



DATE OF ISSUE: 03 OCTOBER 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 40 OF 2008**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **03 NOVEMBER 2008**

**AMENDMENTS** : **DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT:** Kindly note the change in telephone numbers of the following posts: Post 39/48, Post 39/50 and Post 39/64 Enquiries: Ms K Ngomani (012) 357-8661, Post 39/76 Enquiries: Mr M Mugodo (012) 357-8747

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## ANNEXURE A

### DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

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

### MANAGEMENT ECHELON

- POST 40/01** : **DIRECTOR: COORDINATION AND ADMINISTRATION - OFFICE OF THE DEPUTY DIRECTOR-GENERAL: BIODIVERSITY & CONSERVATION (AP124/2008)**

- SALARY** : All inclusive flexible remuneration package of R 540 429 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** : A recognised Bachelor's degree and experience in executive support position. A self starter and able to work under pressure. Good organizational and administrative skills. Written and verbal communication skills. Good interpersonal skills. Ability to work and interact at a high level. Problem solving skills. Initiative and innovation.

- DUTIES** : The successful candidate will be required to assist the DDG in: Monitoring the implementation of Executive and Top Management decisions, managing relations with external stakeholders and co-ordinate special projects, preparing multi-lateral meetings. Acts as a principle contact and provide support to the offices of the Deputy Director General and the Minister. Provide leadership in the management of the DDG's strategic diary. Undertake research and compile reports for the DDG. Manage Cabinet and Parliamentary matters. Manage staff in the office of the DDG.

- ENQUIRIES** : Ms Nomzamo Bhengu Telephone (012) 310 3429

- CLOSING DATE** : 20 October 2008

- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The successful candidate will be subjected to a competency assessment.

- POST 40/02** : **DIRECTOR: PROTECTED AREAS PLANNING AND DEVELOPMENT (AP126/2008)**

- SALARY** : All inclusive flexible remuneration package of R 540 429 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** : A recognized Bachelor degree in natural sciences or an equivalent qualification; a relevant post graduate qualification will serve as added advantage. Proven strategic management and leadership skills; Experience in policy development and implementation; An understanding of the Public Service policy frameworks and knowledge

of the Public Finance Management Act (PFMA) and related Treasury Regulations; Interpersonal skills including problem solving, conflict resolution and negotiation skills; Human resources management skills; Ability to work under pressure and with minimal supervision; Possession of a valid drivers license.

**DUTIES** : The incumbent will be responsible for overseeing establishment and maintenance of a comprehensive, effectively managed and ecologically representative national system of protected areas. Key performance areas for the post include the following: Development of specific strategies and action plans for conservation of biodiversity within protected areas; Ensuring effective management of protected areas; promoting participation and beneficiation of indigenous and local communities in protected areas; Ensuring creation of an enabling environment for management of protected areas; Support the development of standards and best practices for the national protected area system; Oversight of departmental public entities responsible for protected area management.

**ENQUIRIES** : Ms Skumsa Mancotywa Telephone (012) 310 3606

**CLOSING DATE** : 20 October 2008

**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The successful candidate will be subjected to a competency assessment .

**POST 40/03** : **DIRECTOR: SECURITY AND TRAVEL MANAGEMENT REF NO: AP113/2008**

**SALARY** : R 540 429 (An all-inclusive remuneration package)\*

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three year tertiary qualification or an equivalent qualification plus extensive relevant experience in a security and travel management related field; Proven strategic management and leadership skills; Good experience in project management ; Good financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Knowledge of the MISS and other related security and transport related policy documents and legislation, Good report skills, Negotiation skills, Computer literacy and Willingness to work irregular hours when required.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: Security and Travel Management and perform the following key functions : Manage the total security function as per the MISS and the relevant security legislation, report security breaches to the relevant law enforcement agencies, report all security breaches to management, devise all security measures and procedures for the department based on the security policy, functions Manage the departmental travel services. Oversee the management of travel agencies and related services, and submit management reports on travel services. Manage the departmental and subsidized vehicle fleet. Develop, implement and review security policy based on the MISS and MPSS framework. Identify risks and threats to the security of the department and counter vulnerabilities. Responsible for security planning, coordination and management of related services. Implement the new security vetting strategy of RSA. Liaise with relevant law enforcement agencies

