality management performance evaluation and development of educators, so as to improve the quality of teaching and learning in South Africa,

- ENQUIRIES** : Ms H Nyalungu, Tel (012) 312 5108

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

**FOR ATTENTION** : Ms Patience Diphaha

**CLOSING DATE** : 10 October 2008

**NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. 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. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

## OTHER POST

**POST 39/31** : **DEPUTY DIRECTOR: TOURISM POLICY DEVELOPMENT AND PLANNING (AP116/2008)**

**SALARY** : All inclusive flexible remuneration package of R 344 052 per annum / per annum conditions apply. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : An Honour's Degree in Public Policy Development and Management or equivalent qualification. Ability to conduct research and interpret statutes; An understanding and Knowledge of trends in tourism policy development, i.e. Tourism White Paper, Tourism Act and other tourism policies; Experience in policy development and implementation; Advanced negotiations and presentation skills; critical analysis, writing, planning and project management skills are compulsory. Recommendation: A Master's Degree will be an added advantage.

**DUTIES** : Conduct research on tourism policy and prepare policy discussion documents; Coordinate the development of National tourism frameworks and strategies; Analyse global tourism trends in order to determine their implications for the tourism sector in South Africa; Review of current practices and assess effect towards tourism growth; Coordinate stakeholders' consultation processes to ensure industry participation in the development of tourism policies and plans; Assist in drafting policy directives that promotes the spread of tourism benefits; Establish intergovernmental and interdepartmental cooperative forums to eliminate barriers to tourism growth; Represent the department in Provincial and Local Government Planning forums; Provide support on the management of resources within the Directorate in line with appropriate legislation.

**ENQUIRIES** : Mr Paki Mathebula, Telephone (012) 310 3614

## DEPARTMENT OF FOREIGN AFFAIRS

**APPLICATIONS** : The Director- General, Department of Foreign Affairs, Private Bag X152, Pretoria, 0001 or hand deliver to 1234 Church Street (Corner Duncan), Tulbagh Park, Drakenstein Building, Hatfield

**FOR ATTENTION** : Ms E Fouché

**CLOSING DATE** : 24 October 2008

**NOTE** : Applications must be submitted on form Z83 (Separately for each post) and should be accompanied by certified copies of qualifications and ID Document as well as a comprehensive CV. The Z83 should be completed in full. All applicants will be subjected to a process of security clearance, qualification verification and competency assessment. No late applications will be considered.

## OTHER POSTS

**POST 39/32** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (REF PSVC 26/9.1)**

Chief Director: Financial Management  
Component: Treasurership and Financial Support

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

**REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's degree in Finance or equivalent qualification and/or relevant experience. Competencies: Knowledge of PFMA and Treasury Regulations Understanding of Government planning process Knowledge of MTEF/ENE process Exposure to foreign currency budgeting Analytical skills Computer literacy Good communication and interpersonal skills Leadership skills Planning and organisational skills.

**DUTIES** : Co-ordinate the budgetary process of the various programmes of the Department Consolidate the budgetary inputs of all branches within the Department per MTEF/ENE Consolidate cash flow projections for the Department Consolidate monthly expenditure reports for various programmes and variance thereof Analyse consolidated monthly reports Monitor cash flow and expenditure vs. budget component of all missions and Head Office Provide financial management support to Branches Respond to audit queries Assist with training of foreign representatives Personnel supervision.

**ENQUIRIES** : Mr SA Raswiswi, tel. (012) 351-1388

**POST 39/33** : **ASSISTANT DIRECTOR: OPERATIONAL SECURITY (REF PSVC 26/9.6)**

Directorate: Operational Security

**SALARY** : R174 243 per annum

**REQUIREMENTS** : Applicants must be in possession of an appropriate three-year degree and/or appropriate experience related to the security field • A valid driver's licence. Competencies: • Computer skills • Communication skills • Problem solving skills • Negotiation skills • Language proficiency • Networking skills • Planning and organising skills • Project management skills • Participative management skills.

**DUTIES** : • Implement dynamic and proactive operational security programmes • Implement and monitor operational security processes • Manage security personnel • Empower security personnel • Monitor compliance with the OHASA by DFA officials • Implement and monitor emergency procedures • Manage all aspects of access control • Optimise the compliance with MISS • Initiate corrective/disciplinary procedures in times of non-compliance • Train the personnel when requested by management • Inspect the Occurrence Book (OB) regularly for incidences of security breaches • Implement operational security appraisal processes • Implement a periodic security survey of the DFA property • Implement internal security policies, procedures and guidelines designed for operational security • Document and inform management about all identified security risks and threats to the security of the department • Form part of the management of Occupational Health and Safety • Continuously evaluate emergency plans at Head Office • Schedule, implement and monitor emergency procedures to be followed during emergency and procedures to be followed after normalisation.

**ENQUIRIES** : Mr SA Raswiswi Tel. (012) 351-1388.

|                            |   |   |
|----------------------------|---|---|
| <b><u>POST 39/34</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (REF PSVC 26/9.2)</u></b><br>Division: Salaries  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of an appropriate three-year Degree or equivalent qualification with Accounting as a major subject and/or extensive appropriate experience. Experience in salary administration would be an added advantage. Competencies: In-depth knowledge of the Public Finance Management Act, Treasury Regulations and Foreign Service Code Computer Literacy Proven ability to maintain discipline and work under pressure An analytical approach Leadership skills Good interpersonal skills Good written and verbal communications skills Planning and organizing skills Customer focus/client orientation. |
| <b><u>DUTIES</u></b>       | : | Act as salary administrator Manage, control and report on suspense account Perform Tax reconciliation Perform BAS/PERSAL reconciliation Administer overpayments to third parties Report on status of activities to the head of the Sub- Directorate Manage career development and performance output of subordinates  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Raswiswi Tel (012) 351 1388  |
| <b><u>POST 39/35</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (REF PSVC 26/9.3)</u></b><br>Directorate: Treasurership and Financial Support  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of an appropriate Bachelor's degree or equivalent qualification in Financial Management and/or management accounting experience. Competencies: Knowledge of the PFMA and Treasury Regulations, Knowledge of the MTEF/ENE process. Financial management and accounting skills, Exposure to foreign currency budgeting, Computer skills, Analytical abilities, Good communication and interpersonal skills.  |
| <b><u>DUTIES</u></b>       | : | Co-ordinate the budgetary process of the business units, Compile and consolidate budget inputs for business units in accordance with the required MTEF/ENE. Monitor cash flow and expenditure vs. budget component of business units, Prepare monthly management reports for business units and analysis thereof, Provide financial management support to business units, Train foreign representatives, Supervise personnel.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr SA Raswiswi, tel. (012) 351-1388   |
| <b><u>POST 39/36</u></b>   | : | <b><u>STATE ACCOUNTANT (REF PSVC 26/9.4)</u></b><br>Directorate: Financial Management   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a relevant Bachelor's degree/diploma or Senior Certificate with Accounting as a passed subject Experience of working with salaries and allowances Sound knowledge of BAS, PERSAL and knowledge of ACCPAC PLUS (QED) will be an added advantage Knowledge of PFMA, Treasury Regulations, Financial Delegations. Competencies: Basic Accounting .Good communication (verbal and written) Ability to work under pressure Good interpersonal relations Energy, courtesy and professional approach Positive attitude Ability to solve problems Supervising and training.                               |
| <b><u>DUTIES</u></b>       | : | Receive and record Payment Advices from HR (Foreign Service Conditions) Record overpayments and authorise Journals Process and manage foreign allowance payroll Liaise with other stakeholders, e.g. attached departments on matters of foreign allowances.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr SA Raswiswi Tel: (012) 351 1388  |
| <b><u>POST 39/37</u></b>   | : | <b><u>SENIOR ACCOUNTING CLERKS GRADE II: FINANCIAL CONTROL MISSIONS ACCOUNT (5 POSTS), HEAD OFFICE EXPENDITURE (2 POSTS), BOOKKEEPING (1 POST) (REF PSVC 26/9.5)</u></b>  |
| <b><u>SALARY</u></b>       | : | R76 194 per annum   |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Senior Certificate or equivalent qualification with Accounting as a passed subject. Drivers' licenses will be an advantage Competencies: Commitment to tasks as well as willingness to work extended hours Good written and verbal communication skills Computer knowledge (especially Excel and Word).   |

**DUTIES**

: Process payments on BAS and PERSAL Provide effective customer/client relations Meet target dates. Clearing of suspense accounts Process inter-departmental claims Process mission accounts on the Foreign Currency System monthly Audit mission accounts cash books Dispatch recoverable claims accounts and debt suspense accounts to relevant sections (Bookkeeping and Debt Management) Maintain correspondence files on mission accounts Maintain and file mission records.

**ENQUIRIES**

: Mr SA Raswiswi, tel (012) 351 1388

## 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.
- CLOSING DATE** : 13 October 2008 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

## OTHER POST

- POST 39/38** : **ASSISTANT DIRECTOR: PORT HEALTH SERVICES, AIR POLLUTION AND HUMAN SETTLEMENTS (REFERENCE NUMBER NDOH 204/2008)**  
Cluster: Primary Health Care. Directorate: Environmental Health
- SALARY** : R174 243 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma in Environmental Health or equivalent qualification \*A B-tech qualification will be an added advantage \*Registered with the Professional Board for Environmental Health Practitioners \*Sound knowledge and application of South African legislation regarding Environmental and Occupational Health \*Three years experience in Environmental Health programmes including Port Health Services, Environmental Health Promotion, Environmental Information Systems, policy formulation and implementation \*Sound knowledge of project, financial and administrative management with research analysis, planning and executing skills \*Must be familiar with environmental multilateral agreements \*Ability to work independently and as part of a team \*Must be willing to travel and work irregular hours \*Good interpersonal relations \*Good communication skills (written and verbal) \*Computer literacy \*Valid code 08 (Code B) driver's licence.
- DUTIES** : Develop Environmental Health policies and regulations relating to Environmental Health conditions causing a nuisance or which are detrimental to health \*Visit all ports of entries to strengthen Port Health Services \*Support and visit Provinces during outbreaks \*Attend the Provincial and National Border Control Operational and Co-ordinating Committee meetings (BCOCC) \*Produce and disseminate environmental health promotional materials \*Organise/co-ordinate intersectoral and intrasectoral collaboration with relevant stakeholders on issues of environmental health concern \*Support all programmes of the Directorate \*Handle all queries from all spheres of Government, the public and other stakeholders \*Attend to any other tasks given by the Director and the Deputy Director \*Issue permits for the importation and exportation of mortal remains.
- ENQUIRIES** : Mr M A M Ramathuba at Tel (012) 312-3142.

**DEPARTMENT OF HOUSING**

*The Department of Housing is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.*

**APPLICATIONS** : The Director-General, Department of Housing, Private Bag X644, Pretoria 0001, Physical Address: 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria, 0001

**FOR ATTENTION** : Mr Abel Mositsa

**CLOSING DATE** : 10 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 39/39** : **CALL CENTRE AGENT REFERENCE: DOH/197/2008**  
(6 Months Contract)  
Directorate: Corporate Communication

**SALARY** : R117 501 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applications are invited from persons holding a Matric or Grade 12 certificate and call centre qualifications or equivalent. The Ideal candidate will be a person whose communication and interpersonal skills are Supported by knowledge of Customer Service and an understanding of current Housing/government policies The candidate must also have understanding of customer's importance. Good Listening Skills, Customer orientated person, person that can think fast who is also willing to learn and grow. Must be able to deal with frustrated customers in a Positive manner, And Team worker is highly important. Candidate must be able to go extra mile for customers. Candidates must be lingual. Computer literacy as well as telephone manners are also necessary skills. The ability to work under pressure and produce results will be an advantage. Candidates must have at least 6 months customer service working experience.

**DUTIES** : Responsible for all incoming calls that comes through tool-free help line. Assist clients to access housing and government related information in connection with all spheres of Government Assist walk in clients with the required requests and distribute housing information to promote transparency and housing knowledge Handle all customer queries on housing issues, Government Subsidies and re-Reroute queries that are not housing related to the relevant government departments such as tattle Deeds office, Rental Tribunal, HIV help line etc. Educate Clients about the Housing codes, policies and procedures Must be able to communicate with various Departments on behalf of customers Advise clients on how to access government services on line e g website addresses In addition the successful candidate will be responsible for the walk in client at help desk and all Call Centre incoming calls from the Public. Record and report on Call Centre activities to the reporting line Manager and any other duties that may be assigned by the Head of Corporate Communication.

**ENQUIRIES** : Ms Q Mathebula Telephone: (012) 421-1455

**NOTE** : Applicants from outside government may also apply and they will be considered for this post.

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| <b><u>POST 39/40</u></b>   | : | <b><u>SECURITY OFFICER GRADE III (1 POST)</u></b><br>Directorate: Security Management   |
| <b><u>SALARY</u></b>       | : | R64 410 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Grade 10 or Grade 12 certificate or equivalent qualification. Registration with PSIRA. Adequate experience as a security officer. Sound knowledge of control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Ability to take initiative and work under minimum supervision. Be prepared to work irregular hours and night shifts.               |
| <b><u>DUTIES</u></b>       | : | The successful candidates will: Perform Access control, patrol and office security duties, Operate the Department's security electronic access control system, Conduct daily inspection of security, Health and safety on premises, Searching of vehicle in accordance with Control and Access of the Public Premises and Vehicles Act 53 of 1985, Ensure that personnel comply with all relevant security procedures and instructions. |
| <b><u>ENQUIRIES</u></b>    | : | Mr I Mnisi Tel no: (012) 421 1552   |

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

- APPLICATIONS** : Independent Complaints Directorate Private Bag X941 Pretoria 0001 or ICD House 388 Andries Street Pretoria 0001, or OLD Mercedes Benz Building 47 Schoeman Street Pretoria 0001
- FOR ATTENTION** : Ms T Marumo
- CLOSING DATE** : 10 October 2008
- NOTE** : Application should be accompanied by a Z83 form, certified copies ID, Qualifications and CV. No e-mail and/ or faxed applications will be accepted. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made short listed candidates only.

**OTHER POST**

- POST 39/41** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: INVESTIGATIONS**
- SALARY** : R94 326 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of Grade 12 will be required for consideration, while a three year post school qualification in Office Administration or equivalent will serve as an added advantage. The candidate should be experienced in general office administration duties to qualify for appointment. He / she must be computer literate and be competent to operate on Word, Excel and Power Point programmes in order to compile various documents and budgets electronically. Sound minute taking and communication skills as well as general office experience are essential. The following skills are required: organization, planning and liaison skills, creativeness and tactfulness. The applicant must be prepared to work under pressure and overtime.
- DUTIES** : Arranging meetings, keeping of diary for the Chief Director, typing of letters, Memorandums, reports, PowerPoint presentations, amending of codes/directives, making travelling and accommodations arrangements, dispatching of work, procurement of office equipment and stationery. Handling of incoming and outgoing correspondences, upkeep of budget and monthly expenditure, maintenance of a filing system, tracing of files, preparing and submitting of S and T claims, drafting of less complex letters, create and maintain a database of all correspondences and instructions and make follow . Sending faxes, serving tea and coffee, taking minutes during meeting, perform a variety of tasks as directed by the Chief Director: Investigations, transmitting and follow up on the requests and instructions before and after meetings. Reception of visitors, receiving and making telephone calls.
- ENQUIRIES** : Ms O Mazibuko @ (012) 423 1455
- NOTE** : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**NOTE**

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

**MANAGEMENT ECHELON****POST 39/42**

: **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REFERENCE: 08/357/CFO**

**SALARY**

: R635 874 – R684 708 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: National Office, Pretoria

**REQUIREMENTS**

: Degree or equivalent qualification in financial or Business management/Administration; Five years management experience; Extensive working experience in Supply Chain Environment; Knowledge of Public Financial Management Act (PFMA) and Commercial finance function. Skills and Competencies: Strategic capabilities, Business planning and budgeting; Quick thinking and communication skills; Project and change management; Research and functional ability; Strategic and conceptual orientation; Stakeholder management; Negotiating skills, influencing and problem solving skills; Ability to implement internal systems and controls.

**DUTIES**

: Manage and render Acquisition & Demand services, logistics, provisioning & assets services; Manage supply chain performance and provide legal support; Compile and manage budget of the Chief Directorate: Supply Chain Management; Provide strategic direction for the Directorate: Supply Chain Management and development of strategies; Develop of policies and procedures for the Directorate: Supply Chain Management; Manage the workflow and quality of outputs; Manage personnel within Directorate Supply Chain Management; Establish and maintain effective, efficient and transparent systems of financial and risk management and internal control; Ensure compliance by the department with the provision of the PFMA; Ensure the Auditor-General's report and audited financial statements are ready and up to date at the end of financial year; Ensure all reports, returns notices and other information are submitted to the relevant legislature, the executing authority, the relevant treasury or the Auditor General as may be prescribed.

**ENQUIRIES**

: Mr M Mugodo ☎ (012) 357 8747

**APPLICATIONS**

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

**CLOSING DATE**

: 13 October 2008

**POST 39/43**

: **DIRECTOR: HUMAN RESOURCES (3 POSTS) REF: 08/354/HR**  
Performance Management, Organizational Development and HR Operations

|                            |   |   |
|----------------------------|---|---|
| <b><u>SALARY</u></b>       | : | R540 429 – R581 880 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | National Office, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A Bachelor's degree or equivalent qualification; Minimum of five years' management experience; A deep understanding and knowledge of HR best practice principles, transformational and transactional strategies, performance consulting and business partnering. Skills and Competencies: A generalist HR competencies and knowledge; Dynamic and seasoned professional with innovative and creative capabilities; Good leadership and Managerial skills; Good communication skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team and results orientated; Good interpersonal relations with focus on customer orientation; Problem solving and conflict management; Continual learning and information search;   |
| <b><u>DUTIES</u></b>       | : | Develop strategy for own Directorate aligned to the overall Human Resources strategy and the Departmental MTSF; Lead a team of HR professionals in the implementation and guide the operational strategy; Influence and manage employees' performance in Directorate against strategic financial objectives defined at an HR Branch level; Maintain and monitor performance through use of the balanced scorecard; Participate and contribute to Client's business initiatives and lead Human Resources Development initiatives; Manage stakeholder relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders; Attain HR value proposition through the implementation of improved HR best practice services that drive the strategic objectives of all the Branches within the Department of Justice and Constitutional Development; Attain business results through the implementation and management of sound internal business processes, which are cost effective and time efficient and ultimately promote good governance. |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Ntobeng ☎ (012) 315 1736   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria   |
| <b><u>CLOSING DATE</u></b> | : | 06 October 2008   |

#### **OTHER POSTS**

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| <b><u>POST 39/44</u></b>   | : | <b><u>REGIONAL AUDIT MANAGER: GENERAL ASSURANCE CLUSTER 3</u></b><br><b><u>REFERENCE: 08/359/IA</u></b>  |
| <b><u>SALARY</u></b>       | : | R407 745 – R472 758 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate three year Bachelor degree or diploma with majors in Auditing/Internal Auditing and Accounting; Five years experience in internal auditing, of which two years should be at Supervisory/Management level, or alternatively completed articles with three years relevant internal audit experience of which one year should be at a Supervisory/Management level; Candidates must be pursuing either the Chartered Accountant (CA) or Certified Internal Auditor (CIA) designation and must also be a member of the Institute of Internal Auditors and comply with the Standards of the Professional Practice of Internal Auditing or other professional standards; The successful candidate will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.                       |
| <b><u>DUTIES</u></b>       | : | Provide input in the development of Internal Audit three year and annual plans on regional audit focus areas; Ensure that Regional audits are conducted in accordance with the approved audit methodology and IIA standards; Plan, execute and report on complex and high level audit assignments; Lead and manage the regional based internal audit team to ensure that audit projects are executed and performance targets are achieved; Build and maintain relationships with all stakeholders; Document information and transaction flows; Assist with the business risk analysis; Provide management and other stakeholders with timely audit reports; Manage internal audit resources in the region effectively and efficiently; Perform ad-hoc assignments; Train, mentor and develop team members; Promote and market internal audit services in the region. |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Xundu ☎ 012 315 1781  |

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| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.  |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |
| <b><u>POST 39/45</u></b>   | : | <b><u>SENIOR ASSISTANT STATE ATTORNEY (2 POSTS) REF: 08/351/SA</u></b>   |
| <b><u>SALARY</u></b>       | : | R407 745 – R472 758 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | State Attorney, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | LLB or four year recognized legal qualification; Admission as an Attorney with Right of Appearance in the High Court of South Africa; Five years in practice as an Attorney; Extensive knowledge of Legal practice, Office Management and Accounting systems, Trust accounts and functional fields specified in the duties; Understanding of the State's policies and transformation objectives as well as the Constitution of South Africa; A current certificate of good standing from the relevant Law Society must be submitted together with the application; A valid driver's license. Skills and Competencies: Computer literacy; Good communication skills with the ability to motivate and direct people; Supervisory and mentoring skills; Ability to work under pressure; Accuracy and attention to detail.   |
| <b><u>DUTIES</u></b>       | : | Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High Court, CCMA, Land Claims Court, Constitutional Court, Tax and other tribunals; Attend to liquidation and insolvency queries, and conveyancing and notarial services; Draft and/or set all types of agreements on behalf of the various client departments; Render legal opinions for the benefit of client departments; All forms of arbitration including inter-departmental arbitrations; Registration of trusts and companies; Debt collections.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Radebe ☎ (012) 357 8240   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.  |
| <b><u>CLOSING DATE</u></b> | : | 06 October 2008  |
| <b><u>POST 39/46</u></b>   | : | <b><u>DEPUTY DIRECTOR: PERSAL ADMINISTRATION AND MANAGEMENT REF: 08/352/HR</u></b>   |
| <b><u>SALARY</u></b>       | : | R344 052– R398 805 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | National Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b> | : | Human Resource Related Bachelors degree or equivalent qualification; At least five (5) years experience in Persal environment; Successfully completed PERSAL Introduction course, PERSAL Administration course, and the PERSAL Salary Administration course as well as the PERSAL Controllers course; Thorough knowledge of the requirements applicable to their work sphere and that of users, Supervisors, Personnel and Salary Controllers; Knowledge of the SCC system; Extensive knowledge of HR and Public Service related issues. Skills and Competencies: Above average computer literacy including Persal; Statistical analysis; Report writing; Strategic planning and organizing skills; Conflict management and negotiation. Personal Attributes: Creative and analytical thinking; Customer service orientation; Team orientation; Ability to work under pressure and meet deadlines; Professionalism with high ethical standards; Attention to detail. |
| <b><u>DUTIES</u></b>       | : | Control PERSAL in the Department; Orientation of users in the system; Registers users on the system and monitor the selective allocation of functions, Create and maintain Departmental codes on the departmental code file; Control procedures to be followed when registering new users on the system (compilation of user registration and authorization of supervisors); Monitor the activities of the Personnel and Salary controllers; Evaluate and recommend/reject requested changes to the PERSAL system; Manage and control PERSAL notices and messages and bring important issues to the attention of the Management; Monitor effective use of the PERSAL system; Ensure interaction between PERSAL User support and the Department ; Responsible for the composition and maintenance of departmental procedure manuals; Act as PERSAL advisor in   |