**ENQUIRIES** : Mr ME Maseda Tel (012) 310-3750

**FOR ATTENTION** : Ms A Mnisi

**CLOSING DATE** : 17 October 2008

**NOTE** : Persons not employed in the public service are encouraged to apply

## OTHER POSTS

<b><u>POST 40/04</u></b>	:	<b><u>DEPUTY DIRECTOR: TRAVEL SERVICES REF NO: AP115/2008</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (All - inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification or an equivalent qualification or a Grade 12 Certificate. Relevant experience in the management of travel services; Good management experience; Good financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Knowledge of transport related policy guidelines and legislation, Good report skills, Negotiation skills, Computer literacy and Willingness to work irregular hours when required.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following key functions: Manage the departmental travel services. Manage travel agencies and related services; provide management reports on travel services. Liaise with appointed travel agents. Manage and monitor the service level agreements with contracted travel agents. Manage the departmental travel account. Negotiate advantageous deals for transportation, hotel accommodations, car rentals, etc. Consult published and computer-based sources for information on departure and arrival times, fares and hotel ratings and accommodation. Prepare yearly travel schedules. Provide advice on destinations. Oversee the departmental and subsidized vehicle fleet. Manage the payments for First Auto and other travel companies. Responsible for travel planning, coordination and management of related services. Provide advice on international customs and regulations. Assist staff with visa applications, passports certificates of vaccinations.
<b><u>ENQUIRIES</u></b>	:	Mr ME Maseda Tel (012) 310-3750
<b><u>FOR ATTENTION</u></b>	:	Ms A Mnisi
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>NOTE</u></b>	:	Persons not employed in the public service are encouraged to apply
<b><u>POST 40/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: NATIONAL ENVIRONMENTAL AUTHORISATION SYSTEM (AP120/2008)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (Total package of 295 978 per annum/ Conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree in Environmental Management, Natural, Physical or Computer Science or equivalent qualification . An extensive working knowledge of Microsoft Office suite of software and Internet Explorer is a pre-requisite. Good understanding of environmental legislation, specifically Chapter 5 of the National Environmental Management Act, Act 107 of 1998 and the environmental impact assessment regulations. Ability to interpret and apply policy and legislation on national level. Experience in the design, development and implementation of environmental management systems and tools . A valid code EB drivers licence and willingness to travel extensively .The successful candidate must have the following skills: project management, advanced computer literacy, sound interpersonal relations, good written and verbal communication, research, training and presentation, analytical and strategic thinking, problem solving and conflict management. Strong organizational, planning and networking skills.
<b><u>DUTIES</u></b>	:	Develop, implement, maintain and evaluate the National Environmental Authorisation System (NEAS). Provide call centre support, training and capacity building to all users of the NEAS. Liaising with local and provincial government authorities. Review the implications of amendments to the Environmental Impact Assessment regulations on the NEAS. Research existing computerised tools and systems for environmental management. Coordinate the NEAS task team and manage service providers. Identify challenges on the system and

		provide advise on its successful implementation. Monitor daily usage of the system. Manage the subordinates and provide general logistical and administrative support to the Directorate. Represent the Department on various forums/committees and participate in workshops on issues relating to integrated environmental management
<b><u>ENQUIRIES</u></b>	:	Mr Simon Moganetsi Tel: 012 310 3062
<b><u>CLOSING DATE</u></b>	:	20 October 2008
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<b><u>POST 40/06</u></b>	:	<b><u>ASSISTANCE DIRECTOR: TOURISM ENTERPRISE DEVELOPMENT (AP130/2008)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (Total package of 243 515 per annum/ Conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized Bachelors degree or equivalent qualification, preferably in any of the following fields: Tourism Management, Investment Marketing and/ or Enterprise Development. The incumbent must have an appropriate working experience in managerial role, proven leadership abilities, an understanding of tourism industry and computer literacy. The incumbent must be able to work efficiently and under pressure. Experience in project management skills, presentation skills, good interpersonal and communication skills will serve as a recommendation. And possession of code 08 driving license will serve as an advantage.
<b><u>DUTIES</u></b>	:	Support the Deputy Director: Tourism Enterprise Development with investment promotion for key tourism products. Assist with the Sustainable Tourism Business Development. Assist with the implementation of the Global Competitiveness Project strategy. Assist with the implementation of the Second Economy Strategy. Assist with identifying, Packaging and promoting tourism investment opportunities domestically and internationally. Promote Tourism SMME development.
<b><u>ENQUIRIES</u></b>	:	Ms Motlatsi Maleka (012 310 – 3893)
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<b><u>FOR ATTENTION</u></b>	:	Ms Patience Diphaha
<b><u>CLOSING DATE</u></b>	:	20 October 2008
<b><u>POST 40/07</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRAVEL SERVICES REF NO: AP117/2008</u></b>
<b><u>SALARY</u></b>	:	R174 243 p.a (Total package of R243 515 p.a)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year tertiary qualification or an equivalent qualification plus relevant experience in the management of travel services; Knowledge of transport directives, procedures and processes; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Good report skills, Negotiation skills, Computer literacy and Willingness to work irregular hours when required.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following functions: Administer the departmental travel services. Administer travel agencies and related services; compile management reports on travel services. Liaise with appointed travel agents. Monitor the service level agreements signed with contracted travel companies. Draw up tender documents. Ensure travel targets are met as agreed with airlines. Negotiate advantageous deals for transportation, hotel accommodations, car rentals, etc. Consult published and computer-based sources for information on departure and arrival times, fares and hotel ratings and accommodation. Assist staff with visa applications, passports certificates of vaccinations. Manage the departmental and subsidized vehicle fleet. Process payments for First Auto and other travel companies. Ensure that the vehicles are serviced on time. Compile service history report on all vehicles.