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|                                      |   | the Department; Monitor the work done by PERSAL consultants, if applicable; Implement control and audit measures; Self-development.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. K. Ngomani ☎ 012 357 8661   |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.  |
| <b><u>CLOSING DATE</u></b>           | : | 06 October 2008   |
| <b><u>POST 39/47</u></b>             | : | <b><u>DEPUTY DIRECTOR: AREA COURT MANAGER (2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>                 | : | R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>                 | : | Magistrate: Kempton Park: Ref: 08/253/GP<br>Germiston Cluster: Ref: 08/254/GP   |
| <b><u>REQUIREMENTS</u></b>           | : | An appropriate three-year Bachelor's Degree or equivalent qualification; Three years' management experience; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation; A valid driver's license; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.   |
| <b><u>DUTIES</u></b>                 | : | Co-ordinate and manage financial and human resources of the cluster, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Implement the Department all policies on courts; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the cluster; Facilitate strategic projects intended to improve court management; Communicate and relate with the internal and external stakeholders.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms J Mokoena ☎ (011) 331 0440   |
|                                      | : | Separate applications per Office must be made and <u>listing</u> the centers. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X06, Johannesburg, 2000.  |
| <b><u>CLOSING DATE</u></b>           | : | 06 October 2008   |
| <b><u>POST 39/48</u></b>             | : | <b><u>DEPUTY DIRECTOR: PROJECT OFFICE MANAGEMENT REFERENCE: 08/361/ISM</u></b>  |
| <b><u>SALARY</u></b>                 | : | R344 052– R398 805 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>                 | : | National Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>           | : | Appropriate three year degree or equivalent qualification; Four Years experience in projects environments; Knowledge and experience of Project Office Support and Projects Management; Knowledge of electronic project management, project reporting and IT terminology; Experience in project governance, Audits co-ordination, Risk management, stakeholder management and high level of computer skills. Skills And Competencies Effective Communication (Verbal and Written) Analytical thinking; Decision making and problem solution; Interpersonal relationship; Computer skills: MS Office Suite specially Outlook (Email), extensive experience in (au Fait) Ms Excel and MS Project; Able to work as part of a team as well as individually; Electronic document filling and document management; Report writing. |
| <b><u>DUTIES</u></b>                 | : | The provision and management of Project Management Capability; Monitoring of projects, Expenditure and compilation of reports; Development and implementation of project standards and writing of stakeholder project reports; Management of project risks and SLA's for project contractors; Co-ordination of audits and Provide projects support to ISM by means of mentoring; Monitor the electronic project management system; Compilation of regular progress status reports and other communication regarding projects.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. I. Letshedi ☎ 012 315 8186  |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First   |

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|                                      |   | Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.  |
| <b><u>CLOSING DATE</u></b>           | : | 13 October 2008   |
| <b><u>POST 39/49</u></b>             | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF: 08/355/HR</u></b>  |
| <b><u>SALARY</u></b>                 | : | R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria<br>A Bachelor's Degree or appropriate qualification in Human Resources; Three years experience in broad Human Resource including Recruitment; Knowledge of the human resource management framework; A valid driver's license. Skills and competencies: Proven Project Management skills; Good analytical, writing, presentation and computer skills; Interpersonal skills; Computer literacy (MS Office); Counselling, interviewing and communication; Ability to write and communicate effectively with stakeholders; Ability to work under pressure; Attention to detail; Customer focus. |
| <b><u>DUTIES</u></b>                 | : | Project and Contract management; Participate in policy formulation; Plan and execute recruitment projects. Ensure that recruitment processes are in line with the policies and regulations. Ensure good co-ordination of various related activities ; Promote and market change management services; Ensure that employment equity plans are implemented and act as change agent. Supervise and lead a team. Submit regular reports and statistics.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms K Ngomani.<br>Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.  |
| <b><u>CLOSING DATE</u></b>           | : | 06 October 2008   |
| <b><u>POST 39/50</u></b>             | : | <b><u>ASSISTANT DIRECTOR: MEDIA LIAISON REF: 08/352/PEC</u></b>   |
| <b><u>SALARY</u></b>                 | : | R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office (Pretoria)<br>Degree/ Diploma in Communication or equivalent qualification; Three-years' experience in communications environment; Proficiency in at least two official language; A valid driver's license. Skills and Competencies: Good communication(written and verbal); Advanced writing and editing skills; Computer literacy; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure; Willingness to work flexible hours; Attention to detail.  |
| <b><u>DUTIES</u></b>                 | : | Develop and facilitate implementation of targeted communication strategies for the Department; Monitor, evaluate and take corrective action on the implementation of targeted communication strategies; Provide leadership to Departmental Communication officers; Ensure effective functioning of the Departmental rapid response system; Draft media statements and news articles for the Department; Develop a media relations program for the Department ; Manage the coordination of press briefings.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. K. Ngomani ☎ 012 315 1781<br>Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.   |
| <b><u>CLOSING DATE</u></b>           | : | 06 October 2008   |
| <b><u>POST 39/51</u></b>             | : | <b><u>RESEARCH OFFICER (2 POSTS) REF: 08/351/PEC</u></b>  |
| <b><u>SALARY</u></b>                 | : | R174 243 – R202 287 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria<br>Degree/diploma in Communication/Journalism or equivalent qualification; Three years communication experience with knowledge of communication disciplines; Proficiency in at least two official languages; A valid driver's license. Skills and   |

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|                            | competencies: Good interpersonal relations; Good communication skills (written and verbal); Computer literate; Creative and analytical; Ability to work independently and under pressure; Willingness to work flexible hours.  |
| <b><u>DUTIES</u></b>       | : Media monitoring and analyses and impact assessments; Assist with conducting and/ or commissioning communication – related audits, surveys and research on perceptions, information needs and other relevant areas; Access and analyse relevant surveys; Arrange focus groups to test content, products and campaigns; Development systems and methods to evaluate the impact of government communication; Analyse messaging, key issues and develop relevant research reports; Advise/assist communicators in media monitoring and communication – related matters; Assist in the development of communication strategies.  |
| <b><u>ENQUIRIES</u></b>    | : Ms Khanyisa Ngomani ☎ 012 315 8661   |
| <b><u>APPLICATIONS</u></b> | : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.  |
| <b><u>CLOSING DATE</u></b> | : 06 October 2008  |
| <b><u>POST 39/52</u></b>   | : <b><u>ASSISTANT DIRECTOR: REFERENCE SERVICES REFERENCE: 08/259/GP</u></b>  |
| <b><u>SALARY</u></b>       | : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : Constitutional Court   |
| <b><u>REQUIREMENTS</u></b> | : An appropriate three-year librarianship degree or equivalent qualification plus 5 years appropriate knowledge and experience which should include the management of staff; Experience in Law librarianship will be an added advantage.   |
| <b><u>DUTIES</u></b>       | : The successful candidate will report to the Deputy- Director: Library Services and will be responsible for the management and maintenance of the reference services section of the library, including its budgeting, the management of staff and the development and maintenance of collections and facilities; The performance of these functions will involve the following tasks: Conducting research through the use of legal electronic databases, as well as printed sources; Being responsible for web content development on the intranet and virtual Library; Developing training material and provision of guides on the uses of the library system and SIRSI (the catalogue software) for users and library staff; Developing and maintaining current awareness services for users; Evaluating and selecting electronic and printed reference sources; Establishing and maintaining a training program for users; Being responsible for security management and copyright compliance of electronic resources; Co-ordination of the delivery of electronic and printed material to library users; The maintenance of a database of information and report trends and statistics to the Deputy-Director and keeping current with the library profession by reading professional publications and by participating in meetings, workshops and training sessions. |
| <b><u>ENQUIRIES</u></b>    | : Mr. V Misser ☎ (011) 359 7458  |
| <b><u>APPLICATIONS</u></b> | : Quoting the relevant reference number, direct your application to: Postal Address: The Regional Head: Gauteng, Private Bag X 6, Johannesburg, 2000 OR Physical Address: 15 <sup>th</sup> Floor, Carlton Center, Cnr. of Commissioner and Kruis street, Johannesburg.   |
| <b><u>CLOSING DATE</u></b> | : 13 October 2008  |
| <b><u>POST 39/53</u></b>   | : <b><u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REFERENCE: 08/258/GP</u></b>  |
| <b><u>SALARY</u></b>       | : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : Regional Office Gauteng  |
| <b><u>REQUIREMENTS</u></b> | : Degree or diploma in Financial Management or equivalent qualification; Three years relevant financial experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Supply Chain; Management and Budgeting process in Government; Ability to work extended hours, when required; A valid drivers license. Skills and Competencies: Knowledge and experience of BAS, JDAS, JYP, PERSAL, PFMA, Treasury Regulations, Departmental Financial Instructions, Budgets, Assets and Supply Chain Management; Computer literacy; Proven managerial, verbal and written   |

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|                                      | communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime if required; A thorough understanding and knowledge of the Department's various branches will be an added advantage; Driving; People skills; Motivational skills; Training skills   |
| <b><u>DUTIES</u></b>                 | : Identify financial problems and risks by conducting compliance assessments and report findings to the Court Manager, Area Court Manager and Regional Financial Manager; Define and introduce financial control, procedures and methods towards achieving a NAQ status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation; allocation; executing and reporting; Monitoring and reporting on effective supply chain and asset management in line with Supply Chain Management Processes and prescripts; Monitor and render support with Cluster's monthly reconciliation of third party funds; Responsible for coaching, mentoring and training of staff on all financial and supply chain management prescripts; Assist and support with the implementation of financial systems |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Ms. M Jooste ☎ (011) 223 7676<br>: Quoting the relevant reference number, direct your application to: Postal Address: The Regional Head: Gauteng, Private Bag X 6, Johannesburg, 2000 OR Physical Address: 15 <sup>th</sup> Floor, Carlton Center, Cnr. of Commissioner and Kruis street, Johannesburg.   |
| <b><u>CLOSING DATE</u></b>           | : 13 October 2008   |
| <b><u>POST 39/54</u></b>             | : <b><u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REFERENCE: 08/362/CFO</u></b>  |
| <b><u>SALARY</u></b>                 | : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : National Office: Pretoria<br>: Degree or equivalent qualification in Financial or Business Management. Three years working experience in finance environment; Knowledge of commercial finance function and Public Finance Management Act. Skills and Competencies: Technical expertise; Project management; Quick thinking and functional ability; Diagnoses action research; Strategic and conceptual orientation; Innovative thinking, problem solving and communication; Ability to implement internal systems and controls.   |
| <b><u>DUTIES</u></b>                 | : Provide demand and specification services; Co-coordinating bids process; Maintaining of continuous suppliers information; Recommending operational, procedural and policy management Managing human resource matters; Managing the workflow and quality of outputs; Provide inputs in development of strategies; Distribute the incoming work to the subordinates; Implement compliance by the department with the provision of the PFMA; Rendering assistance with the drafting of the Auditor-General's report and audited statements; Conduct commodity and industry analysis.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mr Mpho Mugodo ☎ (012) 315 8747<br>: Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.   |
| <b><u>CLOSING DATE</u></b>           | : 13 October 2008   |
| <b><u>POST 39/55</u></b>             | : <b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT LEGAL SUPPORT REFERENCE: 08/360/CFO</u></b>  |
| <b><u>SALARY</u></b>                 | : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : National Office (Pretoria)<br>: Bachelors' Degree or equivalent qualifications in Contract Management; Three years working experience Contract Management; Knowledge of commercial contract functions; Skills and Competencies: Technical expertise; Quick thinking skills; Negotiating and problems solving; Stakeholder Management. Co-workers and Supervisor; Communication (verbally & written) skills; Ability to implement internal system and controls.  |
| <b><u>DUTIES</u></b>                 | : Evaluation of performance and compliance with Supply Chain Management process and policies; Determination of cost efficiency of the overall procurement   |

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|                                      |   | process; Manage and oversee the resource of the Sub- Directorate, give and train subordinates; Ensure sound contract management; Manage human resource matters; Manage the workflow and quality outputs; Identify compliance and non- compliance on concluded contract.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. M. Mugodo ☎ 012 357 8747  |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.  |
| <b><u>CLOSING DATE</u></b>           | : | 13 October 2008   |
| <b><u>POST 39/56</u></b>             | : | <b><u>ASSISTANT DIRECTOR: PROJECT OFFICE MANAGEMENT REFERENCE: 08/363/ISM</u></b>   |
| <b><u>SALARY</u></b>                 | : | R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office (Pretoria)  |
|                                      | : | Appropriate three years or equivalent qualifications; Three years relevant experience; The Following will serve as recommendations. Knowledge of the Public finance management act and Regulations; Proven ability to execute decisions and provide feedback; Experience in the administration of projects; Knowledge of electronic project management and IT terminology; Knowledge of project Management terminology; Able to work and function in a challenging environment. Skills and Competencies: Computer literacy: Ms office suite specially Outlook ( Email), extensive Experience in (au Fait) Ms Excel and Ms Projects; Effective communication Interpersonal relationship; Problem Solving and Decision making; Analytical thinking Electronic document filling and document management; Report writing Initiative and creativity; Able to work as part of a team as well as individually. |
| <b><u>DUTIES</u></b>                 | : | Reporting of ISM Projects; Management of the EPM tool to ensure continuity, access to users, new implementations, deployments and upgrades; Maintain a programme and projects Document Repository; Provide support to the ISM and ensure compliance with approved methodology; Monitor the projects, highlight interdependencies and ensure that issues and risks are highlighted and addressed; Facilitate Programme Management Team Meetings.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr I Letshedi ☎ 012 315 - 8186  |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.  |
| <b><u>CLOSING DATE</u></b>           | : | 13 October 2008   |
| <b><u>POST 39/57</u></b>             | : | <b><u>CHIEF ACCOUNTING CLERK: AGENCY &amp; REPORTING SERVICES REFERENCE: 08/366/CFO</u></b>   |
| <b><u>SALARY</u></b>                 | : | R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria   |
|                                      | : | Bachelor's Degree or equivalent qualification in Finance or Grade 12 plus more than 10 years experience in financial environment; At least one year relevant experience; Knowledge of BAS, PFMA, and National Treasury Regulations. Skills and Competencies: Strong leadership and management capabilities; Good communication (verbal and written); Computer literacy (Excel); Ability to work under pressure and be self motivated.   |
| <b><u>DUTIES</u></b>                 | : | Clearing Control and Suspense Accountants; Checking and Authorizing of journals and claims received from accounting clerks; Journal and Batch Control; Monthly balance and reconcile with bank statements for the whole month; Ensuring submission of well prepared claims that meet the set standards and quality; Supervise the Accounting Clerks by allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on-the-job training; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations.  |
| <b><u>ENQUIRIES</u></b>              | : | Mr. M. Mugodo ☎ 012 357 8747  |

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| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.  |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008   |
| <b><u>POST 39/58</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER REF: 08/353/LAS</u></b>  |
| <b><u>SALARY</u></b>       | : | R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | National Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b> | : | A three year relevant degree or equivalent qualification. At least one year relevant administrative experience. Knowledge of the PFMA, JYP and BAS will be an added advantage. A valid driver's license. Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Good interpersonal skills; Accuracy and attention to detail; Organizational skills; Ability to work under pressure; Willingness to work irregular hours.   |
| <b><u>DUTIES</u></b>       | : | Co – ordinate the distribution of incoming and outgoing mail and keeping a register. Perform tasks related to the acquisition and procurement of stores and equipments for the Unit. Making travel and accommodation arrangements for the Unit. Manage the cleaning and courier services. Making arrangements for the events, meetings and minutes taking. Perform miscellaneous job related duties as assigned. Supervise Staff  |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Masingi ☎ 012 315 - 1893   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.  |
| <b><u>CLOSING DATE</u></b> | : | 06 October 2008   |
| <b><u>POST 39/59</u></b>   | : | <b><u>MAINTENANCE OFFICER REF: 08/VA89/NW</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 – R 136 419 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Madikwe Magistrate Court  |
| <b><u>REQUIREMENTS</u></b> | : | A four year LLB degree; Proficiency in at least two official languages; A valid drivers licence; Skills and competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Numeric skills; Ability to work with the public members in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain the legal terminology and processes in simple language; Manage time; Facilitate communication between persons with maintenance disputes. |
| <b><u>DUTIES</u></b>       | : | Perform functions of Maintenance Officer in terms of the Maintenance Act; Guide Maintenance Investigators in performance of their duties; Gather financial information for the purposes of maintenance queries; Conduct proceedings in maintenance court; Implement Bench orders.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362.  |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.  |
| <b><u>CLOSING DATE</u></b> | : | 06 October 2008   |
| <b><u>POST 39/60</u></b>   | : | <b><u>MAINTENANCE OFFICER REF: 08/VA88/NW</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 – R 136 419 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Odi Magistrate Court  |
| <b><u>REQUIREMENTS</u></b> | : | A four year LLB degree; Proficiency in at least two official languages; A valid drivers licence; Skills and competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Numeric skills; Ability to work with the public members in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain the legal terminology and  |

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|                                      | processes in simple language; Manage time; Facilitate communication between persons with maintenance disputes.  |
| <b><u>DUTIES</u></b>                 | : Perform functions of Maintenance Officer in terms of the Maintenance Act; Guide Maintenance Investigators in performance of their duties; Gather financial information for the purposes of maintenance queries; Conduct proceedings in maintenance court; Implement Bench orders.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mr. Lazarus Moetanalo at ☎ (018) 389 8362.  |
| <b><u>CLOSING DATE</u></b>           | : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.  |
|                                      | 06 October 2008   |
| <b><u>POST 39/61</u></b>             | : <b><u>CHIEF TYPIST: (1 POST) REF 08/255/GP</u></b>  |
| <b><u>SALARY</u></b>                 | : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Magistrate Pretoria   |
|                                      | : A Senior Certificate or equivalent qualification; Ten years applicable experience; Minimum typing speed of 35 wpm. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal).  |
| <b><u>DUTIES</u></b>                 | : Co-ordinate, distribute and control work flow of the typing component; Provide excellent, reliable and efficient supervision, training and guidance to typing component; Management and allocation of leave (including sick leave) of staff to the typing component; Compiling and completion in conjunction with management of all performance agreements for the typing component; Assist with the short-listing and interviewing of applicants for the typing component; Conduct typing/computer literacy test; Arrange, take and type minutes for management meetings and other functions as may be required. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mr. B Andrews ☎ (012) 319 4124  |
| <b><u>CLOSING DATE</u></b>           | : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.   |
|                                      | 06 October 2008   |
| <b><u>POST 39/62</u></b>             | : <b><u>STATE ACCOUNTANT: AGENCY &amp; REPORTING SERVICES (2 POSTS) REFERENCE: 08/370/CFO</u></b>   |
| <b><u>SALARY</u></b>                 | : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : National Office (Pretoria)  |
|                                      | : An appropriate three year Bachelor's Degree or Equivalent qualification; At least one year relevant experience; Knowledge of the Public Finance Management Act and National Treasury Regulations; Experience in financial management (especially in the public sector); Knowledge of BAS. Skills and Competencies: Computer literacy (excel); Good communication skills (verbal and written); Strong leadership and management capabilities; Planning, Organising and problem solving skills; Supervision and Control; Ability to work under pressure and be self motivated.                                      |
| <b><u>DUTIES</u></b>                 | : Clearing Agency Services Control Account; Oversea the status of submitted claims to client departments; Clarify outstanding claims and respond with solutions; Keep and maintain a database of client department information; Plan, co ordinate, control, guidance and training of personnel and their activities; Provide daily reports to assistant Director; Evaluate work performance of sub – ordinates; Ensure adherence to all applicable prescripts and regulations.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mr M Mugodo ☎ 012 357 - 8747  |
| <b><u>CLOSING DATE</u></b>           | : Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.  |
|                                      | 13 October 2008   |
| <b><u>POST 39/63</u></b>             | : <b><u>STATE ACCOUNTANT: PAYROLL (1 POST) REFERENCE: 08/369/CFO</u></b>  |
| <b><u>SALARY</u></b>                 | : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>                 | : National Office (Pretoria)  |

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| <b><u>REQUIREMENTS</u></b>           | : | B Com Degree or equivalent qualification in finance with accounting as a subject; At least one year working experience in a financial environment especially debts, tax, salary related suspense accounts salaries; Knowledge of PERSAL and BAS; Good understanding of the PFMA, Basic Accounting System (BAS), National Treasury Regulations and PERSAL experience. The following will serve as recommendations. Knowledge and experience in office and district administration; Knowledge of the financial Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing skills; Accuracy and attention to detail; Problem solving skills.   |
| <b><u>DUTIES</u></b>                 | : | Act as supervisor of Chief Accounting Clerks, Senior Accounting Clerks and Accounting Clerks by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to subordinates; The successful candidate will be responsible for the management of debts: ensuring all debts are raised, recovered or written off; Ensure monthly age analysis and report to management on the progress within the debt section; Manage all suspense and control accounts related to debts; Develop and maintain debt policy, develop training and procedure manuals; Manage audit queries; Clearing of debts accounts, doing age analysis and investigation of balance; Assist with S&T, tax and account issues if need arises; Evaluate work performance of sub – ordinates; Ensure adherence to all applicable prescripts and regulations. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr M Mugodo ☎ 012 357 - 8747   |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.   |
| <b><u>CLOSING DATE</u></b>           | : | 13 October 2008  |
| <b><u>POST 39/64</u></b>             | : | <b><u>COMMUNICATION OFFICER: MEDIA LIAISON REFERENCE: 08/367/PEC</u></b>   |
| <b><u>SALARY</u></b>                 | : | R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria  |
|                                      | : | Degree/diploma in Communication/Journalism or equivalent qualification; At least one year communication experience with knowledge of communication disciplines; Proficiency in at least two official languages; A valid driver's license. Skills and competencies: Good interpersonal relations; Good communication skills (written and verbal); Computer literate; Creative and analytical; Ability to work independently and under pressure; Willingness to work flexible hours.   |
| <b><u>DUTIES</u></b>                 | : | Assist in development and execution of media strategies and implementation plans; Build and maintain effective communication links with relevant stakeholders, especially the media; Organize press conferences and assist with media campaigns, projects events and other media liaison activities; Monitor news reports in all media on issues related to and affecting the department and also on television, radio and other media and scan communication environment; Write, research and collate articles and media statements for external print media; Updating the departmental media database; Compile news brief on a daily basis and submit opinion pieces and letters to the editors for publication; Facilitate media queries.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms Khanyisa Ngomani ☎ 012 315 8661   |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.  |
| <b><u>CLOSING DATE</u></b>           | : | 13 October 2008  |
| <b><u>POST 39/65</u></b>             | : | <b><u>MAINTENANCE OFFICER REFERENCE: 08/VA88/NW</u></b>  |
| <b><u>SALARY</u></b>                 | : | R117 501 – R 136 419 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Odi Magistrate Court   |
|                                      | : | A four year LLB degree; Proficiency in at least two official languages; A valid drivers licence; Skills and competencies: Computer literacy (MS Office) Excellent communication skills (written and verbal); Numeric skills; Ability to work with the  |

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|                            | public members in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain the legal terminology and processes in simple language; Manage time; Facilitate communication between persons with maintenance disputes.  |
| <b><u>DUTIES</u></b>       | : Perform functions of Maintenance Officer in terms of the Maintenance Act; Guide Maintenance Investigators in performance of their duties; Gather financial information for the purposes of maintenance queries; Conduct proceedings in maintenance court; Implement Bench orders.   |
| <b><u>ENQUIRIES</u></b>    | : Mr. Lazarus Moetanalo at ☎ (018) 389 8362.  |
| <b><u>APPLICATIONS</u></b> | : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.  |
| <b><u>CLOSING DATE</u></b> | : 13 October 2008   |
| <b><u>POST 39/66</u></b>   | : <b><u>LIBRARIAN REFERENCE: 08/368/LCD</u></b>   |
| <b><u>SALARY</u></b>       | : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : Bachelor's degree or equivalent qualification in Library and Information Science; At least one year relevant experience; Knowledge or experience in a Law or Legal Library will be an added advantage; Knowledge of and experience in electronic information resources and online retrieval skills. Skills and Competencies: Communication skills (verbal and written); Report writing skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving; Interpersonal relations; Creative and analytical thinking skills; Customer orientation.  |
| <b><u>DUTIES</u></b>       | : Maintain adequate library literature (buying of publications, annotating etc); Supervise and control of SA Law Reform Commission Library; Maintain accession and loan registers; Cataloguing and classification of new publications; Compilation of bibliographies, answering reference questions (personal, telephonic and e-mail) and supplying bibliographic verification; Provide assistance to professional staff (researchers) on publications and other literature including Jutastat, Internet and Sabinet researchers; Provide in-depth research and reference services to researchers and perform traditional and electronic legal research, prepare bibliographies; Manage services in library including photocopying services; Update loose- leaf publications; Keep current with library profession by reading professional publications and participating meetings, workshops and training sessions; Assist with interlibrary loans; Library committee member and responsible for library committee meetings and giving effect to recommendations of library committee; Manage Mindex Systems software including writing of reports, sorting of information, organising information and disseminating information; Providing statistics in accordance with departmental instructions. |
| <b><u>ENQUIRIES</u></b>    | : Ms Mosima Kganyago ☎ 012 315 1844   |
| <b><u>APPLICATIONS</u></b> | : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.   |
| <b><u>CLOSING DATE</u></b> | : 13 October 2008   |
| <b><u>POST 39/67</u></b>   | : <b><u>SENIOR ADMINISTRATIVE CLERK: OFFICE SUPPORT SERVICES</u></b><br><b><u>REFERENCE: 08/365/ISM</u></b>   |
| <b><u>SALARY</u></b>       | : R94 326 – R109 515 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : National Office, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : Grade 12 or equivalent qualification; Two years relevant experience; Knowledge of ITC operation, PFMA and Procurement Regulations; Skills and Competencies: Effective communication (written and verbal) skills; Negotiation and problem solving skills; Judgment skills; Computer literacy; Interpersonal relation.  |
| <b><u>DUTIES</u></b>       | : Keep an updated inventory; Deal with enquiries relating to IT procurement; Liaise with suppliers; Process ITC applications; Capture requisitions invoices and capture purchase orders on the JYP System; Prepare payment documents.   |
| <b><u>ENQUIRIES</u></b>    | : Mr I Letshedi (012) 357 - 8161  |

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| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.  |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |
| <b><u>POST 39/68</u></b>   | : | <b><u>COURT INTERPRETER REFERENCE: 08/VA91/NW</u></b>  |
| <b><u>SALARY</u></b>       | : | R76 194 – R88 464 annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Rustenburg Magistrate Court  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualifications; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage. Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail. |
| <b><u>DUTIES</u></b>       | : | Interpret in criminal court, civil court, labour court and quasi proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362.   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.   |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |
| <b><u>POST 39/69</u></b>   | : | <b><u>COURT INTERPRETER REFERENCE: 08/VA92/NW</u></b>  |
| <b><u>SALARY</u></b>       | : | R76 194 – R88 464 annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Koster Magistrate Court  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualifications; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage. Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail. |
| <b><u>DUTIES</u></b>       | : | Interpret in criminal court, civil court, labour court and quasi proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362.   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.   |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |
| <b><u>POST 39/70</u></b>   | : | <b><u>E-SCHEDULER CLERK: (1 POST) REF 08/264/GP</u></b>  |
| <b><u>SALARY</u></b>       | : | R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Randburg  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification; Two years relevant experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Analytical, efficient and resourceful, Project management; Good interpersonal relations and Public relations; Document management and typing; Problem solving; Presentation skills; Customer service oriented and Ability to work under pressure.   |
| <b><u>DUTIES</u></b>       | : | Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics;  |

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|                                      | Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Magistrate Randburg: Ms. L Benade ☎ (011) 998 5300  |
| <b><u>CLOSING DATE</u></b>           | : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.<br>13 October 2008  |
| <b><u>POST 39/71</u></b>             | : <b><u>E-SCHEDULER CLERK: (3 POSTS) REF 08/257/GP</u></b>  |
| <b><u>SALARY</u></b>                 | : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Magistrate Pretoria<br>Grade 12 or equivalent qualification; Two years relevant experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Analytical, efficient and resourceful, Project management; Good interpersonal relations and Public relations; Document management and typing; Problem solving; Presentation skills; Customer service oriented and Ability to work under pressure.   |
| <b><u>DUTIES</u></b>                 | : Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics; Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mr. B Andrews ☎ (012) 319 4124  |
| <b><u>CLOSING DATE</u></b>           | : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.<br>06 October 2008  |
| <b><u>POST 39/72</u></b>             | : <b><u>COURT INTERPRETER: (1 POST) REF 08/265/GP</u></b>   |
| <b><u>SALARY</u></b>                 | : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Magistrate Heidelberg<br>Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: A combination of any of the following eight languages: English, Afrikaans, IsiZulu, Isixhosa, Tswana, Sotho, Sepedi, Vhenda, IsiNdebele and IsiTsonga. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.   |
| <b><u>DUTIES</u></b>                 | : Interpret in Criminal Court, Civil Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Mr. B Gwabeni ☎ (016) 349 1930/2  |
| <b><u>CLOSING DATE</u></b>           | : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.<br>13 October 2008  |
| <b><u>POST 39/73</u></b>             | : <b><u>ADMINISTRATION CLERK (2 X POSTS) REF: 08/VA87/NW</u></b>  |
| <b><u>SALARY</u></b>                 | : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : Magistrate Potchefstroom<br>Grade 12 or equivalent qualifications; Two years administrative experience; Skills and competencies: Good communication skills ( verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and   |

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|                                      |   | organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.  |
| <b><u>DUTIES</u></b>                 | : | Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions:- Handle routine office work; Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and travelling claims; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362.   |
| <b><u>CLOSING DATE</u></b>           | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.   |
|                                      | : | 06 October 2008  |
| <b><u>POST 39/74</u></b>             | : | <b><u>ADMINISTRATION CLERK REF: 08/VA85/NW</u></b>   |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Taung   |
|                                      | : | Grade 12 or equivalent qualifications; Two years administrative experience; Skills and competencies: Good communication skills ( verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.  |
| <b><u>DUTIES</u></b>                 | : | Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work; Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and travelling claims; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362.   |
| <b><u>CLOSING DATE</u></b>           | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.   |
|                                      | : | 06 October 2008  |
| <b><u>POST 39/75</u></b>             | : | <b><u>SENIOR ADMINISTRATION CLERK: (1 POST) REF 08/256/GP</u></b>  |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Randfontein   |
|                                      | : | Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.   |
| <b><u>DUTIES</u></b>                 | : | Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. C Madiba ☎ (011) 278 9315  |
| <b><u>CLOSING DATE</u></b>           | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
|                                      | : | 06 October 2008  |
| <b><u>POST 39/76</u></b>             | : | <b><u>SENIOR ACCOUNTING CLERK: AGENCY AND REPORTING SERVICES REFERENCE: 08/364/CFO</u></b>   |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office, Pretoria  |
|                                      | : | Grade 12 or equivalent qualification; Appropriate experience; Knowledge of BAS Skills and Competencies: Computer literacy (with focus on Excel); Knowledge of BAS; Good communication skills (verbal and written); Good interpersonal  |

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|                                      |   | relations; Ability to work under pressure and be self motivated; Basic Accounting knowledge.  |
| <b><u>DUTIES</u></b>                 | : | Check claims received from State Attorney offices for correctness; Prepare claims for submission; Follow up on outstanding Documentation; Compilation and capturing of journals; Filing of claims.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr M Mugodo (012) 315 8747  |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.   |
| <b><u>CLOSING DATE</u></b>           | : | 13 October 2008   |
| <b><u>POST 39/77</u></b>             | : | <b><u>ADMINISTRATION CLERK REF: 08/VA84/NW</u></b>  |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Kudumane   |
|                                      | : | Grade 12 or equivalent qualification with Mathematics and/or Accounting as a subject; Two years appropriate experience; Knowledge of Basic Accounting System (BAS); Knowledge of Treasury Regulations and Public Finance Management Act; Knowledge of procurement delegations and procedure; Knowledge of asset management; Knowledge of Justice Yellow Pages and Persal systems will be an added advantage. Skills and competencies: Good communication skills ( verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail. Sound knowledge of procurement and asset management. |
| <b><u>DUTIES</u></b>                 | : | Capture journals and electronic payment of accounts on BAS; Compile payment advices; Reconcile payments with report/s; Handle enquiries both internal and external; Assist the staff and offices with procurement; Ensure good document administration (filing, faxing, photocopying and quotations); Maintain Assets Register and registers of labour saving devices; Responsible for the inventory of office furniture, equipment and stationery; Ensure that all office equipment are bar coded  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. Lazarus Moetanalo at ☎ (018) 389 8362.  |
|                                      | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.  |
| <b><u>CLOSING DATE</u></b>           | : | 06 October 2008   |
| <b><u>POST 39/78</u></b>             | : | <b><u>SENIOR ADMINISTRATION CLERK REFERENCE: 08/356/SA</u></b>  |
| <b><u>SALARY</u></b>                 | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | State Attorney, Cape Town   |
|                                      | : | Grade 12 or equivalent qualification; Administrative experience; Paralegal experience e.g. debt collection will be an advantage; Code 8 driver's licence would be an added advantage Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Interpersonal skills; Ability to work independently.   |
| <b><u>DUTIES</u></b>                 | : | Perform a variety routine related duties/activities of the Unit; Handle complicated and less complicated matters relating to debt collecting; Assist as relief officer in switchboard and fax room; File correspondence and maintaining of prescripts and records related to the functions of the Unit; Handle queries telephonically.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr S Radebe ☎ (012) 357 8240  |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.   |
| <b><u>CLOSING DATE</u></b>           | : | 13 October 2008   |
| <b><u>POST 39/79</u></b>             | : | <b><u>SENIOR REGISTRY CLERK: OFFICE SERVICES REFERENCE: 08/371/AIR</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>                 | : | National Office, Pretoria   |

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| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification; Relevant registry experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Interpersonal skills; Attention to detail, telephone etiquette and deportment.   |
| <b><u>DUTIES</u></b>       | : | Open files and file documents; Open daily mail; Track and trace files and other administrative tasks; Provide support to the office as a whole; Franking of mail (outgoing)  |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Kganyago ☎ 012 315 1844   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |
| <b><u>POST 39/80</u></b>   | : | <b><u>SENIOR ADMINISTRATION CLERK: (2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Kempton Park Ref: 08/260/gp<br>Magistrate Johannesburg: Ref 08/261/gp<br>Family Advocate Pretoria: Ref 08/262/gp  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.   |
| <b><u>DUTIES</u></b>       | : | Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.   |
| <b><u>ENQUIRIES</u></b>    | : | Magistrate Kempton Park Ms. M Opperman ☎ (011) 395 3657<br>Magistrate Johannesburg Ms. V Sepuru ☎ (011) 491 5000<br>Family Advocate Pretoria Ms. N Thokoane ☎ (011) 333 3724 or Mr. M Tlabela ☎ (012) 323 0706   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |
| <b><u>POST 39/81</u></b>   | : | <b><u>SENIOR ADMINISTRATION CLERK: (1 POST) REF: 08/263/GP</u></b><br>(Re-Advertisement) (Candidates who previously applied need to re-apply)  |
| <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 Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.   |
| <b><u>DUTIES</u></b>       | : | Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. N Thokoane ☎ (011) 333 3724 or Mr. M Tlabela ☎ (012) 323 0706  |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.  |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |

**NATIONAL YOUTH COMMISSION**

*The National Youth Commission is an equal opportunity, affirmative action employer. It is our intention to promote representativity in the National Youth Commission through filing of posts. The National Youth Commission is a statutory body of government set up through the NYC Act 19 of 1996(amended in 2000) to champion youth interests in South Africa.*

- APPLICATIONS** : The Chief Executive Officer, National Youth Commission, Private Bag X938, Pretoria, 0001. Applications can also be submitted at 215 Proes Street, Pretoria 0002.
- FOR ATTENTION** : Ms S Redelinghuys
- CLOSING DATE** : 10 October 2008
- NOTE** : Application should be submitted on Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV and certified copies of qualifications, a valid driver's license, will serve as added advantage. Failure to submit the requested will result in your application not been considered. The National Youth Commission reserves the right not to make the appointment. If you have not heard from us after 2 months after the closing date, consider your application.

**OTHER POST**

- POST 39/82** : **SENIOR SECRETARY COMMUNICATION (REF NO: NYC/SSC/09)**
- SALARY** : R64 410 per annum.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate with appropriate as an Office Assistance. Computer literacy (MS Word, Power – point, Excel, Internet and Intranet), Typing Skills, Interpersonal, organizational and communication skills, Good record keeping skills, Knowledge and understanding of the youth development will be an added advantage.
- DUTIES** : Key Performance Areas: To manage all telephone calls (screening incoming and outgoing calls in the office of the Director and ensuring the efficient flow of information). Render administrative and secretarial support to the Director, i.e. typing, co-ordination of daily activities. Management of electronic diary. Proper preparation and recording of all meetings and appointments. Responding to telephonic queries as and when required. Provide professional support to the Director i.e. maintain filing system, complete transport and subsistence claims, make reservations for travel and follow up on arrangements. Assist in preparing for meetings and presentation – Preparing agendas and minutes and assist with the compilation of reports. Record incoming and outgoing mail – distribute to relevant managers and assist with tracking of documentation
- ENQUIRIES** : Ms Christa Moyo Tel no: (012) 309 7811 or 309 7800

## 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** : 10 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 39/83** : **HEAD: NATIONAL DISASTER MANAGEMENT CENTRE (DEPUTY DIRECTOR-GENERAL LEVEL)**
- SALARY** : An all-inclusive remuneration package of R770 823 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria  
A recognized postgraduate degree or equivalent qualification in Management, Development Studies, Environmental or Social Sciences. The following skills and competencies are required: Extensive experience in a senior management position in disaster management or a risk related field. In-depth knowledge in policy and legislation relevant to the disaster risk management function in South Africa. In-depth knowledge of the concept of disaster risk management. In-depth knowledge of the core philosophy of disaster risk reduction and mainstreaming risk reduction into development. Project Management methodologies. In-depth knowledge of Information Management and GIS. Leadership, management (people and financial) and communication skills. Functioning of Provincial and Local Government. Strong leadership and managerial skills, advanced strategic planning, good financial and relationship management, critical decision making and high level of innovative and analytical skills.
- DUTIES** : The successful candidate will be responsible for the overall efficient and professional management and administration of the implementation of disaster management in South Africa. She/ he will be required to: Facilitate the development and implementation of disaster management as set out in the Disaster Management Act, No. 57 of 2002, and the National Disaster Management Framework (including international liaison and co-operation focusing on reducing the risk of disasters, mitigating the severity of disaster consequences, promoting emergency preparedness in respect of disasters and to stimulate disaster management education, training and capacity building and research programmes). Establish prevention and mitigation (disaster risk reduction) as the core principles for disaster management. Facilitate South Africa's co-operation in international and regional disaster management. Facilitate the development and implementation of disaster management within national, provincial and municipal organs of State. Facilitate disaster management capacity building, training and education. Promote disaster management research. Facilitate the development of a comprehensive information management and emergency communication system for disaster management. Facilitate the development and implementation of a comprehensive, workable funding system for disaster management. Manage and

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|                                   |   | oversee the development and implementation of a policy on fire and rescue services throughout South Africa.   |
| <b><u>ENQUIRIES</u></b>           | : | Mr El Africa Telephone: 012-334 0830  |
| <b><u>POST 39/84</u></b>          | : | <b><u>EXECUTIVE MANAGER: DISASTER MANAGEMENT (CHIEF DIRECTOR LEVEL)</u></b>   |
| <b><u>SALARY</u></b>              | : | An all-inclusive remuneration package of R 635 874 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>A recognised three-year Bachelor's degree or equivalent qualification in Management, Development Studies Environmental or Social Sciences. The following skills and competencies are required: Extensive knowledge of and experience in disaster management or a risk related field. In-depth knowledge in policy and legislation relevant to the disaster risk management function in South Africa. Advanced strategic, programme and project management skills. In-depth knowledge of Information Management and GIS. In-depth knowledge of the core philosophy of disaster risk reduction and mainstreaming risk reduction into development. Leadership, management (people and financial) and communication skills, strategic planning, financial and relationship management and innovative and analytical skills  |
| <b><u>DUTIES</u></b>              | : | The successful candidate will be responsible for the overall efficient and professional management and administration of the implementation of disaster management in South Africa. She/ he will be required to: Develop, implement and coordinate programmes for an effective and efficient disaster management system. Co-ordinate the development of comprehensive disaster management training, capacity building and community awareness strategies and programmes. Promote and facilitate the administration of the Fire Brigade Services Act, 1987 (Act No. 99 of 1987). Develop, gather and analyze disaster management technology and information. Co-ordinate and support disaster relief in emergency situations as they occur. Disseminate disaster risk management information. Provide high level (specialist) advice and guidance on disaster management-related matters to <i>inter alia</i> ensure that actions are taken within the ambit of applicable national and departmental policy frameworks |
| <b><u>ENQUIRIES</u></b>           | : | Mr El Africa Telephone: 012-334 0830  |
| <b><u>POST 39/85</u></b>          | : | <b><u>HEAD: OFFICE OF THE CHAIRPERSONSHIP</u></b><br>Directorate: National House of Traditional Leadership<br>Purpose: To manage the office of the Chairperson and Deputy Chairperson.  |
| <b><u>SALARY</u></b>              | : | All-inclusive salary package of R540 429 per annum. The package includes a core salary (60% of package), State's contribution to the Government Employee Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>An appropriate three year degree or an equivalent qualification. Extensive experience in administration. Strategic capability and leadership, programme management, change management, knowledge management, Service Delivery Innovation (SDI), problem solving and analysis skills, people management and empowerment, client orientation and customer focus, Excellent communication skills, Exceptional interpersonal and management skills, Integrity and discretion in dealing with secret and confidential matters. Good computer literacy skills. Understanding of the institution of Traditional Leadership. A valid driver's licence.  |
| <b><u>DUTIES</u></b>              | : | Manage the overall interaction between the Chairpersonship, national departments, Parliament and international organizations. Provide administrative support to the office of the Chairperson and Deputy Chairperson. Develop and co-ordinate a structured programme of interaction for the Office of the Chairpersonship and the National House of Traditional Leadership (NHTL) and its stakeholders. Assist the Secretary of the House in implementing a system to monitor the implementation of the decisions of the House. Compile and manage the budget of the Office of the Chairpersonship. Assist in tracking resolutions taken by various fora of the NHTL. Act as the first contact point for the Office of the Chairpersonship. Write speeches for the Chairperson and the Deputy   |

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|                                   | Chairperson. Accompany the Chairperson and/or Deputy Chairperson as and when required.   |
| <b><u>ENQUIRIES</u></b>           | : Mr A Sithole, Telephone: (012) 334 4659  |
| <b><u>POST 39/86</u></b>          | : <b><u>SENIOR MANAGER (DIRECTOR LEVEL)</u></b><br>Directorate: IGR Implementation and Monitoring<br>Purpose: To provide programme management support for the implementation of Intergovernmental Relations Framework Act.   |
| <b><u>SALARY</u></b>              | : All-inclusive salary package of R540 429 per annum. The package includes a core salary (60% of package), State's contribution to the Government Employee Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : Pretoria<br>: A postgraduate degree in Public Administration, Development Studies, Law, Social Sciences or related qualifications. Extensive work experience in the fields of intergovernmental relations, policy analysis and the implementation, monitoring and measurement of government programmes. Leadership and management skills. Strategic planning and analysis. Conceptual skills. Systems thinking. Data analysis and interpretation. Ability to communicate at a high level , including good verbal and written competencies. Liaison skills. Knowledge and understanding of the public sector. Extensive experience in the field of Intergovernmental Relations.   |
| <b><u>DUTIES</u></b>              | : Provide strategic leadership to provincial and local government stakeholders with regard to the policies, theory and practice of IGR and co-operative governance. Co-ordinate and manage the implementation of IGR programmes for the IGR Framework Act implementation at national, provincial and local government. Produce the bi-annual IGR Report to Parliament. Conceptualize structures and implement a comprehensive and institutionalized programme in the field of intergovernmental measurement and evaluation, using the IGR indicators. Establish a management system to record the conduct and practice of intergovernmental relations. Report on the performance of IGR structures and programmes.   |
| <b><u>ENQUIRIES</u></b>           | : Mr TB Fosi, Telephone: (012) 334-0837  |
| <b><u>POST 39/87</u></b>          | : <b><u>SENIOR MANAGER IN THE OFFICE OF THE DEPUTY DIRECTOR-GENERAL: MONITORING AND EVALUATION (DIRECTOR LEVEL)</u></b><br>Purpose: The Deputy Director-General (DDG) is seeking a highly motivated, innovative hands-on individual to manage the day-to-day operations, and provide executive support to the Office of the Deputy Director-General.   |
| <b><u>SALARY</u></b>              | : All inclusive remuneration package of R 540 429 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of the applicable guidelines.)  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : Pretoria<br>: An appropriate degree or diploma, and extensive experience in an executive support and office management position. The individual must be a self-starter with strategic management skills who will be able to work under pressure and keep tight target dates. The following competencies are a requirement: Good organizational, monitoring, administrative, written and verbal communication, problem solving, interpersonal and performance management skills and project management skills. Ability to work and interact at a high level and provide innovative solutions to corporate governance challenges.  |
| <b><u>DUTIES</u></b>              | : The overall management of the Office of the DDG, which include amongst others: Acting as a principal point of contact, and providing support to the offices of the Director-General and the Minister. Assisting the DDG to monitor the implementation of Executive and Top Management decisions. Managing the budget, facilitating the implementation of the Performance Management and Development System and ensuring good Corporate Governance practices. Managing the follow-up and monitoring processes of Parliamentary and Cabinet activities initiated from the Director-General and Minister. Assisting the DDG in managing internal and external stakeholder relations and coordinating special projects. Providing leadership in the management of the DDG's strategic diary. Co-ordinate branch executive meetings, follow up on decisions and provide feedback to DDG on progress. Assisting the DDG to prepare for multi-lateral |

meetings. Undertaking research and compiling high-level reports for the DDG. Managing Cabinet and Parliamentary matters. Initiating and implementing a fully functional document tracking system, which includes information and staff flows. Managing and co-ordinating the duties of the staff in the Office of the DDG.