**ENQUIRIES** : Mr LG Naidoo Tel (012) 310-3750  
**FOR ATTENTION** : Ms A Mnisi  
**CLOSING DATE** : 17 October 2008  
**NOTE** : Persons not employed in the public service are encouraged to apply

**POST 40/08** : **SENIOR ADMIN OFFICER: TRAVEL SERVICES REF NO: AP119/2008**

**SALARY** : R 145 920 per annum (Total package of R209 150 p.a. /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate or an equivalent qualification plus relevant administrative experience in a similar environment experience; a relevant three year tertiary qualification will serve as an added advantage. Experience in the travel industry; Good interpersonal skills and computer literacy; Good planning and organizational skills, good verbal and written communication skills, and administrative abilities. Ability to work long hours and under pressure.

**DUTIES** : The successful candidate will be responsible for the bookings and provision of orders numbers to travel companies. Processing of invoices for payments, Assist with reconciliation of travel statements. Advise staff on travel and accommodation requirements. Fax travel requests to the travel companies. Ensure that the travel requests are signed by the managers concerned. Report fruitless and wasteful expenditure to supervisor. Ensure that the departmental vehicles are maintained. Ensure that First Auto statements are checked and processed for payment. Inform supervisor of any discrepancies with regards to statements received from travel companies. Facilitate the hiring of vehicles from government garage and car hire companies. Supervise staff in the travel component.

**ENQUIRIES** : Mr LG Naidoo Tel (012) 310-3446  
**FOR ATTENTION** : Ms A Mnisi  
**CLOSING DATE** : 17 October 2008  
**NOTE** : Persons not employed in the public service are encouraged to apply

**POST 40/09** : **ADMINISTRATIVE OFFICER: TRAVEL LOGISTICS (X2) REF NO: AP121/2008**

**SALARY** : R 117 501per annum (Total package of R 174 668 p.a. /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12, or equivalent qualifications plus appropriate experience. Sound interpersonal skills, computer literacy, sound planning and organizational skills, good verbal and written communication skills, and administrative abilities. Ability to work long hours and under pressure. Experience in the travel industry

**DUTIES** : The successful candidate will be responsible for the bookings and provision of orders numbers to travel companies. Processing of invoices for payments, Assist with reconciliation of travel statements. Advise staff on travel and accommodation requirements. Fax travel requests to the travel companies. Ensure that the applicants complete the travel request forms in full. Ensure that the travel requests are signed by the mangers concerned. Report fruitless and wasteful expenditure to supervisor.

**ENQUIRIES** : Mr LG Naidoo Tel (012) 310-3446  
**FOR ATTENTION** : Mr V Blose  
**CLOSING DATE** : 17 October 2008  
**NOTE** : Persons Not Employed In The Public Service Are Encouraged To Apply