**ENQUIRIES** : Ms K.C. Mketi, ☎ 012 – 395 4621

#### **OTHER POSTS**

**POST 39/88** : **MANAGER (DEPUTY DIRECTOR LEVEL)**  
Directorate: IGR Stakeholder Relations

**SALARY** : An all-inclusive remuneration package of R 407 745 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An Honors degree in Public Administration, Development Studies or other relevant and appropriate qualifications. Extensive work experience in research, administration, programme and project management is essential, preferably within the public sector. Coordination and monitoring skills, Research and writing skills, Administration and Organisation skills, good analytical skills, Liaison and communication skills, Budget and contract management skills. Reporting and presenting skills. In-depth knowledge of: Project management as well as research and information, administration and coordination skills

**DUTIES** : Provide support to provincial and local government in the implementation of intergovernmental projects. Co-ordinate and support projects attached to the IGRF Act implementation portfolio. Develop and prepare guidelines for the implementation of Implementation Protocols and Joint Work across government. Manage capacity building initiatives for improved intergovernmental co-ordination. Promote IGR awareness through information, publication of intergovernmental achievements and of lessons learnt across government. Liaise with stakeholders (government, donors, SALGA, research institutions, development agencies).

**ENQUIRIES** : Ms S Hughes, Telephone: (012) 334-0847

**POST 39/89** : **MANAGER (DEPUTY DIRECTOR LEVEL)**  
Directorate: Local Government Performance Management Systems  
Purpose: The appointee will provide support to provinces and municipalities in the implementation of Local Government Performance Management Systems (LGPMS)

**SALARY** : An all-inclusive remuneration package of R 407 745 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate degree/diploma in the relevant field. Extensive experience in performance management, monitoring, evaluation, benchmarking and support. Strategic capability. Data analysis skills. Financial and knowledge management skills, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity, Creative, innovative, flexible and highly motivated. In-depth knowledge of: monitoring, reporting and evaluation and indicator development.

**DUTIES** : Monitor and report implementation of Local Government Performance Management Systems (LGPMS). Support provinces and municipalities in the development of LGPMS. Develop systems and guidelines for the compilation of reports on the performance of municipalities. Provide technical support to provinces and municipalities to institutionalize and develop frameworks and guidelines. Support Performance Management system capacity initiatives for provinces and municipalities for effective implementation of LGPMS.

**ENQUIRIES** : Ms M Mabidilala , Telephone: (012) 334-4624

**POST 39/90** : **MANAGERS (DEPUTY DIRECTOR LEVEL) (TWO POSTS)**  
Directorate: Development Communication and Stakeholder Relations  
Purpose: To provide communication services on DPLG programmes in allocated branch

**SALARY** : An all-inclusive remuneration package of R344 052 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year degree in Communication/Journalism/ Public Relations or related studies. Extensive experience in Communication, Media or Public

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|                            | Relations environment. Strategic capability and leadership, Programme and project management, financial management, change and knowledge management, Service Delivery Innovation (SDI), Problem Solving and analytical skills, People management and empowerment, Client orientation and customer focus, Excellent communication (verbal and written) and interpersonal skills. Drafting and analysis of complex documents. Action orientated and results driven. Negotiation skills. In-depth knowledge of: Corporate Governance and local government transformation.  |
| <b><u>DUTIES</u></b>       | : Develop and implement a communication strategy that supports the dplg programs. Monitor and evaluate media publicity of the programmes. Organize the dplg events and campaigns. Coordinate, build and maintain media relations. Compile, edit and co-ordinate the production of the dplg publications. Ensure that the information for the allocated branch is accurate and updated. Provide effective and efficient communication and marketing services to the dplg stakeholders.   |
| <b><u>ENQUIRIES</u></b>    | : Mr RS Motsepe, Telephone: (012) 334-0741  |
| <b><u>POST 39/91</u></b>   | : <b><u>DEPUTY MANAGERS (ASSISTANT DIRECTOR LEVEL) (TWO POSTS)</u></b><br>Directorate: Municipal Infrastructure Grant<br>Purpose: To perform project management functions regarding the Municipal Infrastructure Grant Programme in the provinces.  |
| <b><u>SALARY</u></b>       | : R174 243 per annum  |
| <b><u>CENTRE</u></b>       | : Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : An appropriate three year Bachelor's Degree or an equivalent qualification from a recognized educational institution. Extensive relevant experience in the project management environment. Sound knowledge of government legislation dealing with infrastructure delivery in particular the DoRA, Municipal Systems Act and Municipal Structures Act. Knowledge of IDP's, inter governmental relations and the relationship between the three spheres of government. Knowledge of and experience in local government with specific reference to infrastructure planning as well as implementation. Project management experience and skills. Communication and presentation skills. Computer skills, particularly Excel and Power Point. A valid driver's license. People management and empowerment. Financial management, Client orientation and customer focus, Reporting skills. Utilization of management information systems. Skills in the monitoring, reporting and evaluation of programmes. |
| <b><u>DUTIES</u></b>       | : Assess and evaluate infrastructure projects submitted to the dplg for registration. Provide support to provincial and municipal programme managers. Manage compliance with conditions of grant as indicated in the MIG Policy. Project management of MIG in certain provinces. Monitor progress on MIG implementation.  |
| <b><u>ENQUIRIES</u></b>    | : Mr T Dladla, Telephone: (012) 334-0580 or Ms A van Schoor, Telephone: (012) 334 0583  |
| <b><u>POST 39/92</u></b>   | : <b><u>EXECUTIVE ASSISTANT: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: MONITORING AND EVALUATION</u></b>   |
| <b><u>SALARY</u></b>       | : R145 920 per annum  |
| <b><u>CENTRE</u></b>       | : Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : Applicants must be in possession of a Grade 12 or equivalent qualification. Broad experience/exposure in office management at least at Chief Director level. He/She should be proactive, effective and self confident and able to work in a diverse team. Excellent verbal and writing skills and competency in Microsoft word, Excel, and PowerPoint are essential. He/she must have the ability to work independently under pressure and handle confidential matters.   |
| <b><u>DUTIES</u></b>       | : The successful candidate will be required to: Render effective and efficient secretarial and administrative support to the Deputy Director-General. Develop and maintain a user-friendly manual and electronic filing system. Co-ordinate the effective and efficient flow of correspondence, determine priority and meet deadlines for finalisation of documents. Co-ordinate special activities from the DDG's office such as meetings, workshops, interviews, etc. Maintain security to sensitive and confidential information to and from the DDG / external stakeholders. Act as a sub-inventory controller for the office and arrange maintenance of equipment utilised. Receive and attend to visitors. Arrange  |

**ENQUIRIES**

flights, accommodation, transport, parking, and S&T for the Deputy Director-General. Handle and maintain the DDG's diary.  
: Ms R. Rapodile Tel: (012 395 4622)

## DEPARTMENT OF PUBLIC WORKS

**APPLICATIONS** : The Regional Manager, Department of Public Works Private Bag X54315,  
Durban, 4000  
**FOR ATTENTION** : Mr BE Mbatha  
**CLOSING DATE** : 10 October 2008

## OTHER POST

**POST 39/93** : **SWITCHBOARD OPERATOR**

**SALARY** : R54 879 per annum  
**REQUIREMENTS** : A Senior Certificate or equivalent qualification with experience in switchboard operations. Good customer services skills. Good communication and interpersonal skills. Ability to work under pressure. Computer literacy (MS Office).  
**DUTIES** : Answering incoming calls. Transfer calls to right recipients. Taking messages. Administering and distributing telephone accounts. Keeping records of telephone accounts. Open telephone lines. Report faults to service providers. Arranging instruments and telephone lines for all employees.  
**ENQUIRIES** : Mr BH Khanyeza, Tel (031) 3147038  
**NOTE** : People with disabilities are encouraged to apply.

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

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| <b><u>APPLICATIONS</u></b>  | : | The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street  |
| <b><u>FOR ATTENTION</u></b> | : | Ms J Malala  |
| <b><u>CLOSING DATE</u></b>  | : | 10 October 2008  |
| <b><u>NOTE</u></b>          | : | A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. <input type="checkbox"/> It will be required of the successful candidate to undergo an appropriate security clearance. <input type="checkbox"/> An indication in this regard will facilitate the processing of applications. <input type="checkbox"/> Applicants must please note that they will be required to show proof of original qualifications during the selection process. <input type="checkbox"/> Correspondence will be limited to successful candidates only. <input type="checkbox"/> If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. <input type="checkbox"/> It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). <input type="checkbox"/> Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities" |

**MANAGEMENT ECHELON**

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| <b><u>POST 39/94</u></b>          | : | <b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT</u></b><br>Chief Directorate: Financial Management and Administration  |
| <b><u>SALARY</u></b>              | : | R540 429 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br><input type="checkbox"/> An appropriate recognised Bachelors Degree or equivalent qualification in Commerce, Accounting or Economics PLUS credible experience in supply chain management/procurement. <input type="checkbox"/> Knowledge of government procurement systems including the Preferential Procurement Policy Framework Act, Black Economic Empowerment, LOGIS, Basic Accounting System and Public Finance Management Act. <input type="checkbox"/> Knowledge of asset and store management. <input type="checkbox"/> Knowledge of contract management. Competencies needed: <input type="checkbox"/> Negotiations skills. <input type="checkbox"/> Networking and liaison skills. <input type="checkbox"/> Variance, market and industry analysis skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> People Management and empowerment skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Project management skills. <input type="checkbox"/> Client orientation and customer focus. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Ability to work independently and as part of a team. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Innovative and creative. <input type="checkbox"/> Integrity and honesty. |
| <b><u>DUTIES</u></b>              | : | Key Responsibilities: <input type="checkbox"/> Manage the relationship between the Department and different categories of service providers. <input type="checkbox"/> Manage the procurement process within the Department including the compilation of bid documents. <input type="checkbox"/> Implement and promote Black Economic Empowerment and the Preferential Procurement Policy Framework Act. <input type="checkbox"/> Manage the Department's logistical functions that include logis administration, transport and accommodation, telephone administration. <input type="checkbox"/> Provide strategic direction to the Directorate and the Department with regard to supply chain management that include variance, market and industry analysis. <input type="checkbox"/> Ensure that a Departmental asset management system is developed and implemented and that the asset register is maintained. <input type="checkbox"/> Provide advice and guidance to senior managers with regard to the drafting and managing of service contracts. <input type="checkbox"/> Ensure that a database of service providers are developed and maintained. <input type="checkbox"/> Oversee the stock management system. <input type="checkbox"/> Ensure that a secretariat and administrative support function is rendered to the Departmental Bid Committee.   |
| <b><u>ENQUIRIES</u></b>           | : | Mr J Modiba Tel no: (012) 312 7050   |

## OTHER POSTS

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| <b><u>POST 39/95</u></b>   | : | <b><u>PROJECT MANAGER (2 POSTS)</u></b><br>Directorate: Systems Development  |
| <b><u>SALARY</u></b>       | : | R344 052 per annum, This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelors Degree (or equivalent qualification) in Business/Project Management plus credible experience. Experience and knowledge of the field of Information Technology (IT) will serve as a recommendation. Competencies needed: <input type="checkbox"/> Policy development skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Written and verbal communication skills. <input type="checkbox"/> Ability to work under pressure. <input type="checkbox"/> Ability to function independently. <input type="checkbox"/> Computer user knowledge and experience. <input type="checkbox"/> Liaison and negotiation skills <input type="checkbox"/> Leadership and management skills. <input type="checkbox"/> Business analysis skills. <input type="checkbox"/> Programme and multiple project management skills. <input type="checkbox"/> Change management skills   |
| <b><u>DUTIES</u></b>       | : | Key Responsibilities: <input type="checkbox"/> Manage and co-ordinate IT projects jointly/solely with IT service providers. <input type="checkbox"/> Develop, implement and monitor executable project plans. <input type="checkbox"/> Facilitate the development of scope of work definitions. <input type="checkbox"/> Act as Departmental IT project intermediary. <input type="checkbox"/> Co-ordinate and facilitate the development of service level agreements and the management and monitoring thereof. <input type="checkbox"/> Management of IT project deliverables. <input type="checkbox"/> Project schedule management. <input type="checkbox"/> Effective management of finances allocated to projects. <input type="checkbox"/> Facilitate the entering into of IT projects, contracts and co-operation agreements and the maintenance and monitoring thereof. <input type="checkbox"/> Project reporting <input type="checkbox"/> It may be expected of the successful candidate to render a project management service to other components in the Department. <input type="checkbox"/> Coordinate and facilitate Change within the Department on the newly or soon to be implemented changes as a result of new technologies being implemented.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Moabelo Tel no: (012) 312 7108  |
| <b><u>POST 39/96</u></b>   | : | <b><u>ASSISTANT SOCIAL WORK MANAGER: CHILD ABUSE NEGLECT NAD EXPLOITATION (TRAINING)</u></b><br>Directorate: Child Protection  |
| <b><u>SALARY</u></b>       | : | R217 482 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognised Bachelors Degree (or equivalent qualification) in Social Work and registration with the South African Council for Social Service Professions (SACSSP) plus credible experience in the field of child abuse and neglect. <input type="checkbox"/> The successful candidate must be willing to travel extensively. <input type="checkbox"/> Valid code 08 driver's licence. <input type="checkbox"/> Knowledge of relevant child care legislation and policies. <input type="checkbox"/> Knowledge and understanding of human behaviour and social systems. Competencies needed: <input type="checkbox"/> Planning and organisation skills. <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Research skills. <input type="checkbox"/> Computer literacy. <input type="checkbox"/> Policy analysis and development skills. <input type="checkbox"/> Financial management skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Monitoring and evaluation skills. Attributes: <input type="checkbox"/> Positive attitude and willingness to work in a team approach. <input type="checkbox"/> Self driven and independent. <input type="checkbox"/> Diversity commitment and task driven. <input type="checkbox"/> Adaptable and hard working. <input type="checkbox"/> Willing to work under pressure. |
| <b><u>DUTIES</u></b>       | : | Key Responsibilities: <input type="checkbox"/> Facilitate the development, implementation, evaluation and coordination of capacity programmes on the prevention and management of child protection. <input type="checkbox"/> Facilitate the monitoring, quality assurance and evaluation of training programmes and services, pertaining to child protection capacity building of practitioners. <input type="checkbox"/> Develop, implement and evaluate minimum norms and standards on training in collaboration with key stakeholders. <input type="checkbox"/> Study, interpret, apply and give guidance on issues pertaining to policies, legislation, training, monitoring and evaluation with regard to child protection. <input type="checkbox"/> Keep up to date with new developments in the social work training field. Undertake social work research and development on issues pertaining to training. <input type="checkbox"/> Facilitate the accreditation of training unit standards through the appropriate bodies. <input type="checkbox"/> Assist in promoting events pertaining to children rights.  |
| <b><u>ENQUIRIES</u></b>    | : | Mrs SC Scholtz Tel no: (012) 312 7605  |

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| <b><u>POST 39/97</u></b>   | : | <b><u>ASSISTANT DIRECTOR: SALARIES AND REVENUE</u></b><br>Directorate: Financial Administration  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelors degree (or equivalent qualification) in financial management PLUS credible experience. <input type="checkbox"/> Exposure to the fields of salaries and revenue will be an advantage. Competencies needed: <input type="checkbox"/> Good financial management skills <input type="checkbox"/> Well developed planning and organising skills <input type="checkbox"/> Excellent problem solving skills <input type="checkbox"/> Good communication (written and verbal) skills <input type="checkbox"/> Good interpersonal skills. <input type="checkbox"/> Leadership and management skills. <input type="checkbox"/> An added advantage will be sound knowledge of Public Service Financial Management prescripts and Knowledge of the PERSAL system. <input type="checkbox"/> Computer literacy.   |
| <b><u>DUTIES</u></b>       | : | Key Responsibilities: <input type="checkbox"/> Manage the Division: Salaries and Revenue. <input type="checkbox"/> Facilitate the implementation of changes on the PERSAL system, in relation to salaries. <input type="checkbox"/> Facilitate accurate and timeous payment of departmental staff salaries. <input type="checkbox"/> Facilitate the effective reconciliation of Departmental tax and debt. <input type="checkbox"/> Facilitate the recovery of Departmental revenue. <input type="checkbox"/> Prepare report to the Office of the Auditor-General annually. <input type="checkbox"/> Facilitate deduction of private telephone.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms R Henning Tel no: (012) 312 7780  |
| <b><u>POST 39/98</u></b>   | : | <b><u>SENIOR SECRETARY GRADE III</u></b><br>Directorate: Social Service Provider Management and Support  |
| <b><u>SALARY</u></b>       | : | R94 326 per annum  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | <input type="checkbox"/> Grade 12 or equivalent Certificate PLUS credible experience in the administrative/secretarial field. <input type="checkbox"/> Candidates on the short list will be required to undergo a computer literacy/typing test and a test to assess written communication skills. Competencies needed: <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Ability to interpret directives. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Typing skills. <input type="checkbox"/> Communication (written and verbal) skills. <input type="checkbox"/> Cost consciousness. <input type="checkbox"/> Knowledge of document tracking, storage and retrieval. <input type="checkbox"/> MS Office Suite. <input type="checkbox"/> Knowledge of filing systems, Telephone etiquette. <input type="checkbox"/> Knowledge of provisioning administration prescripts. Attributes: <input type="checkbox"/> Friendly. <input type="checkbox"/> Confident. <input type="checkbox"/> Accurate. <input type="checkbox"/> Adaptable. <input type="checkbox"/> Independent. <input type="checkbox"/> Ability to work under pressure and to cope with a high workload. |
| <b><u>DUTIES</u></b>       | : | Key Responsibilities: <input type="checkbox"/> <input type="checkbox"/> Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. <input type="checkbox"/> Receive clients or visitors. <input type="checkbox"/> Arrange meetings, workshops and appointments and provide administrative support. <input type="checkbox"/> Manage the diary of the senior manager. <input type="checkbox"/> Arrange journeys and accommodation and compile and submit subsistence and travel claims. <input type="checkbox"/> Scan, manage and draft correspondence, documentation, supporting registers and filing. <input type="checkbox"/> Facilitate inputs for parliamentary questions. <input type="checkbox"/> Take notes, keep minutes and do typing. <input type="checkbox"/> Co-ordinate financial inputs as well as human resource management and human resource development matters. <input type="checkbox"/> Act as Chief User Clerk.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms CM Legodu Tel no: (12) 312 7548   |

### THE PRESIDENCY

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

- APPLICATIONS** : The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to Union Buildings, East Wing Entrance, Government Avenue. For attention: Ms M Makgae
- CLOSING DATE** : 10 October 2008
- NOTE** : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

### MANAGEMENT ECHELON

- POST 39/99** : **CHIEF POLICY ANALYST INTERNATIONAL RELATIONS AND TRADE**
- SALARY** : R635 874 per annum, all inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate and recognized Bachelor's degree and relevant experience of at least five years are the minimum requirement for appointment. Further study and experience would be a considerable added advantage. The fields of law, economics, politics and international relations are most pertinent. Further, proven experience and expertise in the following areas would be an added advantage: integrated policy development and implementation; monitoring and evaluation; research and analysis; writing skills; project management; and a sound knowledge of South Africa's International relations.
- DUTIES** : The successful candidate will facilitate integrated policy development by the International Relations, Peace and Security (IRPS) Cluster of Departments; monitor and evaluate the implementation of their policies and programmes; and provide advice, research support and information to the political principals in The Presidency. Further, the candidate will provide analytical and administrative support to the IRPS Cluster of Directors General; coordinate with the other Chief Policy Analysts in the policy unit and other components within The Presidency; and manage research projects undertaken by or for the International Relations and Trade Component of PCAS. The candidate will also be responsible for managing a small component within PCAS. In respect of the above responsibilities, the successful candidate will report to the Deputy Head of the Policy Coordination and Advisory Services unit. Women and people with disabilities are especially encouraged to apply. Applications must be sent to:
- ENQUIRIES** : Mr Michael Cindi Tel no: 012 300 5257

### OTHER POSTS

- POST 39/100** : **DEPUTY DIRECTOR: ASSET MANAGEMENT**  
Directorate: Supply Chain Management
- SALARY** : R407 745 per annum, all inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant three year tertiary qualification plus 3 years management experience in assets environment. Knowledge: PFMA, Asset Management regulations, good governance, PPPFA, SCM Practice notes, Public service regulations, internal audit charter, project management. An understanding of logistic management within the SCM environment. Skills: leadership, facilitation, presentation, computer literacy, communications, analytical, written and verbal
- DUTIES** : Manage the assets within the Presidency; develop an operational assets management policies for department, asset management reporting requirements,

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|                            |   | ensure sufficient training on assets management process and systems within the Department  |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Marumule Tel no: 012 300 5630   |
| <b><u>POST 39/101</u></b>  | : | <b><u>DEPUTY DIRECTOR: PROTOCOL</u></b><br>Directorate: Protocol and Ceremonial Services   |
| <b><u>SALARY</u></b>       | : | R344 052 per annum, all-inclusive remuneration package   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelor's degree or equivalent and extensive experience in and understanding of Protocol and Ceremonial Services as well as International Relations. Computer literacy, proficiency in a second international language, other than English would be a recommendation, Excellent planning, organizational, communication and interpersonal skills, negotiation and leadership skills, Diplomacy, project management, ability to attend to detail, team player, capable of handling a wide range of tasks, ability to work quickly, independently, under pressure and meet deadlines. Good people management skills. |
| <b><u>DUTIES</u></b>       | : | Ensure that all Protocol and Ceremonial matters are attend to with Political Principals, locally and abroad, manage all Protocol functions, project a positive image of the principals and advise the political principals and public on Protocol and Ceremonial matters. Manage and co-ordinate all public appearances of the Political Principals, accompany principals on official visits, both locally and abroad, manage budget and expenditure. Supervise staff.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Feni Tel no: 012 300 5608   |
| <b><u>POST 39/102</u></b>  | : | <b><u>ASSISTANT DIRECTOR: FORUM OF SOUTH AFRICAN DIRECTORS-GENERAL SECRETARIAT (FOSAD)</u></b><br>Directorate: Policy Coordination and Advisory Services   |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A relevant degree or equivalent with a minimum of three year's experience in supporting senior management, minutes taking and report writing skills, coordinating and administrative skills as well as high level computer literacy, including experience and understanding of information and knowledge management system would be strong recommendations. Policy or research skills will be an added advantage. A highly motivated person with good interpersonal relations is pre-requisite for this post.  |
| <b><u>DUTIES</u></b>       | : | Assist with providing the organs of FOSAD with administrative support. Assist with preparation of agendas and minutes for FOSAD meetings. Register incoming documentation and manage the distribution within set time frames and confirm receipt of documentation. Track decisions and actions and report to the relevant officers in the Presidency. Maintain an efficient filing system. Assist in ensuring that regular communication with DG clusters and clusters secretariats and chairperson of the clusters is maintained.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Maledu Tel no: 012 300 5585   |

## 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 39/103** : **SECURITY ADMINISTRATION OFFICER (REF GSSSD/SECURITY 007)**  
Group Systems and Support Services  
Accommodation Management Services

**SALARY** : Commencing salary: R117 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 this post and persons whose appointment will promote representivity, will receive preference.*

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

## OTHER POSTS

**POST 39/104** : **PRINCIPAL PERSONNEL OFFICER**

**SALARY** : R117 501 per annum

**CENTRE** : Bellville

**REQUIREMENTS** : A Tertiary qualification in Human Resource Management or Public Management with two years relevant experience or Grade 12 with four years relevant experience in Human Resource Management Environment. Extensive experience on PERSAL. Experience in Recruitment and Selection. Knowledge of PILIR. Knowledge of Public Service Regulatory Framework. Excellent written and verbal communication skills. Computer literacy. Good interpersonal skills.

**DUTIES** : Advertise posts, ensure the database is updated on a regular basis. Serve as Secretary during short-listing and interviews. Compile submissions, check appointments/transfers/promotions and regret letters. Write monthly reports in terms of recruitment and selection. Administer service terminations and write monthly reports thereafter. Deal with I.O.D on a daily basis. Approve all PERSAL transactions related to HRM. Give guidance to subordinates on how to deal with PILIR cases. Supervise staff. Deal with all HR related queries on a daily basis, in accordance with Batho Pele Principles.

**ENQUIRIES** : Mr B. Saki Tel 021-9507271

**CLOSING DATE** : 17 October 2008

**POST 39/105** : **SENIOR PERSONNEL OFFICER III X2**

**SALARY** : R94 326 per annum (SR6)

**CENTRE** : Bellville

**REQUIREMENTS** : A Tertiary qualification in Human Resource Management/Public Management with one year relevant experience or Grade 12 with three years relevant experience in Human Resource Administration environment. Sound knowledge of PERSAL is essential. Knowledge of Public Service Regulatory Framework. Excellent written and verbal communication skills. Computer literacy. Good interpersonal skills. Knowledge of PILIR process will serve as a recommendation.

**DUTIES** : Assist with advertising of posts. Update the database on a regular basis. Serve as a Secretary during short-listing and interview process. Compile submissions for appointment of successful candidate. Write offer and regret letters. Process pension documents and I.O.D. Process leave gratuity. Capture leave forms and all allowances. related to HRM on PERSAL. Implement appointments/transfers/promotions and service terminations on PERSAL. Update probation reports on PERSAL. Implement merit awards on PERSAL. Deal with all HR related queries on a daily basis in accordance with Batho Pele Principles.

**ENQUIRIES** : Mr. B Saki or Mr. S. Yokwana Tel. 021-9507271 or 021-9507179.

**CLOSING DATE** : 17 October 2008

**POST 39/106** : **SENIOR REGISTRY CLERK III**

**SALARY** : R94 326 per annum

**CENTRE** : Bellville

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| <b><u>REQUIREMENTS</u></b>  | : | A grade 12 certificate with practical experience in the Registry environment. Knowledge of Registry Procedures and Processes. File management experience. Filing experience. Working knowledge of registered mail, priority mail and the sorting of mail. Knowledge of applicable prescripts or acts. Computer literacy. Good interpersonal skills.   |
| <b><u>DUTIES</u></b>        | : | Efficient running of the registry office. Open post and parcels. Accurate filing of all HR documents on a daily basis. Open and close files. Assist with the execution of functions attached to registry office. Maintain a registry documents received and delivered. Order stationery. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Proper record keeping. Issue and collect files from HR officials. Deal with registry related queries on a daily basis.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr B. Saki Tel 021-9507271  |
| <b><u>CLOSING DATE</u></b>  | : | 17 October 2008   |
| <b><u>POST 39/107</u></b>   | : | <b><u>SENIOR SECRETARY III</u></b>  |
| <b><u>SALARY</u></b>        | : | R94 326 per annum   |
| <b><u>CENTRE</u></b>        | : | Bellville   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate plus 3 years relevant experience. Proven Secretariat experience. Financial background Computer literacy as well as driver's licence (EB) is essential requirements. Good communication skills ( verbal and written). The following will serve as recommendations: Flexibility and strong organisational skills. Initiative and innovative skills. Knowledge of Human Resource Management. Knowledge of the Departmental Acts. Knowledge of the PFMA.   |
| <b><u>DUTIES</u></b>        | : | Assist the Acting Director with the execution and performing of his duties according to his Performance Agreement. Setting up meetings and appointments (internal and external) and organising diary for the Acting Director. Arrange meetings for Acting Director. Ensure the collation of relevant information and documents for placement in a meeting file for Acting Director when attending meetings. Attend meetings with the Acting Director when requested. Arrangement of workshops in the Region on behalf of Directorate. Co-ordination of Regional Deputy Directors diary. Drafting of the agendas and taking of minutes. Receive incoming calls of the acting Director. Receiving of all incoming mail from the Registry for screening. Receiving and opening of mail of the Acting Director. Pending of documents, which require action and to ensure that the reply is forwarded. Arranging of air travel, accommodation, transport of Acting Director and Deputy Regional Directors. Filing and ordering of items. Assist management with compiling and co-ordination of information for the Strategic Business Plan for the Western Cape Region. Receiving and record keeping of Ministerial enquiries. |
| <b><u>ENQUIRIES</u></b>     | : | Mr. S. Mashicila, Tel. 021-9507100  |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: Department of Water Affairs and Forestry, Private Bag X 16, Sanlamhof, 7532   |
| <b><u>FOR ATTENTION</u></b> | : | Mr. B. Saki   |
| <b><u>CLOSING DATE</u></b>  | : | 17 October 2008   |

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

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

- APPLICATIONS** : Applications should be forwarded for the attention of: The Senior Manager-Human Resources, Private Bag X0047, Bhisho 5605. Alternatively, applications may be hand delivered to office no. 2027, 2<sup>nd</sup> floor, ECDC building, Independence Avenue, Bhisho.
- CLOSING DATE** : 17 October 2008
- NOTE** : All applications must be submitted on a Z83 form which is obtainable from any Public Service Department and must be completed in full, accompanied by certified copies of ID, driver's license (all applicable) and qualifications together with your recent Curriculum Vitae, stating the relevant reference number and name of publication in which you saw the advertisement, No faxed, late or emailed applications will be considered.

**MANAGEMENT ECHELON**

- POST 39/108** : **SENIOR MANAGER-INNOVATION AND KNOWLEDGE MANAGEMENT**  
TODCOS-Innovation and Knowledge Management
- SALARY** : R540 429 – R581 880 per annum (all-inclusive remuneration package)
- CENTRE** : Bhisho
- REQUIREMENTS** : A three year degree or diploma in the relevant field. Minimum of 5 years appropriate managerial experience. Knowledge of Public Administration and Public Service legislation Extensive research background, business process re-engineering, operations management, quality assurance and service delivery innovation Programme and project management Good communication and financial management skills Problem solving and analysis Masters degree in Social Science will be an added advantage
- DUTIES** : Key performance areas: Develop policy and strategy framework for the management and enhancement of innovation and knowledge management in the Provincial Administration Establish partnerships and maintain good working relations with innovation, community Facilitate the nurturing and translation of individual and organizational learning to total organizational intellectual capital Develop and maintain database of case studies on successful innovation approaches and populate the information to the beneficiaries Mainstreaming and institutionalizing Innovation and Knowledge Management for sustainability Piloting and replicating best practice models to enhance administrative effectiveness and efficiency Assess the impact and return on investment of Innovation interventions
- ENQUIRIES** : Ms. Sisonke Pota on 040 6096204
- POST 39/109** : **INTERNAL CONSULTANTS: HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT(X2)**  
TODCOS: Economic Growth Cluster
- SALARY** : R217 482- R252 483 per annum
- CENTRE** : Bhisho
- REQUIREMENTS** : An appropriately recognized three year tertiary qualification in Human Resource Management (HRM)/Organizational Development (OD)/ Public Administration. Extensive 3-5 years experience in HRM and OD in practice with a minimum of two years at supervisory or junior management level and exposure in HR consultancy approach. Hands-on experience in organizational structuring. Must have a good grasp of public service and HR- related legislative framework, information systems, including , the Equate and PERSAL. Computer literacy is highly recommended. Strong communication and interpersonal skills, problem solving and project management skills, and ability to work under pressure. Strategic capability will be an added advantage.
- DUTIES** : Key Performance Areas: Render consultancy support services to departments on HR and OD related matters, including, Organizational design, job evaluation, human resource, employment equity and skills planning, and human resource information management systems. Establish partnerships and good working

relationships with assigned departments. Conduct regular research and analysis on the state of HR and OD provincially and compile management reports that reflect key findings and challenges and recommend solutions. Develop provincial HR and OD related policies and advise departments accordingly on interpretation of policies and related legislation. Manage and facilitate the implementation of mutually agreed HR and OD policies. Coordinate, monitor and evaluate the implementation of national and provincial programmes relevant to this job. Conduct macro- and micro- organizational analysis studies across provincial departments.

**ENQUIRIES**

: Ms. Sisonke Pota on 040 6096204

**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
- CLOSING DATE** : 10 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 39/110** : **SPECIALIST: HR POLICY AND PERFORMANCE MANAGEMENT REF NO: 70053849**  
Directorate: Human Resource Services
- SALARY** : R217 482 – R252 483 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Appropriate HR or equivalent qualification. Public sector experience. Minimum 2 years experience in HR policy and procedure development. Performance management Research and development experience. Problem solving, customer management, good communication skills (written and verbal), team worker, analytical, process orientation and initiative.
- DUTIES** : Identify policy and procedure needs. Develop policy procedures. Present policies to GPG departments. Communicate, implement and train on policy and procedures. Resolve policy and procedure queries (both departmental and DPSA). Update and maintain call centre solutions database. Research best practice HR policies. Apply new legislation regarding conditions of services (HR Policies). Conduct workshops on policies and regulations. Review and enhance performance management system. Facilitate performance management forums. Report on performance management evaluation
- ENQUIRIES** : Phumla Sithole, Tel no: (011) 689-8847

**DEPARTMENT OF HEALTH**

- APPLICATIONS** : Gauteng Shared Service Centre, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**OTHER POSTS**

- POST 39/111** : **SENIOR SPECIALIST (INTERNAL MEDICINE AND FAMILY MEDICINE) REF NO: 70053929**  
Directorate: Medical
- SALARY** : R480 198 – R581 880 (All inclusive package)
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Registration with HPCS as a Specialist in Internal Medicine / Family Medicine. Appropriate experience and managerial skills.
- DUTIES** : Function as a Clinical Specialist in the Internal medicine and Family medicine departments. Take responsibility together with the Clinical Head. Supervise and teach junior staff. Participate in academic activities of the department and the hospital.
- ENQUIRIES** : Dr. A. Christoforou, Tel No: (011) 898 - 8320

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| <b><u>CLOSING DATE</u></b> | : | 14 October 2008  |
| <b><u>POST 39/112</u></b>  | : | <b><u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 70054079</u></b><br>Directorate: Administration  |
| <b><u>SALARY</u></b>       | : | R407 745 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Sizwe Tropical Disease Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate B Degree / National Diploma with at least three years management experience. Analytical, sound interpersonal and excellent communication (written and verbal) skills. Through understanding of the Public Sector Policies and acts in a public Hospital environment  |
| <b><u>DUTIES</u></b>       | : | Will be responsible for the overall management of the administration and support departments in keeping with the relevant legislative framework, delegations and total quality management. Sound financial and budgetary process to ensure the adherence of the hospital to the statutory responsibilities in terms of the PFMA. Develop and promote the vision, mission and objectives of the hospital in line with the Gauteng Department of Health objectives. Sound procurement, asset and facility management procedures with reporting and manual and electronic data in place. Compliance with supply chain management, provisioning administration and B.E.E requirements. Ensure that systems are in place for the continuous maintenance of the hospital. Ensure effective, efficient utilization of human resources. Corporate governance: Ensure accountability to the public and support to the hospital board. Liaise with key stakeholders to establish sound hospital / Community relationships to address community needs. Information management: Ensure proper record keeping in the hospital through utilization of paper based and electronic systems. Ensure that information risk management, security, and support protocols are implemented and adhered to. Report to and support the Chief Executive Officer on all Administrative issues. |
| <b><u>ENQUIRIES</u></b>    | : | Dr MC Louw, Tel No: (011) 531 4305   |
| <b><u>CLOSING DATE</u></b> | : | 13 October 2008  |
| <b><u>POST 39/113</u></b>  | : | <b><u>MEDICAL SPECIALIST (PAEDIATRICS) REF NO: 70053954</u></b><br>Directorate: Medical Services   |
| <b><u>SALARY</u></b>       | : | R407 – 745 – 472 758 per annum (all inclusive package)   |
| <b><u>CENTRE</u></b>       | : | Edenvale & Johannesburg Hospitals  |
| <b><u>REQUIREMENTS</u></b> | : | Registration as a Specialist Paediatrician with the HPCSA. Shall report to the Chief Executive Officer of Edenvale Hospital and the Head of Paediatrics at the Johannesburg Hospital and the duties will be shared between the two hospitals.  |
| <b><u>DUTIES</u></b>       | : | Provide clinical paediatric services. Supervise and teach registrars, medical officers, interns and medical students.  |
| <b><u>ENQUIRIES</u></b>    | : | Dr N.P. Kernes, Tel No: (011) 321 6001 /<br>Prof P.A. Cooper, Tel No: (011) 488 4246   |
| <b><u>CLOSING DATE</u></b> | : | 10 October 2008  |
| <b><u>POST 39/114</u></b>  | : | <b><u>PRINCIPAL MEDICAL OFFICERS: ANAESTHESIA (2 POSTS) SURGERY (2 POSTS) EMERGENCY MEDICINE (2 POSTS) PAEDIATRICS, ORTHOPAEDIC, OBSTETRIC &amp; GYNAECOLOGY, INTERNAL MEDICINE, REF NO: 70053930</u></b><br>Directorate: Medical  |
| <b><u>SALARY</u></b>       | : | R344 052 – R398 805 per annum (All inclusive)  |
| <b><u>CENTRE</u></b>       | : | Tambo Memorial Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | An MBChB or equivalent qualification. Registration with HPCSA as a Medical practitioner. Appropriate experience.   |
| <b><u>DUTIES</u></b>       | : | Render clinical services: teaching junior doctors; be willing to participate in overtime duties, Ability to work independently; active participation in departmental academic activities; team player with good interpersonal skills.  |
| <b><u>ENQUIRIES</u></b>    | : | Dr A Christoforou, Tel No: (011) 898 - 8320  |
| <b><u>CLOSING DATE</u></b> | : | 14 October 2008  |
| <b><u>POST 39/115</u></b>  | : | <b><u>CO-OPERATE MANAGER (ADMIN MANAGER) REF NO: 70053828</u></b>  |
| <b><u>SALARY</u></b>       | : | R 344 052 per annum (all inclusive packages)   |
| <b><u>CENTRE</u></b>       | : | Pholosong Hospital   |

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| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus Bachelor degree or Equivalent. At least 3 year experience in public service management at level 9. Strong leadership in management. Understanding hospital Co-operate management will be an advantage. High skill on the following: HR, Finance, Supply Chain Management, Patients. Administration, Quality Assurance & Support Service. Communication Skills (written, Presentation Skills & Recording).   |
| <b><u>DUTIES</u></b>       | : | Leadership of the co-operate service of the hospital. Improve internal control of the hospital. Support core services with regards to Supply Chain Management, HR, Facility management. Ensure sound financial management of budget and accountability on expenditure. Ensure that his operations are in line with the hospital strategy and the departmental A.P.P. Be part of the hospital planning and evaluation. Perform in line with set indicators and quality standards. Provide support to hospital governance with regards to hospital board, labour management, policy and planning including implementation. Be part of the hospital top executive management team. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. S.M. Wagner, Tel No: (011 812 5179  |
| <b><u>CLOSING DATE</u></b> | : | 10 October 2008   |
| <b><u>POST 39/116</u></b>  | : | <b><u>SENIOR MEDICAL OFFICER ( OBSTETRICS &amp; GYNAECOLOGY (2 POSTS) PAEDIATRICS (2 POSTS) INTERNAL MEDICINE REF NO: 70053931</u></b><br>Directorate: Medical  |
| <b><u>SALARY</u></b>       | : | R217 482 – R252 483 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Tambo Memorial Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | An MBChB or equivalent qualification, Registration with HPCSA as a Medical practitioner, Appropriate experience.  |
| <b><u>DUTIES</u></b>       | : | Render clinical services: teaching junior doctors; be willing to participate in overtime duties, Ability to work independently; active participation in departmental academic activities; team player with good interpersonal skills.   |
| <b><u>ENQUIRIES</u></b>    | : | Dr A Christoforou, Tel No: (011) 898 - 8320   |
| <b><u>CLOSING DATE</u></b> | : | 14 October 2008   |
| <b><u>POST 39/117</u></b>  | : | <b><u>MIDDLE MANAGER: PHARMACY REF NO: 70053658</u></b><br>Directorate: Pharmaceutical Services   |
| <b><u>SALARY</u></b>       | : | R217 482 per annum (plus benefits)  |
| <b><u>CENTRE</u></b>       | : | Weskoppies Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | B Pharm Degree. Registration with relevant HPCSA as a pharmacist. 3 years appropriate experience. Computer literate. Recommendations: Experience in psychiatric hospital and knowledge of MEDICOM system. Managerial Experience.  |
| <b><u>DUTIES</u></b>       | : | Budget control for cost centre. Pharmacist duties in line with good pharmacy guidelines. Knowledge of relevant laws regarding medicine and the issuing thereof. Informing patients about the correct use of medicine. Control of medicine and its consumption to promote cost effective use. Ordering and control of pharmaceuticals. Assistance with the compilation of policies and procedures. Reporting applicable to pharmacy. Maintain high standard of services. Supervision, training and development of staff.   |
| <b><u>ENQUIRIES</u></b>    | : | Dr N. Challa Tel No: (012) 319 9832   |
| <b><u>CLOSING DATE</u></b> | : | 03 October 2008   |
| <b><u>POST 39/118</u></b>  | : | <b><u>ADMIN AND SUPPORT REF NO: 70053829</u></b>  |
| <b><u>SALARY</u></b>       | : | R 174 243 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Pholosong Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 with at least 5 years experience in the hospital. Patient administration or relevant bachelor degree/diploma plus 3 years management experience. Extensive knowledge of PFMA, Treasury Regulations, Administrative Procedure. Manual, Hospital Ordinance, Public act, BCOE, LRA. Knowledge of Public Service, EEA, EAP, PAAB & Computer literacy.  |
| <b><u>DUTIES</u></b>       | : | Evaluation & Implementation of internal controls. Monitoring compliance & prescripts. Rendering support to Admin Manager. Responsible to oversee subordinates working independently and provide training. Manage administration component including support service (Porters, Cleaning, Food Service, Linen, Gardening, switchboard & registry). Ensure sound revenue collection knowledge. Develop and implement action in line with patient admission policy e.g.: UPFS.  |

**ENQUIRIES** : Mr. S.M. Wagner, Tel No: (011) 812-5179  
**CLOSING DATE** : 10 October 2008

**POST 39/119** : **CHIEF PERSONNEL OFFICER REF NO: 70053831**

**SALARY** : R 154 920 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Relevant 3 years degree/ diploma in HR, Grade 12 with experience in HR. 3 Years experience as a manager/ supervisor in HR. Computer literacy.

**DUTIES** : Skill/Competency: Skills in HR Planning, Training and Development, Labour Management, Recruitment & Selection, Conflict Management, Management of Pillir, Problem Solving and Computer literacy. Ensure effective general management of HR department of the hospital, interpretation & implementation of policy, HR planning, implementation of HR controls(e.g. Commuted overtime etc) Performance management system, HRD and Training. Develop and implementation of internal controls.

**ENQUIRIES** : Ms. L. Doorasamy, Tel No: (011) 812- 5163  
**CLOSING DATE** : 10 October 2008

**POST 39/120** : **LOGISTICAL SUPPORT OFFICER REF NO: 70053659**  
Directorate: Procurement

**SALARY** : R145 920 per annum (plus benefits)  
**CENTRE** : Weskoppies Hospital  
**REQUIREMENTS** : Tertiary qualification in relevant field or grade 12 Certificate plus relevant experience as per core. Extensive knowledge of legislations, ST 36/37, PAS I and II , PFMA, PPPFA, PSA, Treasury regulations Financial Handbook, Asset Management Policy/Guidelines. Supply Chain Management. Valid driver's license, Recommendations: Knowledge of BAUD/BAS/MEDICOM/SAP.

**DUTIES** : Supervise personnel and control over procurement sections. Keep management informed on new development and legislations. Manage the administration of Tenders, Purchases and quotations. Supervise inspection and control of stock received and dispatched by warehouse. Render support services for use of new equipment. Reconcile accounts and reports with BAS/SAP and BAUD/BAS. Control and authorize expenditure and monitor the relevant budget for procurement. Training and development of personnel. Render HR functions and PMDS. Asset management functions. Completion of monthly reports. Attendance of meeting. Responsible for all correspondence and Audit queries for procurement.

**ENQUIRIES** : Mr N Masigibiri Tel (012) 319 9794  
**CLOSING DATE** : 03 October 2008

**POST 39/121** : **CHIEF AUDIOLOGIST & SPEECH THERAPIST REF NO: 70054080**  
Directorate: Allied

**SALARY** : R145 920 – R169 410 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Appropriate Bachelor's Degree. Registration with the HPCSA as an Audiologist & Speech Language Therapist.

**DUTIES** : Render, manage and contribute to the planning of quality sustainable ST& Audiology services. Plan and implement all aspects of financial management. Manage allocated Human Resources, including supervision and performance appraisal.

**ENQUIRIES** : Dr. A. Christoferou, Tel No: (011) 898 8320  
**CLOSING DATE** : 14 October 2008

**POST 39/122** : **LECTURER REF NO: 70053928**  
Directorate: Nursing

**SALARY** : R177 318 - R205 563 per annum (plus benefits)  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : A degree / Diploma in Nursing Education. Registered with S.A.N.C. as a General Nurse, Midwife and post basic qualification in nursing education. Minimum experience of four (4) years actual experience as a Nurse Educator. Good verbal and written communication skills. Strong leadership skills. Good interpersonal relationships. Must be able to work under pressure.