**POST 40/10** : **RECORDS ADMINISTRATIVE OFFICER REF NO: (AP127/2008)**

**SALARY** : R117 501 p.a. (Total package of R174 668 p.a conditions apply)  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>◆ Applicants must be in possession of a National Senior Certificate.</li> <li>◆ Knowledge and understanding of records classification, and manual &amp; electronic filing systems.</li> <li>◆ Experience in a Registry environment and/or similar nature (records management and filing) will be added advantage.</li> <li>◆ Knowledge of the National Archives and Record Service of South Africa Act, Minimum Information Security Standards (MISS) and the Electronic Communications and Transaction Act will be an advantage</li> <li>◆ Advanced computer skills.</li> <li>◆ Ability to work under pressure and independently.</li> <li>◆ Innovative.</li> <li>◆ Planning and organising skills, good communication skills (verbal and written), good interpersonal relations and</li> <li>◆ The ability to lead and work with a team.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>◆ Implement and update file registers both manually and electronically.</li> <li>◆ Efficient management of manual and electronic information</li> <li>◆ Maintain the filing system</li> <li>◆ Maintain an approved file plan and ensure records are classified appropriately in line with the National Archives Act and MISS document</li> <li>◆ Assist in the identification for new filing items to be communicated with National Archives.</li> <li>◆ Ensure protection of records as well as the disposal and archiving thereof.</li> <li>◆ Assist in the management and administration of departmental Parking database</li> <li>◆ Management and skills development of Records Management personnel</li> <li>◆ Be prepared to work irregular hours.</li> </ul>
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms Moloko Machaka (012) 310-3978
<b><u>CLOSING DATE</u></b>	:	Mr V Blose
<b><u>NOTE</u></b>	:	17 October 2008
	:	Persons not employed in the public service are encouraged to apply
<b><u>POST 40/11</u></b>	:	<b><u>SENIOR RECORDS CLERK X2 REF NO: AP125/2008</u></b>
<b><u>SALARY</u></b>	:	R 94 326 p.a (Total package of R146 549 p.a conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Senior Certificate (Grade 12). Experience of registry (records management and filing) is essential, computer literacy. Competences needed. Ability to identify, classify and record large variety of official documents. Good communication skill (verbal and written). Good interpersonal skills, accuracy and concentration will serve as a recommendation
<b><u>DUTIES</u></b>	:	Receive incoming mail, prepare outgoing mail, opening and closing of files. Register all correspondence and submission electronically. Sort and refer all correspondence, submissions and memoranda and redirect appropriately. File all documents according to the prescripts of the National Archives. Perform admin duties, administer telephone and desk enquiries and administer phase value forms.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms Moloko Machaka (012) 310-3978
<b><u>CLOSING DATE</u></b>	:	Mr V Blose
<b><u>NOTE</u></b>	:	17 October 2008
	:	Persons not employed in the public service are encouraged to apply
<b><u>POST 40/12</u></b>	:	<b><u>OFFICE ADMINISTRATOR I: (SECRETARY TO THE DIRECTOR: SECURITY AND TRAVEL MANAGEMENT) REF NO: AP123/2008</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (Total package of R 146 549 p.a. /conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Office Administration diploma or equivalent qualifications plus appropriate experience. Sound interpersonal skills, computer literacy, sound planning and organizational skills, good verbal and written communication skills, and administrative abilities. Ability to work long hours and under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the overall management of the office of the Director: Security and Travel Services. The candidate will perform the following functions: -Manage the diary of the directorate and liaise with clients on matters related the directorate. - Manage correspondence and prepare submissions. -Handle tender documentation and processing of the Directorate's procurement orders on Logis. -Assist in the coordination of directorate's projects and



functions. -Assist in the compilation of the Directorate's budget. - Consolidation of directorate's reports, submissions and monthly expenditure report. -The candidate will also assist the Director with directorate tasks and perform office administration responsibilities.

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

: Mr LG Naidoo Tel (012) 310-3446  
: Mr V Blose  
: 17 October 2008  
: Persons not employed in the public service are encouraged to apply

## ANNEXURE B

### DEPARTMENT OF HEALTH

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

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

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

### OTHER POSTS

**POST 40/13** : **ASSISTANT DIRECTOR: DIETETICS (REFERENCE NUMBER NDOH  
210/2008)**

**SALARY** : R217 482 per annum (plus competitive benefits)  
**CENTRE** : Cluster: Health Promotion and Nutrition. Directorate: Nutrition. Pretoria.  
**REQUIREMENTS** : A BSc Dietetics/Nutrition \*Registration with the Health Professions  
Council as a Dietitian \*Knowledge and experience of the Integrated  
Nutrition Programme (INP) and of current infant feeding and child  
survival issues \*Experience in community nutrition policy and guideline  
formulation and in the management of nutrition programmes  
\*Knowledge and experience in monitoring and evaluation \*Knowledge  
and understanding of the Public Finance Management Act (PFMA)  
\*Training and facilitating skills \*Good communication skills (written and  
verbal) and advocacy skills \*Report writing and organizational skills  
\*Ability to work in a team \*Must be willing to travel and work irregular  
hours \*Computer literacy (MS Office) \*A valid code 08 (Code B) driver's  
licence.