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| <b><u>DUTIES</u></b>       | : | Implementation of operational / business plan for the Clinical Department. Nursing staff educational developmental needs related to quality patient care within the hospital. Preparation and co-ordination of nursing staff development programme. Provide professional and technical support for the provision of quality patient care through proper Management of relevant clinical programmes. Identification of nursing staff patient care development needs, planning, implementation and evaluation of staff development programmes. Assisting in formulation of Staff Development Policies and keeping of records according to S.A.N.C. requirements. Assisting in evaluations and updating of present nursing care procedures in line with existing policies e.g. infection control. Diligence and commitment in executing nursing educational programmes. Work in collaboration with the infection Control, quality Assurance and OHS staff members. |
| <b><u>ENQUIRIES</u></b>    | : | Ms T Moloko, Tel No: 011 838 8311   |
| <b><u>CLOSING DATE</u></b> | : | 14 October 2008   |
| <b><u>POST 39/123</u></b>  | : | <b><u>SPEECH THERAPIST AND AUDIOLOGIST REF NO:70053932</u></b><br>Directorate: Allied   |
| <b><u>SALARY</u></b>       | : | R117 501- R136 419 per annum (plus benefits)  |
| <b><u>CENTRE</u></b>       | : | Tambo Memorial Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Bachelor's Degree: Registration with the HPCSA as a Speech Therapist and Audiologist. Compute literate.   |
| <b><u>DUTIES</u></b>       | : | Responsible for supervision, training, co-ordination and organizing of division; planning and conducting evaluation of junior staff; assess and manage patients by means of intermediate screening; diagnostic and therapeutic rehabilitation procedures; facilitate in-service program; attend relevant profession specific meetings.  |
| <b><u>ENQUIRIES</u></b>    | : | Dr Christoforou, Tel No: (011) 898 8320   |
| <b><u>CLOSING DATE</u></b> | : | 14 October 2008   |
| <b><u>POST 39/124</u></b>  | : | <b><u>TRANSPORT OFFICER REF NO: 70053832</u></b>  |
| <b><u>SALARY</u></b>       | : | R 117 501 per annum (plus benefits)   |
| <b><u>CENTRE</u></b>       | : | Pholosong Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 qualification plus relevant transport experience. Code 08 drivers licence, Computer literacy, good verbal, interpersonal relations and written and communication skills and knowledge of ELS System.   |
| <b><u>DUTIES</u></b>       | : | Co-ordinate, monitor transport and ensure optimal utilization of vehicles. Exercise control over the maintenance and expenditure involved in the use of government vehicles. Compile and maintain vehicle asset register. Ensure all vehicle are kept in a good road worthy condition and are serviced on a regular basis. Liaise with government Garage and central office on standard Transport practices. Co-ordinate and compile monthly transport expenditure and log sheets. Overall responsible for the development of staff and PMDS.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. L. Doorasamy, Tel No: (011) 812- 5163   |
| <b><u>CLOSING DATE</u></b> | : | 10 October 2008   |
| <b><u>POST 39/125</u></b>  | : | <b><u>RADIOGRAPHER REF NO: 70054026</u></b><br>Directorate: Allied  |
| <b><u>SALARY</u></b>       | : | R117 501- R136 419 per annum (plus benefits)  |
| <b><u>CENTRE</u></b>       | : | Tambo Memorial Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Registration with HPCSA, National Diploma in Diagnostic Radiography, B. Rad or equivalent.  |
| <b><u>DUTIES</u></b>       | : | To perform radiographic procedures according to a standard protocols; to supervise subordinates and support personnel; to provide a 24 hour service; to participate in radiographic policy making and planning for service improvement; assist with training of Radiography students.   |
| <b><u>ENQUIRIES</u></b>    | : | Dr. A Christoforou, Tel No: (011) 898 8320  |
| <b><u>CLOSING DATE</u></b> | : | 14 October 2008   |
| <b><u>POST 39/126</u></b>  | : | <b><u>FOOD SERVICE MANAGER EF NO: 70054027</u></b><br>Directorate: General & Support  |
| <b><u>SALARY</u></b>       | : | R94 326 – R109 515 per annum (plus benefits)  |
| <b><u>CENTRE</u></b>       | : | Tambo Memorial Hospital   |

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| <b><u>REQUIREMENTS</u></b> | : | Relevant National Diploma / Degree in Food Service Management. Food and Beverage management. Six months internship in Health institution as an advantage.  |
| <b><u>DUTIES</u></b>       | : | Normal menu planning; supervision of food service supervisor; effective food production; monthly meal survey in the wards. Food quality and quantity control; ensure clean and hygienic environment in the Main Kitchen. |
| <b><u>ENQUIRIES</u></b>    | : | Dr. A. Christoforou, Tel No: (011) 898 8320  |
| <b><u>CLOSING DATE</u></b> | : | 14 October 2008  |
| <b><u>POST 39/127</u></b>  | : | <b><u>NURSING ASSISTANT GRADE I (19 POSTS) REF NO: 70053660</u></b><br>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.<br>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  |

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

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

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| <b><u>APPLICATIONS</u></b>  | : | Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200   |
| <b><u>FOR ATTENTION</u></b> | : | Mr B Hornsby   |
| <b><u>CLOSING DATE</u></b>  | : | 10 October 2008  |
| <b><u>NOTE</u></b>          | : | 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**

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| <b><u>POST 39/128</u></b>  | : | <b><u>GENERAL MANAGER: OPERATIONS (4 POSTS)</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>       | : | Ladysmith Region (Ref No. P233/2008)<br>Empangeni Region (Ref No P234/2008)<br>Durban Region (Ref No P235/2008)<br>Pietermaritzburg Region (Ref No P236/2008)   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering / Professional Engineer; plus *A minimum of 3 years' senior management experience in a road infrastructure development, construction and the maintenance of the road network environment; plus *A valid driver's licence (minimum Code B). Knowledge, Skills, Training And Competencies Required:<br>*Knowledge of Public Service Regulations, Acts, policies and procedures.<br>*Knowledge of Treasury Regulations and Practice Notes. *Knowledge of technical policies on construction, contract management and engineering services. *Knowledge of BEE and BBBEE policies and implementation.<br>*Knowledge of Departmental Strategic plan and goals. *Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. *Knowledge of Project management and Financial management.<br>*Understanding of Departmental strategies and related business plans. *Expert knowledge of administrative policies, practices, budgeting and managerial functions. *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, structural design: road and rail. *Knowledge of staff development processes. *Expert design, construction and maintenance of roads knowledge. *Knowledge of codes and technical specifications. *Project and Financial management skills.<br>*Strategic planning, presentation and facilitation skills. *Report writing skills. |

\*Excellent communication skills (verbal and written). \*Problem solving and conflict management skills. \*Leadership / Managerial skills. \*Research, policy formulation skills. \*Influencing and motivational skills. \*Diplomatic skills (visiting foreign countries – use of best practices). \*Ability to interpret legislation and Departmental policies. \*Research, policy formulation and management thereof. \*Planning, organizing and negotiation skills. \*The ideal candidate should have a demonstrated interest in technical, administrative and related fields, show a demonstrated interest in road construction, maintenance and other related fields, be an innovative thinker and believe in openness and transparency. He / she should also be committed to organizational objectives and strategies, be receptive to ideas and suggestions, be a team leader, reliable, accurate, creative and have strong leadership abilities.

**DUTIES**

: \*Provide strategic focus with regard to the effective provision of road infrastructure projects / developments within the Region. \*Manage, plan, co-ordinate and ensure the performance of all functions attached to the region in line with best practices (Traffic Law Administration, Road Traffic Inspectorate, Road Safety, Public and Freight Transport, Financial, Corporate, Mechanical, Zibambele and Vukuzakhe services). \*Responsibility Manager for Financial Administration and Human Resources within the Region. \*Provide specialist advice and manage policy development and implementation with regard to technical, professional and contract management services within the Region. \*Represent the Department's interest with stakeholders.

**ENQUIRIES**

: Mr S S Nkosi Tel. No: 033 355 8897

**NOTE**

: It is the intension of this department to consider equity targets when filling these posts. All short-listed candidates will be required to undergo competency-based assessments.

**DEPARTMENT OF SPORT AND RECREATION**

**APPLICATIONS**

: Forward your application, stating the reference number and the name of the publication in which you saw this advertisement, clearly marked for the attention of Mrs AL Ally, Private Bag X24, Mayville, 4058 or place application clearly marked to Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 Jan Smuts, Highway House, Mayville, Durban in the application vacancies box provided.

**CLOSING DATE**

: 07 October 2008

**NOTE**

: Applications must be submitted on the form Z83 obtainable from any Public Service department or the website [www.dpsa.gov.za / documents/forms/employ.pdf](http://www.dpsa.gov.za/documents/forms/employ.pdf) and should be accompanied by certified copies of qualifications, driver's license, ID document together with comprehensive curriculum vitae Faxed applications will NOT be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified. . Due to the large number of applications, only shortlisted candidates will be contacted. Should you not hear from us within three months of the closing date, please regard your application as unsuccessful.

**MANAGEMENT ECHELON**

**POST 39/129**

: **MANAGER: DISTRICT SPORT COORDINATION REF NO: DSR 030**

**SALARY**

: R540 429 per annum – R 581 880 per annum (inclusive flexible remuneration package) required to sign a performance agreement, financial disclosure, maybe subjected to security clearance and a competency test.

**CENTRE**

: Head Office: Pietermaritzburg

**REQUIREMENTS**

: A Bachelor's Degree/Diploma or equivalent qualification coupled with 3-5 years Public Service Management experience. A valid code 08 drivers licence. Skills Required; Thorough knowledge of public administration and sport management  
☐ Thorough knowledge of PSA and Regulations, PFMA, HRM, Policies and Departmental business processes  
☐ Strategy management and policy formulation  
☐ Financial management  
☐ Report writing  
☐ Project management, . Computer Literacy  
☐ Good Interpersonal relation/Communication skills, Organisational Skills  
☐ Tact and diplomacy, Multi task and meet deadlines

**DUTIES**

: Manage the establishment and functioning of sport and recreation structures in all district municipalities: ☐ Encourage formation of clubs and associations in

communities □ Encourage all levels of communities to participate in different codes of sport in accordance with demographics, gender and race groupings □ Ensure organization of sport competition together with community structures or federations □ Provide status reports regarding the functioning of sports structures. \* Manage the implementation of departmental programmes through established structures and maintain strategic partnerships: □ Sustainable capacity development programmes in all programmes (i.e. community, junior, recreation, facilities and legacy) □ Manage the development, implementation of strategic and operational plans to optimize service delivery □ Manage consolidation of monthly, quarterly and annual reports for districts □ Monitor the implementation of all policies and report compliance by districts □ Coordination of provincial events □ Formulate and prioritize events calendar □ Provide advisory service to relevant stakeholders regarding funding □ Report progress on the implementation of programmes. \* Monitor the implementation of conditional grants initiatives: □ Ensure the implementation of the Mass Participation Programme □ Ensure the implementation of the School Sport Mass Participation Programme □ Ensure the implementation of Legacy programmes □ Ensure vibrant and sustainable Hubs and cohesive communities □ Effectively work on exit strategy of the above grants \* Monitor the provision, construction and upgrading of facilities in all districts: □ Provide liaison service with various district municipalities, federations and community structures □ Participation in all districts IDP Forums and Initiatives, □ Monitor effective and efficient utilization of sports facilities in all districts, □ Ensure coordination of launching and handing over of sports facilities \* Monitoring the transformation of federations, entities, NGOs, multisport teams for development: □ Introduce new sport code initiatives, □ Organise workshops for training of technical officials □ Organise inclusive programmes i.e. training of woman, DISA □ Consciously implement indigenous games (relevant sport to each community) □ Implement all transformation mandates i.e. transformation chart □ Liaise with National Body responsible for the administration of sport codes □ Collect information on International and National code of sport with reference to transformation of sport. \* Manage efficient and effective utilization of resources: Supervision of Eleven District Heads by ensuring effective implementation of policies (district management in all disciplines, viz. line function, human resources, financial resources and other resources such as motor vehicles, land and buildings, furniture and equipment etc).

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| <b><u>ENQUIRIES</u></b>           | : | Mr GV Sangweni Tel no: (033) 897 9450   |
| <b><u>POST 39/130</u></b>         | : | <b><u>MANAGER: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: DSR 031</u></b>  |
| <b><u>SALARY</u></b>              | : | R540 429 per annum – R 581 880 per annum (inclusive flexible remuneration package) required to sign a performance agreement, financial disclosure, maybe subjected to security clearance and a competency test.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office: Pietermaritzburg<br>A Bachelor's Degree/Diploma or equivalent qualification coupled with 3-5 years Public Service Management experience. A valid code 08 drivers licence. Skills Required; Thorough knowledge of public administration and sport management<br>□ Thorough knowledge of PSA and Regulations, PFMA, HRM, Policies and Departmental business processes □ Computer Literacy □ Good Interpersonal relation/Communication skills □ Multi task and meet deadlines □ Budget and ensure effective service delivery to all clients. DUTIES: * Manage the facilitation of a departmental integrated strategic planning and policy development:<br>□ Coordination, monitoring and compilation of departmental strategic planning, □ Monitor the development, implementation of strategic and operational plans to optimize service delivery, □ Coordination and consolidation of approved operational plans and implementation thereof, □ Coordinate development of policies in line with National guidelines, Coordinate inputs on the drafting, approval of an annual * Manage research services to enhance a level of service delivery in the Department: □ Coordinate the provision of research and advice on various alternative technologies and alignment of research methodologies, □ Provision of advisory services to Macro Bodies on sport trends, □ Maintenance of GIS and database on sport, □ Coordinate the establishment of Sport Academies, Museums and Resource Centers * Monitor and evaluate service delivery to enhance performance: □ Advise on departmental performance (compliance, identification of trends and challenges) □ Manage a departmental |

performance management system, Evaluation of departmental programmes and projects and the impact towards service delivery, □Ensure provision of risk management services (research on strategy, practices and trends) \* Provide support to all components towards the transformation of service delivery: □Coordinate the implementation of Batho Pele principles, □Coordinate departmental service excellence awards, □Coordinate community/stakeholder surveys, □Coordination of equity programme on sport. \* Coordinate the compilation of departmental reports: Strategic Plan report □Consolidation of monthly, quarterly and annual report, Review the departmental annual performance plan \* Manage efficient and effective utilization of resources; Budget for a component □Human resources □Asset management

**ENQUIRIES** : Mr SB Singh Tel no: (031) 360 6349

**POST 39/131** : **MANAGER: HUMAN RESOURCES MANAGEMENT REF NO: DSR032**

**SALARY** : R540 429 per annum – R 581 880 per annum (inclusive flexible remuneration package) required to sign a performance agreement, financial disclosure, maybe subjected to security clearance and a competency test.

**CENTRE** : Head Office: Durban

**REQUIREMENTS** : Matric plus a tertiary qualification (Bachelors Degree/National Diploma) in HRM. 3-5 years public service experience in the field of Human Resources Management in a supervisory capacity, A valid code 08 Driver's licence, Skills Required; Thorough knowledge of HR matters, Change Management and Persal □Thorough knowledge of PSA and Regulations, PFMA, HRM related legislation, Policies and Prescripts □Knowledge of the Constitution, Basic Conditions of Employment Act and Labour Relations Act, etc. □Computer Literacy □Good Interpersonal relation/Communication skills □Multi task and meet deadlines □Financial Management □Exemplary management skills

**DUTIES** : Key Responsibilities: □Give advice on the interpretation, development and impact of national, provincial and departmental policies; □Administer and advise on the HR prescriptions and policies; □Manage personnel provision and utilisation which includes, but not limited to, salary administration services, recruitment, appointments, transfers, exits, translations, conditions of service □Oversee the effective utilization of the persal system, □Promote sound labour relations through effective discipline and grievance services, strike management, implementation of collective agreements, etc. □Promote and facilitate human resource development □Ensure the implementation, monitoring and reviewing of the employee performance management system □Ensure the development and implementation of Health and Wellness policies and programmes □Develop, implement and review human resource policies □Ensure that the following strategic documents are prepared and where necessary implemented - the Human Resource Plan, Employment Equity Plan and Report, Annual report, Human Resource Development strategy □Promote the development of an organizational structure that will effectively enable the Department to achieve its objectives □Drive the transformation process within the Department by, inter alia, giving the directive on all human resource management matters, advising management on Employment Equity and HR matters □Perform functions of Responsibility Manager in respect of a specified budget for the Human Resource Management Directorate □Manage all the resources (human, financial, assets) of the Directorate.

**ENQUIRIES** : Mrs AL Ally Tel no: (031) 242 1702

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

**APPLICATIONS** : Human Resource Management: Kimberley Hospital Complex, Private Bag X5021, Kimberley, 8300

**FOR ATTENTION** : Mr K Mokgosi

**CLOSING DATE** : 10 October 2008

**NOTE** : The following documents must be submitted: application for employment form (z83) obtainable from any government department certified copies of highest educational qualification d & professional registration certificate curriculum vitae. Please forward your application, stating the reference number and the post for which you apply, to the under mentioned address. No faxed applications will be accepted. All applicants please note that should written notification not be received within six (6) weeks of the c closing date of post/s, it can be assumed that shortlisting, interviews and appointments have already been carried out.

**OTHER POSTS**

**POST 39/132** : **OPERATIONAL MANAGER NURSING (PSYCHIATRY) GRADE I PNA 5 (REF NO: HEALTH/KHC 233)**

**SALARY** : R186 030 – R209 379 per annum

**CENTRE** : Kimberley Hospital Complex (West End Hospital)

**REQUIREMENTS** : Basic Qualification Accredited With The South African Nursing Council In Terms Of Government Notice R 425 (I.E. Diploma/Degree In Nursing) Or Equivalent Qualification That A Minimum Of 7 Years Recognisable Experience In Nursing After Registration As Professional Nurse With The South African Nursing Council In General Nursing.

**DUTIES** : The Successful Candidate Will Have The Following Duties / Responsibilities Implement An Effective Performance Management And Development System Develop And Implement Service Standards, Protocols And Procedures Guided By The Relevant Legislative Framework. Continuously Monitor, Evaluate And Improve Clinical Care Within A Multi-Disciplinary Setting. Implement A Risk Management System. Monitor Financial Expenditure And Control Over Human And Material Resources. Ensure Effective And Efficient Communication With All Relevant Stakeholders And Key Customer.

**ENQUIRIES** : Ms Es Goeieman (053) 8619311

**POST 39/133** : **ASSISTANT DIRECTOR (REHABILITATION & THERAPY) (REF NO: HEALTH/KHC 234)**

**SALARY** : R174 243 per annum

**CENTRE** : Kimberley Hospital Complex

**REQUIREMENTS** : 3 Year Bachelors Degree And Equivalent Or Equivalent. Thorough Knowledge Of Rehabilitation And Therapeutic Services At Hospital And District Level Computer Literate.

**DUTIES** : Managing The Rehabilitation Department At Kimberley Hospital. Develop And Apply Cost Centre Management Principals To The Rehabilitation Departments. Facilitate The Development And Implementation Of Policies And Protocols Within The Departments. Ensure That Appropriate Referral Policies Are In Place For Both Up And Down Referrals. Human Resource Management In Conjunction With The Unit Managers Of The Different Departments. Manage The Promotion And Marketing Of Rehabilitation Services At The Hospital. Assist The Head Of Clinical Support Services With All Management Issues. Report To The Head Of Clinical Support Services.

**ENQUIRIES** : Mr F Shaikhmag (053) 802 2253

**POST 39/134** : **ASSISTANT DIRECTOR: RADIOLOGY (REF NO: HEALTH/KHC 235)**

**SALARY** : R174 243 per annum

**CENTRE** : Kimberley Hospital Complex

**REQUIREMENTS** : A Tertiary Qualification In The Radiography, In Diagnostic Radiography Registered With Health Professional Council Of South. At Least 5 Years Post Registration Experience As A Chief Radiographer With Good Management

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|                            |   | Experience. Good Interpersonal, Communication And Decision Making Skills. Computer Literacy. Have Knowledge Of Quality Assurance And Radiology Protection.   |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties: Co-Ordinate Radiography Service At Kimberley Hospital. Ensuring Compliance To Legislation And Radiation Board Requirements Managing The Budget And Monitoring Expenditure Of The Unit. Any Other Duties Relevant To Radiographic Service At Kimberley Hospital.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms F Shaikhmag (053) 802 2253  |
| <b><u>POST 39/135</u></b>  | : | <b><u>PRINCIPAL PHARMACIST (REF NO: HEALTH/KHC 236)</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex   |
| <b><u>REQUIREMENTS</u></b> | : | Applicants Must Hold A Bachelors Degree In Pharmacy Or Equivalent Qualification, Must Be Registered With The South African Pharmacy Council As Pharmacist And Should Have Completed Their Community Service Programme. Computer Literacy.  |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties: Provision Of The Specialized And Advanced Pharmaceutical Advisory Services. Manage The Provision Of Quality Pharmaceutical Services In Terms Of Developing The Business Plan Of The Department. Monitor The Expenditure With Regard To Medicines. Supervise Allocated Staff And Participate In Continuous Professional Development, Thus Basically To Deal With Training Of Staff And Conduct Performance Evaluation. Any Duties/Responsibilities Incidental Thereto.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr F Shaikhmag (053) 802 2253  |
| <b><u>POST 39/136</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE III (PN A4) X2 (PSYCHIATRY) (REF NO: HEALTH/KHC 237)</u></b>  |
| <b><u>SALARY</u></b>       | : | R160 470 – R 203 280 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex – West End Hospital   |
| <b><u>REQUIREMENTS</u></b> | : | Basic Qualification Accredited With The South African Nursing Council In Terms Of Government Notice R 4.25. Registration In General Nurse And A Qualification In Psychiatry (I.E Diploma/Degree In Nursing) Or Equivalent Qualification That Allows Registration With The Sanc As A Professional Nurse. A Minimum Of 20 Years Appropriate/ Recognisable Experience In Nursing After Registration As Professional Nurse With The Sanc In General Nursing  |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties. Provide Quality Nursing Care By Implementation Policies, And Protocols And Procedures As Per Guided By Legislative Framework Relevant To The Specific Unit. Implement A Comprehensive Nursing Care Plan For The Promotion Of Health, Self Care, Treatment And Rehabilitation Within A Multi-Disciplinary Setting. Ensure An Effective And Efficient Internal & External Communication System With All Relevant Stakeholders. Manage Human And Material Resources To Be Within The Financial Framework Of The Unit. Ensure Effective Implementation Of The Performance Management And Development System Of The Unit. Co-Ordinate Movement Of Mental Health Care Users Through All Levels Of Care By Ensuring Proper Communication And Recording Within The Relevant Legislative Framework. |
| <b><u>ENQUIRIES</u></b>    | : | Ms Es Goeieman (053) 8619311   |
| <b><u>POST 39/137</u></b>  | : | <b><u>CHIEF RADIOGRAPHER X2 (REF NO: HEALTH/KHC 238)</u></b>   |
| <b><u>SALARY</u></b>       | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex   |
| <b><u>REQUIREMENTS</u></b> | : | Tertiary Qualification In Diagnostic Radiography. Registered As A Radiographer With Hpcsa. Must Have 3 Years Experience Working As A Senior Radiographer. Management Experience Will Be An Advantage. Have Sound Knowledge Of Batho Pele Principal.  |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties: Perform Radiographer Imaging Procedures. Manage His/Her Working Area. Radiation Protection Of Patients And Public. Perform Quality Control. Assist In How Improve The Services In The Department Implement The Policies In The Department. Correct Usage Of X-Ray Equipment.   |

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| <b><u>ENQUIRIES</u></b>    | : | Mr F Shaikhmag (053) 802 -2253  |
| <b><u>POST 39/138</u></b>  | : | <b><u>CHIEF SOCIAL WORKER (REF NO: HEALTH/KHC 239)</u></b>  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum  |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex  |
| <b><u>REQUIREMENTS</u></b> | : | Four (4) Year Degree In Social Work Plus 5 Years Relevant Experience. Driver's License Code 8, Registered With The South Africa Social Service Professions.   |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Be Responsible For The: Ensure Compassionate Quality Social Work Services Based On The Scope Of Practice Of The Social Work Profession Development Of A Support System With Referral Pathways Which Is Relevant And Accessible To Patients And Staff. Monitor And Evaluate The Effectiveness Of Recommended Interventions, Ensure Reporting On Progress And Identify Further/Amended Interventions To Address The Identified Conditions. Administrative Tasks As Required By Statutory And Internal Policies And Regulations, To Establish Transparent, Responsible And Accountable Social Work Services. Function as a member of the disciplinary team thereby contributing to the well being of the community |
| <b><u>ENQUIRIES</u></b>    | : | Mr F Shaikhmag (053) 802 2253   |
| <b><u>POST 39/139</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE III (PN A4) X2 (PSYCHIATRY) (REF NO: HEALTH/KHC 240)</u></b>   |
| <b><u>SALARY</u></b>       | : | R130 473 – R 151 257 per annum  |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex – West End Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | basic qualification accredited with the South African nursing council in terms of government notice r 4.25 registration in general nurse and a qualification in psychiatry (i.e diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse a minimum of 10 years appropriate/ recognisable experience in nursing after registration as professional nurse with the sanc in general nursing   |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties. Provide Quality Nursing Care By Implementation Policies, Protocols And Procedures As Per Guided By Legislative Framework Relevant To The Specific Unit. Implement A Comprehensive Nursing Care Plan For The Promotion Of Health, Self Care, Treatment And Rehabilitation Within A Multi-Disciplinary Setting. Ensure An Effective And Efficient Internal & External Communication System With All Relevant Stakeholders. Manage Human And Material Resources To Be Within The Financial Framework Of The Unit. Ensure Effective Implementation Of The Performance Management And Development System Of The Unit.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms Es Goeieman (053) 8619311  |
| <b><u>POST 39/140</u></b>  | : | <b><u>SENIOR RADIOGRAPHER (REF NO: HEALTH/KHC 241)</u></b>  |
| <b><u>SALARY</u></b>       | : | R117 501 per annum  |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex  |
| <b><u>REQUIREMENTS</u></b> | : | Tertiary Qualification In Diagnostic Radiography. Must Be Registered With The HPCSA   |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties: Produce Radiographs Of Good Diagnostic Value. Promote Radiation Protections, Health And Safety. Ensure Good Patient Care. Quality Control And Equipment (Radiation Board Quality Assurance) Student Development And Career Promotion.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr F Shaikhmag, (053) 802 -2253   |
| <b><u>POST 39/141</u></b>  | : | <b><u>SENIOR SPEECH THERAPIST/AUDIOLOGIST (1 POST) (REF NO: HEALTH/KHC 242)</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 .00 per Annum  |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex  |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's Degree In Speech Therapy And / Or Audiology Or Other Relevant Qualification . Registration With The Health Professional Council Of South Africa Plus Current Registration. Experience Of One Year Or More (Incc/S) Sound Knowledge Of Diagnostic And Therapeutic Procedures For Speech And Or  |

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| <b><u>DUTIES</u></b>       | : | Audiologist. Equipment And Clinical Competence. Good Communication And Interpersonal Relations Skills. Work Well In Mdt.  |
|                            | : | The Successful Candidate Will Have The Following Duties / Responsibilities: Assessment And Treatment Of Patients Referred For Speech Therapy And Audiology. Attend Ward Rounds, Facilitate And Run Intervention Programmes And Submit Patient Reports. Assign Administrative Duties As Well As Be Responsible For The Supervision Of Allocated Staff. Monitor Proper Utilization Of Allocated Financial And Physical Resources. Promote And Market Speech Therapy & Audiology Services In The Hospital And Community. Participate In Continuous Professional Development Programmes. Manage Speech Therapy & Audiology Services In The Absence Of The Head Of Department. |
| <b><u>ENQUIRIES</u></b>    | : | Mr F Shaikhmag (053) 802 2253   |
| <b><u>POST 39/142</u></b>  | : | <b><u>SENIOR ADMINISTRATION CLERK GRADE III RADIOLOGY (REF NO: HEALTH/KHC 243)</u></b>  |
| <b><u>SALARY</u></b>       | : | R94 326 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex  |
| <b><u>REQUIREMENTS</u></b> | : | Three Candidate Must Be In Possession Of A Grade 12 Or Equivalent Certificate With At Least 5-10 Years Experience Working In A Radiology Department. The Incumbent Must Be Self-Driven. Applicants Must Be Able To Work Under Pressure And Be Dedicated To His/Her Work. Good Communication And Interpersonal Skills. Knowledge Of Radiation Board (Act No 15 Of 1973). The Ability To Maintain Acceptable Standards And Routine Administrative Tasks. Have Knowledge Of Batho Pele As Well As Patient's Right.   |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties: Collect Patient And Examination Statistics. Make Bookings For All Patients Who Are For Special Radiological Imaging Procedure And Give Them Oral Prep With Necessary. Filling Of Radiographs And Copies Of Request Forms. Receive Patient At Reception And Complete The Patient Register. Assist Radiographers When Necessary. The Candidate Must Be Willing To Work Shifts, Night Duty And Weekends.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr F Shaikhmag (053) 802 2253   |
| <b><u>POST 39/143</u></b>  | : | <b><u>SENIOR PROVISIONING ADMIN CLERK GRADE 3 PHARMACY (REF NO: HEALTH/KHC 244)</u></b>   |
| <b><u>SALARY</u></b>       | : | R94 326 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex  |
| <b><u>REQUIREMENTS</u></b> | : | Registration With The South African Pharmacy Council As A Post-Basic Pharmacist Assistant. Computer Literacy, Good Communication, Planning, Telephone Etiquette And Interpersonal Relation Skills. Appropriate Understanding, Experience Of The Hospital Pharmacy Store Set-Up And Be Able To Work Under Pressure. Ability To Contribute To Work Progress. Recommendation: Drug Supply Chain Management.  |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties: Place Orders For The Pharmaceuticals, Large Volume Parental, TPN's, Stationery And Rental Units Dialysis. Ensure All The Invoices Are Signed And Sent To Finance Office For Payment. Procure Surgical And Dressings When The Responsible Clerk Is On Leave. Assist The Principal Pharmacist In Terms Of Stock Control And Enter All The Items In The Stock Cards. Capture The Stock Take Data On The System As Soon As The Stock Take Has Been Done.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr F Shaikhmag (053) 802- 2253  |
| <b><u>POST 39/144</u></b>  | : | <b><u>PRINCIPAL AUXILIARY SERVICE OFFICER PHARMACY (REF NO: HEALTH/KHC 245)</u></b>   |
| <b><u>SALARY</u></b>       | : | R76 194 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley Hospital Complex  |
| <b><u>REQUIREMENTS</u></b> | : | Registration With The South African Pharmacy Council As A Post-Basic Pharmacist Assistant. Computer Literacy, Good Communication Skills (Written And Verbal) Good Interpersonal Relation Skills. Ability To Work Under Pressure And To Work In A Team And Independently. Recommendations: Knowledge And Experience Of Hospital Pharmacy Set-Up.   |
| <b><u>DUTIES</u></b>       | : | The Successful Candidate Will Have The Following Responsibilities / Duties: Pick Items On The Shelves According To The Prescription's Order For The   |

**ENQUIRIES**

Validation Of The Pharmacist. Orders Stock From The Pharmacy Store And Ensure All The Shelves Are Filled All The Time, Assist The Pharmacy With The Manufacturing Of Non-Sterile Products. Pre-Pack Medicines From Bulk Stock Under The Direct And Indirect Supervision Of The Pharmacist, Provide Health Information To The Client.  
: Mr F Shaikhmag (053) 802- 2253

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

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| <b><u>APPLICATIONS</u></b> | : | Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735.  |
| <b><u>CLOSING DATE</u></b> | : | 10 October 2008   |
| <b><u>NOTE</u></b>         | : | Applications must be accompanied by Z83, certified copy of ID, certificates and comprehensive CV with three (3) contactable referees. Failure to submit the requested documents will result in your application not being considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security clearance. NB: It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualification Authority. |

**MANAGEMENT ECHELON**

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| <b><u>POST 39/145</u></b>  | : | <b><u>DIRECTOR: MONITORING AND EVALUATION</u></b>   |
| <b><u>SALARY</u></b>       | : | R540 429 per annum (All inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Mafikeng  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate Bachelors degree in Management Sciences or Social Sciences, Applicable extensive experience in management preferably in the Public Service. Proven analytical, interpretative and evaluation skills, knowledge of mathematics or statistical software (SPSS) will be to the advantage of the candidate. Knowledge of Monitoring and Evaluation techniques like Log Frame Approach, Balanced Scorecard, Social Accounting Matrix, IDP Nerve Centre, Research Methodology and Policy Analysis is required, Facilitation and verbal/written presentation and communication skills at meetings and in team context, Proven strategic leadership qualities. |
| <b><u>DUTIES</u></b>       | : | The monitoring and evaluation of the performance of government against set priorities; The furnishing of impact analysis reports on provincial programmes and projects; The monitoring and evaluation of provincial delivery systems, policies and structures; The facilitation of a monitoring and evaluation cult in the Province; The creation and maintenance of a monitoring and evaluation data warehouse; The linking of National, Provincial and International research findings in support of provincial policy processes; Human Resource management, financial and strategic management of the directorate.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms D Tlhoale, Tel (018)387 4189   |

**DEPARTMENT OF PUBLIC WORKS**

*The Provincial Department of Public Works in the North West Province is an Equal Opportunity, Affirmative Action Employer. As such it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.*

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| <b><u>APPLICATIONS</u></b> | : | CV and certified copies of certificates and ID to: Head Office: The Head of Department, Department of Public Works, Private Bag x 2037 Mmabatho 2735, For the attention: Mr. D.L. Smith. For posts at Head Office<br>Southern Region: The Acting Regional Director: Southern Region, Department of Public Works, Private Bag X 918 Potchefstroom 2520, for the attention: Ms. V.B. Mofulatsi, for posts at Southern Region.  |
| <b><u>CLOSING DATE</u></b> | : | 10 October 2008  |
| <b><u>NOTE</u></b>         | : | It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short-listed candidates will be subjected to a process of security clearance and qualification verification and references will be checked. Interested persons may submit applications on forms Z83 obtainable from any Public Service Department, together with certified copies of qualifications, detailed CV and a certified copy of ID. The Department reserves the right not to make an appointment. Short-listed applicants must avail themselves on the date, time and venue as shall be determined by the Department. Visit our Website: <a href="http://www.nwpg.gov.za/public_works">www.nwpg.gov.za/public_works</a> . Please note: Late and faxed or e-mailed applications will not be accepted. If you have not heard from the Department within three months of the closing date, please regard your application as unsuccessful. |

## OTHER POSTS

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| <b><u>POST 39/146</u></b>  | : | <b><u>CHIEF WORKS INSPECTOR: QUANTITY SURVEYOR</u></b>  |
| <b><u>SALARY</u></b>       | : | R480 193 per annum  |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)  |
| <b><u>REQUIREMENTS</u></b> | : | *A Recognized B degree in Quantity Surveying *Appropriate relevant experience gained in Quantity Surveying *Registration with the South African Council for the Quantity Surveying profession (SACQS) as a professional Quantity Surveyor *A driver's license will be a recommendation *Computer literate. Recommendations: *Knowledge of Project Management *Relevant postgraduate qualifications.   |
| <b><u>DUTIES</u></b>       | : | *Compile and scrutinize tender documentation and provide advise on tender procedures *Value variation orders, prepare cost estimates, lists of materials and bills of quantities *Apply cost planning and Project Management milestone techniques in the execution of projects *Monitor performance of and exercise control over appointed consultants *Scrutinize and approve payment certificates, final accounts and fee claims *Liaise with Legal Services with regard to matters relating to building contracts.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J.J.Tselane, tel (018) 387 2068/2069  |
| <b><u>POST 39/147</u></b>  | : | <b><u>DEPUTY DIRECTOR: BUILDINGS</u></b>  |
| <b><u>SALARY</u></b>       | : | R407 745 per annum  |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)  |
| <b><u>REQUIREMENTS</u></b> | : | *National Diploma in Building, Mechanical, Electrical or Civil Engineering (T/S or N stream) *Extensive and appropriate job experience *Knowledge of procurement systems, Procedures and Regulations (PPPFA, PFMA, EPWP) *Experience in the planning and management of projects in the built environment *Good communication and interpersonal skills, Computer literacy, Project Management and Management Skills *A driver's license will be a recommendation.  |
| <b><u>DUTIES</u></b>       | : | *Analysis of bid documents *Prepare projects for forward planning in accordance with the Infrastructure plan i.e. IPMP and IPIPs of various client departments *Participate in the general implementation of IDIP *Liaise with relevant client departments for the preparation of IPMP and IPIP *Manage the client focus team *Prepare projects monthly progress reports for Departmental Management Committee and the client departments *Check the accuracy of CPM reports before submission to client *Certify payments to service providers delegated to level of responsibility *Supervise the update of IRM and prepare cash flow projections for the financial year. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J.J. Tselane, tel (018) 387 2068/2069   |
| <b><u>POST 39/148</u></b>  | : | <b><u>CONTROL INDUSTRIAL TECHNICIAN: CIVIL&amp;STRUCTURAL</u></b>   |
| <b><u>SALARY</u></b>       | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)  |
| <b><u>REQUIREMENTS</u></b> | : | *National Diploma in Civil Engineering (T/S or N stream) *Appropriate relevant experience in the built environment *Registration with the relevant professional body as a professional technologist *A driver's license will be a recommendation *Computer literate. Good communication skills *Project Management skills. Recommendations: *Will include a certificate in Project Management and experience in the monitoring and evaluation of projects.  |
| <b><u>DUTIES</u></b>       | : | *Apply and maintain norms and standards for built environment *Prepare procurement submissions and compile tender documentation under supervision of the professional Engineer *Supervise the lower technical staff within the team *Check payment certificates of consultants *Attend site meetings and site inspections *Conduct project briefing meetings and site handovers to contractors and consultants *Follow-up on all final accounts of projects responsible to *Analyze tenders in terms of government policies.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J.J. Tselane, tel (018) 387 2068/2069   |
| <b><u>POST 39/149</u></b>  | : | <b><u>CONTROL INDUSTRIAL TECHNICIAN: QUANTITY SURVEYOR</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum  |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)  |
| <b><u>REQUIREMENTS</u></b> | : | *National Diploma in Building Surveying with extensive relevant experience in Quantity Surveying *A driver's license will be a recommendation *Computer   |

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|                            |   | Literacy *Knowledge of Project Management *General Management experience and skills. Recommendations: *Knowledge of Public Sector procurement and financial policies *Post qualification experience in monitoring and evaluation of projects.  |
| <b><u>DUTIES</u></b>       | : | *Compile and scrutinize tender documentation and provide advice on tender procedures *Prepare cost estimates, lists of materials and Bills of Quantities *Contract Administration *Monitor performance and exercise control over appointed consultants *Scrutinize payment certificates, Fee claims and final accounts *Ability to work in team, and supervise the lower technical staff within the team.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J.J. Tselane, tel (018) 387 2068/2069  |
| <b><u>POST 39/150</u></b>  | : | <b><u>CONTROL INDUSTRIAL TECHNICIAN: ARCHITECTURE</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)   |
| <b><u>REQUIREMENTS</u></b> | : | *An appropriate Architectural Diploma (M+3) or B-Degree qualification from a recognized Technikon or University *Appropriate relevant experience gained in Architecture *Registration with SACP *Certificate in Project Management *Computer literacy in Caddie *A driver's license will be a recommendation *Must be prepared to travel. Recommendations: *Knowledge of Public Sector Procurement and financial policies *Post qualification experience in monitoring and evaluation of projects.   |
| <b><u>DUTIES</u></b>       | : | *Drawing standard plans and details of buildings which are repeated in various situations *Visit sites with Architects *Measuring existing buildings *Supervise building constructions and reporting progress to Architects.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J.J. Tselane, tel (018) 387 2068/2069  |
| <b><u>POST 39/151</u></b>  | : | <b><u>CONTROL WORKS INSPECTOR: BUILDING EXECUTION</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>       | : | Southern Region (Potchefstroom)  |
| <b><u>REQUIREMENTS</u></b> | : | *Tertiary qualification (degree in architecture, quantity surveying, professional surveyor, engineering, town and regional planning) *National Diploma (T/N/S stream) *National Higher Diploma, Degree) *Experience between 2 and 5 years *Knowledge of HR Matters, Computers, Training, Planning and Organising, Norms and Standards, Finance, and Survey *Project Management, Advance operation of equipment, basic design skills, Analytical thinking, Research, Interpersonal relations, Conflict Management, Facilitation, Numeracy, Job related physical skills and Policy analysis *Communication: Providing or obtaining information requiring limited explanation and the ability to motivate personnel *Managerial reports *Financial Project reports *Creativity: Development of limited ideas that impact on existing methods and policies/ programmes.  |
| <b><u>DUTIES</u></b>       | : | *Development of practices and procedures with regard to technical practices *Short-term planning *Draw up plans, drawings and specifications *Undertake, approve and control specialized surveys *Advise on architectural landscape architectural and ecological aspects of all minor and major works planned or contracted out *Major planning of large sites *Identification of the technical needs *Determine training requirements *Formulating policy/objectives. Draft tender specifications *Liaise with employees in order to guide them to comply with the relevant legislations *Compile estimates on financial implications of projects *Compile reports on project to inform construction teams on financial situations of projects *Control surveys for establishment of measurement networks *Contribute to strategic planning *Estimate cost of services *Consider tenders and make recommendations *Solve technical problems in accordance with policy and priority with regard to production and planning *Ensure compliance with safety codes and regulations *Monitor production of division *Initiate corrective action when required *Liaise with other divisions *Conduct building inspections *Supervision of Government buildings maintenance teams *Identification and supervision of all projects including EPWP (Expanded Public Works Programmes). |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000   |
| <b><u>POST 39/152</u></b>  | : | <b><u>ASSISTANT DIRECTOR: PMDS &amp;HRD</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum   |

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| <b><u>CENTRE REQUIREMENTS</u></b> | : | Southern Region (Potchefstroom)  |
|                                   | : | *An appropriate three-year bachelor's degree or equivalent qualification. Grade 12 coupled with relevant experience in Human Resource Development *Good understanding of the Public Service Act, Regulations, PSCBS Resolutions etc.*Knowledge of Financial Management in regard to remunerative benefits and practices *Good interpretation of all policy directives and guidelines *Knowledge of PERSAL *Knowledge of PMDS *Report writing skills *Computer literacy *Interpersonal skills, motivational skills *Must be able to implement the turn-around strategy.   |
| <b><u>DUTIES</u></b>              | : | *Analyses policy on Performance Management and Development System for review *Conduct research and make inputs for implementation of system *Provide training and integrate performance management with other relevant service delivery processes *Ensure that performance agreements and work plans for each employee are validated and signed and assessed for each performance year *Monitor implementation of performance management policy *Arrange meetings for annual assessment and ensure that all staff is rewarded on time *Consolidated training needs analysis *Monitor learner ship programs in the region *Report writing *Represent the region in relevant for a meeting and forum *Manage performance management budget *Manage unit staff.   |
| <b><u>ENQUIRIES</u></b>           | : | Ms C. Paulsen, tel: (018) 293 9000   |
| <b><u>POST 39/153</u></b>         | : | <b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE</u></b>  |
| <b><u>SALARY</u></b>              | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>              | : | Head Office (Mmabatho)   |
| <b><u>REQUIREMENTS</u></b>        | : | *An appropriate Bachelors Degree/ Diploma or Grade 12 with extensive relevant experience *Advanced knowledge an practical application of the PERSAL System *Knowledge of the HR Legislative framework in the Public Service *Management, Report writing, Interpersonal and good communication skills *Computer literacy.   |
| <b><u>DUTIES</u></b>              | : | *Manage division staff with regard to appointments, transfers, remuneration, allowances, promotions, overtime, confirmation of probation adjustment of employment records in the PERSAL System *Advise new appointees regarding application for Medical aid *Manage division staff with regard to unpacking the directive of leave of absence in the Public Service, departmental leave admin policy and all related prescripts *Disseminate information on best practices regarding the utilization of leave as a benefit in the Department *Manage the recording, capturing, reconciling and filing of leave applications *Manage the policy and procedure on ill health retirement and incapacity leave in the Public Service *Review the leave policies and prescripts where necessary *Manage unit staff. |
| <b><u>ENQUIRIES</u></b>           | : | Mr. D. Sethlare, tel: (018) 387 2205   |
| <b><u>POST 39/154</u></b>         | : | <b><u>CHIEF WORKS INSPECTOR: ELECTRICAL (BUILDINGS)</u></b>  |
| <b><u>SALARY</u></b>              | : | R159 591 per annum   |
| <b><u>CENTRE</u></b>              | : | Southern Regional Office (Potchefstroom)   |
| <b><u>REQUIREMENTS</u></b>        | : | *National Diploma (T/N/S stream), National Higher Diploma, Degree or N3 plus Trade Test *A driver license will be a recommendation *Deep knowledge of Safety, Tools, Machinery, Norms and standards, Planning and organizing, Computer, Equipment and Survey instruments *Basic skills regarding performance of engineering technical duties and maintenance of various equipments *Physical skills *Interpersonal relations.  |
| <b><u>DUTIES</u></b>              | : | *Inspection of new/existing works in order to ascertain progress is according to plan/specification and or conforms to prescribed (OHS) standards *Analyzing and compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works *Advice in regard to usage/purchase of new/existing technical systems, techniques, materials, equipment and components *Handle all relevant technical correspondence *Plan and execute maintenance on government buildings *Liaise with professional, technical and other officials and or persons from private sector in regard to problems experienced during planning, finalization and or taking over of projects or works *Compile comprehensive technical reports *Quality control.              |
| <b><u>ENQUIRIES</u></b>           | : | Mr. O.D. More, tel: (018) 293 9000   |