**DUTIES** : Implementation of Integrated Nutrition Programme (INP) specifically on  
infant and young child feeding and maternal nutrition \*Co-ordinate the  
Baby-friendly Hospital Initiative (BFHI) assessments \*Monitor and  
support the implementation of the Mother and Baby Friendly practices in  
health facilities and communities \*Advocacy and promotion of safe  
infant feeding practices and maternal nutrition \*Provide nutrition  
services for wellness programmes \*Monitor and evaluate INP  
implementation \*Organise and conduct training \*Develop and implement  
relevant guidelines \*Develop appropriate information education and  
communication material \*Co-ordinate and facilitate nutrition campaigns  
\*Provide technical support and monitor function to Provincial Nutrition  
Units \*Perform any other duties delegated by supervisor.

**ENQUIRIES** : Ms T L Moeng at tel (012) 312-0071.

**CLOSING DATE** : 27 October 2008

<b><u>POST 40/14</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (REFERENCE NO NDOH 207/2008)</u></b> Cluster: Non-Communicable Diseases. Forensic Pathology Services (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*A three-year relevant degree and at least five years experience in office administration in the Public Service *Knowledge and experience of the Public Finance Management Act, BAS, LOGIS and Human Resources regulations *Good supervisory skills *Computer literacy *Work experience of Excel and Human Resources Management *Good communication skills (written and verbal) *Good interpersonal relations and telephone etiquette *Good planning and organisational skills *The ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	*General management of administrative section of the directorate *Ensure an efficient and effective administrative support service *Human Resource Management of administrative component, training and development, planning and quality control, division of labour, stand in duties, guidance and advice, formal disciplinary authority *Budget planning in accordance with operational plans *Financial management (monitor, control and report on expenditure) *Authorise expenditure in accordance with financial delegations *Interpretation of circular minutes, administrative guidelines and departmental policies *Drafting of memoranda, letters and submissions *Secretarial functions for workshops and meetings *Perform delegated powers *Proof reading of submissions to the Cluster Manager, Deputy Director-General, Director-General and Minister as well as guidelines and regulations developed by the Directorate *Administrative link between the Directorate and other divisions/units regarding appointments, transfers, resignations, quarterly reports, advertising and filing of vacant posts, financial reports, etc. *Any other administrative duties as instructed by the Director.
<b><u>ENQUIRIES</u></b>	:	Mr J R Mokonoto at tel (012) 312 0395.
<b><u>CLOSING DATE</u></b>	:	20 October 2008 (Applications received after the closing date will not be considered).
<b><u>POST 40/15</u></b>	:	<b><u>POST A - SENIOR FORENSIC ANALYST (TOXICOLOGY ANALYSES)</u></b> <b><u>POST B – SENIOR FORENSIC ANALYST (FOOD ANALYSES)</u></b> <b><u>(REFERENCE NUMBER NDOH 208/2008)</u></b> Cluster: Non-Communicable Diseases. Directorate: Forensic Pathology Services. Forensic Chemistry Laboratory (This is a re-advertisement with reference numbers 41894/4 and PSC 20/28 with closing date 17 June 2008. Candidates who previously applied for these posts must re-apply if they are still interested)
<b><u>SALARY</u></b>	:	R145 920 per annum (plus competitive benefits).
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*A three-year BSc. or suitable equivalent qualification with Chemistry as a major subject *Proven experience in Food analyses/Toxicology analyses and analytical instruments such as Gas Chromatography (GC), Mass Spectrometry (MS) and High Performance Liquid Chromatography (HPLC) and associated software packages, laboratory accreditation and laboratory safety *Knowledge regarding food analysis, including sample preparation for analyses, for example solid phase extraction (SPE) and microwave digestion, statistical evaluation and interpretation of data created by using analytical techniques such as those mentioned in experience requirements *Experience in solving forensic scientific problems and of basic method development *Knowledge of the Criminal Procedures Act, Health and Safety Act, Basic knowledge of judicial systems and court procedures *Knowledge of ISO17025 and its use in the laboratory *Good written and verbal

communication skills in the English language \*Good interpersonal skills  
 \*A valid code 08 (Code B) driver's licence. Candidates will be subjected to a practical test to determine their liquid and gas chromatography and mass spectrometry, sample preparation and compound identification abilities/skills, as well as computer skills.