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| <b><u>POST 39/155</u></b>  | : | <b><u>ARTISAN SUPERINTENDENT</u></b>   |
| <b><u>SALARY</u></b>       | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>       | : | Southern Region (Potchefstroom)  |
| <b><u>REQUIREMENTS</u></b> | : | *National Diploma or Trade Test Certificate coupled with extensive relevant experience *Grade 10 or grade 12 or equivalent *A driver's license will be a recommendation *Knowledge of PFMA, OHS Act, Public Service Act and regulations.   |
| <b><u>DUTIES</u></b>       | : | *Solve technical problems in accordance with policy and priority with regard to production and planning *Estimate cost of services *Contribute to strategic planning *Identification of engineering technical needs *Liaise with employees in order to guide them with relevant legislation *Ensure compliance with safety codes and regulations *Manage and monitor production of division *Initiate corrective action when required *Constant liaising with other divisions or clients *General administration functions. (E.g. Monthly reports leave administration, workplans).  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000   |
| <b><u>POST 39/156</u></b>  | : | <b><u>SENIOR ADMINISTRATION OFFICERS: RATES &amp; TAXES (4 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)   |
| <b><u>REQUIREMENTS</u></b> | : | *An appropriate National Diploma\ Degree in financial Management and 2 years experience, or Senior Certificate and a minimum of 5 to 7 years experience in Public Financial Management *Basic understanding of Public Finance Management Act, Treasury Regulations and Property Management related legislations *Computer literacy. Recommendations: *Knowledge of Walker system (applicable in DPW), knowledge of property *Procurement and tender regulations *Good verbal and written communication skills *Good interpersonal relations.   |
| <b><u>DUTIES</u></b>       | : | *Checking and reconciliation of accounts from Municipalities *Preparation of payments *Verify Provincial properties before payment is processed *Capturing of data *Liaise with various stakeholders, e.g. Regions and Municipalities *Updating records on annual basis *Compilation of report in respect of service rendered by Municipalities *Handling of queries from Municipalities and service providers *Monitor and make follow up on outstanding payment is processed on time *supervision of staff.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P. Mogorosi, tel: (018) 387 2027   |
| <b><u>POST 39/157</u></b>  | : | <b><u>SENIOR ADMINISTRATION OFFICE: GARDENING</u></b>  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)   |
| <b><u>REQUIREMENTS</u></b> | : | *National Diploma/Degree in horticulture or related qualification or senior certificate plus 5 years experience *A Drivers Licence will be a recommendation *Supervisory skills *Computer literacy   |
| <b><u>DUTIES</u></b>       | : | *Conduct daily inspections of all prestige facilities situated mainly in Mafikeng *Inspect lawns, floral arrangement and general condition of prestige gardens Produce weekly condition assessment reports for garden and surroundings for Prestige Building *Produce and develop garden maintenance plans *Advice on seasonal garden planning *Prepare scope of work for defects identified for implementation *Supervise and lead in- house teams and contractors to ensure proper upkeep of gardens daily and prepare for special occasions *Prepare procurement documentation for outsourced gardening services, and materials *Draw up Service Level Agreements for outsourced gardening services *Manage the performance of staff. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P. Mogorosi, tel: (018) 387 2027   |
| <b><u>POST 39/158</u></b>  | : | <b><u>SENIOR ADMINISTRATOR: OFFICE SUPPORT: PROPERTY MANAGEMENT</u></b>  |
| <b><u>SALARY</u></b>       | : | R145 920 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmmabatho)  |
| <b><u>REQUIREMENTS</u></b> | : | *Diploma/Degree and 2 years experience or equivalent qualification or Grade 12 with 5 years experience *Computer literacy *Good interpersonal skills *Ability to work under pressure.  |

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| <b><u>DUTIES</u></b>       | : | *Provide administrative support to the Directorate *Receive and distribute incoming and outgoing correspondence *Coordinate meetings of the Directorate *Logistical support *Minute taking *Report writing *Record keeping *Receive visitors and deal with basic enquiries.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. P. Mogorosi, tel: (018) 387 2027   |
| <b><u>POST 39/159</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: TECHNICAL ADMIN</u></b>  |
| <b><u>SALARY</u></b>       | : | R117 501 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)   |
| <b><u>REQUIREMENTS</u></b> | : | *An appropriate recognized Bachelors degree or National Diploma plus appropriate experience in contract management And *Thorough knowledge of government procurement procedures *Knowledge of Asset Register *Outstanding writing and communication skills *Ability to work under pressure and meet deadlines. Recommendations: *Thorough knowledge and experience of the Public Financial Management Act, Preferential Procurement Regulation and Preferential Procurement Policy Framework Act.  |
| <b><u>DUTIES</u></b>       | : | *Render support service to all engineering staff with respect to contract administration *Manage all aspects of the policy for the appointment of Professional Service Providers for the directorate *Operate a file system for contract administration *Update the Asset Register.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J.J. Tselane, tel (018) 387 2068/2069  |
| <b><u>POST 39/160</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u></b>   |
| <b><u>SALARY</u></b>       | : | R117 501 per annum   |
| <b><u>CENTRE</u></b>       | : | Southern Region (Potchefstroom)  |
| <b><u>REQUIREMENTS</u></b> | : | *An appropriate three-year bachelors' degree or equivalent Qualification or senior certificate with relevant experience in Labour Relations *Good understanding of the Public Service Act, Regulations, Labour Relations legislation *A driver license will be a recommendation *Effective negotiation, conflict management and dispute resolution skills *Written and verbal communication skills *Good interpersonal skills *Computer literacy *Knowledge and ability to interpret directives and guidelines on Labour Relations *Research, negotiation and project management skills.   |
| <b><u>DUTIES</u></b>       | : | *Give advice in respect of the Interpretation and application of Labour relations legislation *Provide support in respect of procedures related to misconduct, discipline and grievances *Training of line functionaries in labour relations *Conduct investigations of grievances, disputes and misconduct cases, and facilitate disciplinary action *Represent the Region on workplace forum meetings and at the relevant bargaining structures *Handling employee assistance programmes *General Administration functions (e.g. Monthly reports leave administration, workplans).   |
| <b><u>ENQUIRIES</u></b>    | : | Ms C. Paulsen, tel: (018) 293 9000   |
| <b><u>POST 39/161</u></b>  | : | <b><u>WORKS INSPECTOR: BUILDING EXECUTION (2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R103 170 per annum   |
| <b><u>CENTRE</u></b>       | : | Southern Regional Office (Potchefstroom)   |
| <b><u>REQUIREMENTS</u></b> | : | *National Diploma (T/N/S stream), National Higher Diploma, Degree or N3 plus Trade Test *A driver license will be a Recommendation *Deep knowledge of Safety, Tools, Machinery, Norms and standards, planning and organizing, Computer, Equipment and Survey instruments *Basic skills regarding performance of engineering technical duties and maintenance of various equipment *Physical skills *Interpersonal relations.   |
| <b><u>DUTIES</u></b>       | : | *Inspection of new and existing works in order to ascertain progress is according to plan specification and or conforms to prescribed (OHS) standards *Analyzing/compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works *Advice in regard to usage/purchase of new/existing technical systems, techniques, materials, equipment and components *Handle all relevant technical correspondence *Plan and execute maintenance on government buildings *Liaise with professional, technical and other officials and or persons from private sector in regard to problems experienced during planning, finalization and or taking over of projects/works *Compile comprehensive technical reports *Quality control. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000   |

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| <b><u>POST 39/162</u></b>  | : | <b><u>WORKS INSPECTOR: ELECTRICAL (BUILDINGS) 2 POSTS</u></b>   |
| <b><u>SALARY</u></b>       | : | R103 170 per annum  |
| <b><u>CENTRE</u></b>       | : | Southern Regional Office (Potchefstroom)  |
| <b><u>REQUIREMENTS</u></b> | : | *National Diploma (T/N/S stream), National Higher Diploma, Degree or N3 plus Trade Test *Valid Driver license *Deep knowledge of Safety, Tools, Machinery, Norms and standards, planning and organizing, Computer, Equipment and Survey instruments *Basic skills regarding performance of engineering technical duties and maintenance of various equipments *Must have Physical skills and Interpersonal relations.   |
| <b><u>DUTIES</u></b>       | : | *Inspection of new and existing works in order to ascertain progress is according to plan/specification and/or conforms to prescribed (OHS) standards *Analyzing/compilation of plans, specifications, bills of quantities and contractual stipulations with regard to new, maintenance and other works *Advice in regard to usage/purchase of new/existing technical systems, techniques, materials, equipment and components *Handle all relevant technical correspondence *Plan and execute maintenance on government buildings *Liaise with professional, technical and other officials and or persons from private sectors in regard to problems experienced during planning, finalization and or taking over of projects or works *Compile comprehensive technical reports *Quality control |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000  |
| <b><u>POST 39/163</u></b>  | : | <b><u>SENIOR ARTISAN "A": ELECTRICAL</u></b>  |
| <b><u>SALARY</u></b>       | : | R94 326 per annum   |
| <b><u>CENTRE</u></b>       | : | Southern Region (Potchefstroom)   |
| <b><u>REQUIREMENTS</u></b> | : | *Electro technical Wireman's license *Trade Test Certificate or equivalent N/T-stream qualifications coupled with relevant experience *Grade 10 or grade 12 or equivalent *A driver's license will be a recommendation.   |
| <b><u>DUTIES</u></b>       | : | *Assembly, installation and maintenance of electrical equipment *Replace, repairs and installation of lights, stoves, heaters, motors etc *Assist with installation, repair or replacement of kitchen and laundry equipment *Tracing and repair or replacement of faulty cables, distribution board wiring *Assist with wiring and rewiring *Maintenance of standby-by power plants and control panels *Assist in all types of work relate to general maintenance, inspection and construction in electrical field *Repair or replacement of ward lighting for consumer departments *Replacement of terrain lights and switch gear *Requesting an quantifying material by completion of VA2 *General Administration functions. (E.g. Monthly reports and personnel management).                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000  |
| <b><u>POST 39/164</u></b>  | : | <b><u>SENIOR PERSONNEL OFFICER GR II (APPOINTMENTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R79 194 per annum   |
| <b><u>CENTRE</u></b>       | : | Head Office (Mmabatho)  |
| <b><u>REQUIREMENTS</u></b> | : | *Grade 12 or equivalent qualification *Practical knowledge of the PERSAL System *Report writing, Interpersonal and good communication skills *Computer literacy.  |
| <b><u>DUTIES</u></b>       | : | *Administer all basic employment documents of new appointees *Effect appointments on the PERSAL System *Advise new appointees regarding the application for medical aid, housing allowance and best leave practices *Draft transfer, probation and memos *Follow-up queries registered by clients and draft responses *Perform all relevant sectional and HR functions in line with the Public Service legislative framework.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. D. Setlhare, tel: (018) 387 2205  |
| <b><u>POST 39/165</u></b>  | : | <b><u>ARTISAN "A": ELECTRICAL</u></b>   |
| <b><u>SALARY</u></b>       | : | R76 194 per annum   |
| <b><u>CENTRE</u></b>       | : | Southern Region (Klerksdorp Hospital)   |
| <b><u>REQUIREMENTS</u></b> | : | *Electro technical Wireman's license *Trade Test Certificate or equivalent N/T-stream qualifications coupled with relevant experience *Grade 10 or grade 12 or equivalent *A driver's license will be a recommendation.   |
| <b><u>DUTIES</u></b>       | : | *Assembly, installation and maintenance of electrical equipment *Replace, repairs and installation of lights, stoves, heaters, motors etc *Assist with installation, repair or replacement of kitchen and laundry equipment *Tracing and  |

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|                            |   | repair or replacement of faulty cables, distribution board wiring *Assist with wiring and rewiring *Maintenance of standby-by power plants and control panels *Assist in all types of work relate to general maintenance, inspection and construction in electrical field *Repair or replacement of ward lighting for consumer departments *Replacement of terrain lights and switch gear *Requesting an quantifying material by completion of VA2 *General Administration functions. (E.g. Monthly reports and personnel management). |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000   |
| <b><u>POST 39/166</u></b>  | : | <b><u>CLEANER II (2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R47 787 per annum  |
| <b><u>CENTRE</u></b>       | : | Southern Regional Office (Potchefstroom X 1)<br>Wolmaranstad Hospital x 1  |
| <b><u>REQUIREMENTS</u></b> | : | *Abet, where applicable Recommendations: *Basic literacy, verbal communication and a operate elementary machine and equipment *Responsible at working (punctual)   |
| <b><u>DUTIES</u></b>       | : | *Responsible for the cleaning of the toilets each day *Place toiletries in the toilets *Wash and polish corridors and hall Responsible for the cleaning of the windows and floors *Assist other cleaners with the offices *Responsible for the movement of office furniture as and when necessary *Clean and create an orderly working environment *Assist with cleaning of workshops *Placement of clean water *Reporting to supervisor.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000   |
| <b><u>POST 39/167</u></b>  | : | <b><u>GROUNDSMAN PROPERTY MANAGEMENT</u></b>   |
| <b><u>SALARY</u></b>       | : | R47 787 per annum  |
| <b><u>CENTRE</u></b>       | : | Southern Regional Office (Potchefstroom)   |
| <b><u>REQUIREMENTS</u></b> | : | *Abet, where applicable Recommendations: *Basic literacy, verbal communication and a operate elementary machine and equipment *Responsible at working (punctual)   |
| <b><u>DUTIES</u></b>       | : | *Cleaning of premises and pavement *Cutting of trees and grass when necessary *Assist with the movement of office furniture and equipment when necessary *Operate cleaning machines and basic maintenance thereof *Watering of the garden and lawn *Daily and monthly report to supervisor.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. O.D. More, tel: (018) 293 9000   |

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

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

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

**OTHER POSTS**

**POST 39/168** : **SENIOR SPECIALIST (PSYCHIATRY/LECTURER)**  
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

**SALARY** : Remuneration package: R 407 745 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary (Commuted overtime is payable).

**CENTRE REQUIREMENTS** : Alexandra Hospital, Maitland  
Specialist qualification in General Psychiatry. Registration with the Health Professions Council of South Africa as a Specialist Psychiatrist. Appropriate clinical experience. Proven clinical leadership of a multidisciplinary team. Experience in teaching and supervision of medical students and registrars. Knowledge and experience of relevant National and PGWC legislation and policies in particular the Mental Health Care Act, 2002. The following will serve as recommendations: Appropriate clinical experience in Intellectual Disabilities. Good communication skills. Leadership and management skills. Self-motivator and ability to work under pressure. Good interpersonal, organisational and planning abilities. Fluency in two of the three official languages of the Western Cape.

**DUTIES** : Provide efficient and comprehensive psychiatric clinical services for in-patient and out patient (users) at Alexandra Hospital. Provide leadership and supervision to the multidisciplinary team at Alexandra Hospital. Provide effective outreach, support to the network of care providers at district and community level. Provide effective management and administration of the specialist psychiatric and medical services at Alexandra hospital and it's associated community base. Assist and support the Senior Medical Superintendent and clinical Head of Alexandra Hospital in the strategic planning and development of all clinical services within the in-patient and out-patient services at the hospital. Carry out performance management of medical officers and registrars. Supervision and training of registrars, medical officers, interns and medical students. To assist in the orientation and training of other health care workers to ensure the provision of an optimal clinical service. Academic responsibility – the position is a joint post held between the Provincial Department of Health and University of Cape Town.

**ENQUIRIES** : Dr J Walker, tel. no. (021) 503-5009

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

**FOR ATTENTION** : Ms B Hermes  
**CLOSING DATE** : 3 October 2008

**POST 39/169** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**  
(Central Karoo District)

**SALARY** : R174 243 per annum.  
**CENTRE** : Central Karoo District Office, Beaufort West  
**REQUIREMENTS** : Senior (or equivalent) Certificate plus extensive appropriate experience. Extensive appropriate experience in all aspects of Personnel Administration, PERSAL and all employment practices. A valid driver's licence (certified copy). Willingness to travel. The following will serve as recommendations: Diploma/degree in Human Resource Management. Computer literacy. Good interpersonal and written/verbal communication skills. Strong leadership

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|                             |   | qualities. Management and supervisory skills. Creative thinking and the ability to solve complex problems. Project and time management skills.   |
| <b><u>DUTIES</u></b>        | : | Effective management of the Human Resources component including HRM, HRD as well as Labour Relations within the District. Effective personnel administration. Effective application of Human Resources policies and practices. Management and co-ordination of the Staff Performance Management System. Effective Recruitment and Selection administration. Effective Establishment administration. Communicating Human Resource Management related information to management to facilitate informed decision-making. Rendering advice and guidance to staff with regard to the correct application of grievance procedures as well as promoting sound labour relations. Compiling budgetary inputs as well as expenditure control for the section. Ensure effective and efficient communication and formal training in respect of legislation, policies, and directives regarding human resources issues within the District. |
| <b><u>ENQUIRIES</u></b>     | : | Ms MC Thaw, tel.no. (044) 803-2700   |
| <b><u>APPLICATIONS</u></b>  | : | The District Manager: Eden District Office, Private Bag X6592, George, 6530.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms S Pienaar   |
| <b><u>CLOSING DATE</u></b>  | : | 17 October 2008  |
| <b><u>POST 39/170</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT</u></b><br>(Central Karoo District)   |
| <b><u>SALARY</u></b>        | : | R174 243 per annum   |
| <b><u>CENTRE</u></b>        | : | Central Karoo District Office, Beaufort West   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior (or equivalent) Certificate with extensive appropriate experience in relevant duties. Thorough knowledge and functional experience on Financial and Supply Chain Management. Thorough knowledge and practical experience on the computerised financial systems i.e Basic Accounting System (BAS), LOGIS and MEDSAS. Computer literacy (MS Office, with specific reference to MS Excel). Valid drivers licence (B/EB) and willingness to travel. The following will serve as recommendations: Management and supervisory skills. Communication skills both verbal and written. Analytical skills. Ability to work under pressure and independently. Knowledge of standing financial prescripts (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Instructions etc.). Tertiary Qualification in Financial Management, preferably in Accounting and Auditing may serve as an advantage. |
| <b><u>DUTIES</u></b>        | : | Budgeting, expenditure and revenue control within the relevant financial legislative framework. Provide guidance and training to Hospitals and District office staff on good practices in Financial management. Co-ordinate, manage and compile District budget input(s). Responsible for the overall management of financial resources. Assist with costing of Departmental strategic objectives. Monitoring and control over own revenue – supervise the revenue generation process. Liaise closely with LOGIS system Controller. Authorise transactions and commitments within delegated powers. Manage the performance and development (training) of staff. Manage District Bidding Processes.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms S Rhodes, tel.no. (044) 803-2700  |
| <b><u>APPLICATIONS</u></b>  | : | The District Manager: Eden District Office, Private Bag X6592, George, 6530.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms S Pienaar   |
| <b><u>CLOSING DATE</u></b>  | : | 17 October 2008  |
| <b><u>POST 39/171</u></b>   | : | <b><u>SENIOR SOCIAL WORKER (ADVANCED PRODUCTION)</u></b><br>(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)   |
| <b><u>SALARY</u></b>        | : | R145 920 per annum.  |
| <b><u>CENTRE</u></b>        | : | Stikland Hospital Bellville  |
| <b><u>REQUIREMENTS</u></b>  | : | Degree or Diploma in Social Work. 2-3 years appropriate experience. Registration with the South African Council for Social Service Professions as a Social Worker. Valid code B/EB driver's licence. Good communication skills in at least two of the three official languages in the Western Cape. The following will serve as recommendations: Knowledge of Psychosocial Rehabilitation. Good organisational skills. Good interpersonal skills including conflict management. Ability to function independently within a multi professional team. Knowledge of Mental Health and Clinical Social Work. Computer literacy.  |
| <b><u>DUTIES</u></b>        | : | To provide Clinical Social Work Services as well as rehabilitation for mental health users in acute services as well as the community. Outreach and support  |

as member of the Assertive Outreach Community team of which weekly scheduled home visits forms a pivotal role of the outreach actions. Liaise and network with community resources. Training and supervision of Social work students when instructed. Project Management and event planning. Undertake relevant research. Participate in strategic and operational functions of the Social Work Department.

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| <b><u>ENQUIRIES</u></b>     | : | Dr U Botha, tel. no. (021) 940-4536.   |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms B Hermes  |
| <b><u>CLOSING DATE</u></b>  | : | 10 October 2008  |
| <b><u>POST 39/172</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER (RECRUITMENT AND SELECTION)</u></b>  |
| <b><u>SALARY</u></b>        | : | R145 920 per annum.  |
| <b><u>CENTRE</u></b>        | : | Tygerberg Hospital, Parow Valley   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior (or equivalent) Certificate. Extensive experience in Recruitment and Selection and Establishment control. Computer literacy in MS Word, Excel and PERSAL). Recommendations: Excellent communication, interpersonal and conflict management skills. Knowledge of PERSAL and Personnel Administration. Extensive supervisory skills and strong leadership abilities. Ability to work under pressure and meet deadlines.   |
| <b><u>DUTIES</u></b>        | : | Manage the facilitation of the recruitment and selection process. Assist with and investigate grievances with regard to recruitment and selection processes. Manage establishment control matters in the hospital. Update and monitor FPML. Provide an advisory and support service in the application of HR policy and procedures, EE matters and establishment control. Assist and advise with the compilation of job descriptions and job evaluation processes. Supervision, training and development of staff. |
| <b><u>ENQUIRIES</u></b>     | : | Mr P Wolfaardt, tel. no. (021) 938-4138.   |
| <b><u>APPLICATIONS</u></b>  | : | The Chief Director: Tygerberg/Dental Hospitals, Private Bag X3, Tygerberg, 7505  |
| <b><u>FOR ATTENTION</u></b> | : | Ms V Meyer   |
| <b><u>CLOSING DATE</u></b>  | : | 10 October 2008  |

**OFFICE OF THE PUBLIC PROTECTOR**

*The OPP is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativity (race, gender and disability). Preference will be given to candidates whose appointment or promotion meets the requirement for representativity in the Office. People with disabilities and females are encouraged to apply.*

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| <b><u>APPLICATIONS</u></b> | : | Please direct your application stating the relevant reference number to: Private Bag X677, Pretoria 0001 for attention of Mr. T Mabena or hand-deliver to 175 Lunnon Street, Hillcrest Office Park, Hillcrest (Pretoria).  |
| <b><u>CLOSING DATE</u></b> | : | 17 October 2008  |
| <b><u>NOTE</u></b>         | : | All appointments will be done in terms of the Public Protector Act and a 6-month probationary period will be applicable. The successful candidate will be expected to sign a performance agreement. The Office reserves the right not to fill the vacancies. Correspondence will be limited to shortlisted candidates only and should you not be contacted within three months, please consider your application to be unsuccessful. Applications must be accompanied by a covering letter with a detailed CV (including certified copies of qualifications, ID and three references). |

**OTHER POST**

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| <b><u>POST 39/173</u></b>  | : | <b><u>ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT</u></b>  |
| <b><u>SALARY</u></b>       | : | R174 243 per annum plus benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate 3-year tertiary or equivalent qualification preferably in Supply Chain Management with at least 3 years' experience in Procurement (bid administration) and 2 years' supervising experience • Proven knowledge of Procurement Procedures combined with working experience in Treasury Regulations, PPPFA, BEEA and relevant Statutory Provisions (practice notes and Code of Conduct for SCM Practitioners) • Computer literacy with specific reference to MS Word, MS Excel and MS PowerPoint. Competencies: • Good communication skills (ability to communicate at all levels, written and verbal) • Contract administration • Report writing • Analytical thinking • Problem solving • Organising, planning and negotiation skills • Ethical conduct. |
| <b><u>DUTIES</u></b>       | : | Manage all activities pertaining to bid administration and provide administrative support to the Bid Committee • Coordinate and participate in all supply chain management activities including: asset management; planning of stocktaking programmes; and conducting stocktaking and spot checks, disposal of redundant, obsolete and unserviceable items • Implement and monitor BEEA and PPPFA policies • Manage the development and maintenance of suppliers' database • Give guidance and training on Supply Chain Management requirements and manage administrative process on demand, acquisition, logistics and disposal management • Manage the development of subordinates and their daily responsibilities.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. NJ Madzivhandila, tel: (012) 366-7000.  |