**DUTIES** : \*Preparation of samples for analysis. This includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction  
 \*Analysis of samples by means of certain processes and methods including: gas chromatography, high performance liquid chromatography, visual inspection, mass spectrometry, liquid chromatography, wet chemistry, spectrophotometry, atomic absorption spectroscopy, thin layer chromatography, etc. \*Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula \*Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits \*Give evidence in courts of law \*Operation, maintenance and record keeping of all information and data associated with instrumentation \*Basic method development skills on instrumentation \*Creating working instructions/standard operating procedures \*Validation of methods.

**ENQUIRIES** : Ms A Grove or Ms C Deyzel at tel (012) 322 6600.  
**CLOSING DATE** : 27 October 2008 (Applications received after the closing date will not be considered).

**POST 40/16** : **SENIOR SECRETARY GRADE IV (REFERENCE NUMBER NDOH 209/2008)**  
 (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

**SALARY** : R117 501 per annum (plus competitive benefits).  
**CENTRE** : Cluster: Tuberculosis and Management. Pretoria.  
**REQUIREMENTS** : A three-year Secretarial Diploma or equivalent qualification \*Three to five years experience in rendering a support service to top management  
 \*Knowledge and experience in secretarial duties within the public service \*Good interpersonal relations \*Good communications skills (written and verbal) \*Good telephone etiquette \*Good planning and organisational skills \*High level of reliability \*Good computer skills (Excel, Word and PowerPoint)

**DUTIES** : \*Receive telephone calls in an environment where, in addition to the calls for the senior manager \*Render administrative service support  
 \*Provide support to the manager regarding meetings \*Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order \*Record the engagements of the senior manager  
 \*Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings based on the assessed importance and urgency of the matter \*Co-ordinate with and sensitises/advises the manager regarding engagements \*Compile realistic schedules of appointments \*Ensures the effective flow of information and documents to and from the office of the manager \*Ensure safekeeping of all documentation in the office of the manager in line with relevant legislation and policies.

**ENQUIRIES** : Mr CK Rantsome at tel. (012) 312 3128.  
**CLOSING DATE** : 27 October 2008

**POST 40/17** : **ADMINISTRATIVE OFFICER (REFERENCE NO NDOH 206/2008)**  
 Cluster: HIV and AIDS and STI. Directorate: Prevention Strategies  
 (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

**SALARY** : R117 501 per annum (plus competitive benefits).  
**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year Bachelor's degree or National Diploma in Administration or Management or equivalent qualification *Knowledge and experience in office administration *Knowledge and experience of financial management (including compiling and management of budget) and procurement *Knowledge and experience in the field of HIV and AIDS and STIs will be an added advantage *Good planning and organisational skills *Good communication skills (written and verbal) *Good interpersonal relations *Computer literacy (Microsoft, MS Word, Excel, PowerPoint GroupWise, LOGIS) *A valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	*Provide administrative support to the HIV and AIDS and STIs Prevention Unit *Handle procurement for standard and non-standard items *Co-ordinate, liaise and monitor financial performances of all programmes *Prepare purchasing orders and requisition for purchasing orders and services *Making travel subsistence claims *Arrange internal and external meetings, workshops and conferences *Compile agendas and minutes *Liaise with internal and external stakeholders *Handle all logistical matters *Prepare information for meetings and presentations *Prepare and administer budget and expenditure control *Arrange submissions and parliamentary questions.
<b><u>ENQUIRIES</u></b>	:	Ms T Chidarikire at tel (012) 312 3323.
<b><u>CLOSING DATE</u></b>	:	20 October 2008 (Applications received after the closing date will not be considered).
<b><u>POST 40/18</u></b>	:	<b><u>LOGISTICS CLERK GRADE II (REFERENCE NUMBER NDOH 205/2008)</u></b> Cluster: Chief Financial Officer. Directorate: Supply Chain Management (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)
<b><u>SALARY</u></b>	:	R54 879 per annum (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	*Senior Certificate (Grade 12) or equivalent qualification *One year experience in terms of logistics management *Basic knowledge and experience in LOGIS, Procurement Processes, PPPFA and Treasury Regulations *Appropriate experience in terms of a fully operational office with regard to logistic management *Knowledge of Supply Chain Management procedures (orders, sourcing of quotations) *Computer literate *Good communication skills (written and verbal) *Good interpersonal relations *Good problem solving skills.
<b><u>DUTIES</u></b>	:	*Correct packing of material in the Warehouse and bulk store *Assist in regular updating and checking of bin-cards *Assist in maintenance of Transit diary *Maintenance of the 0-9 filing system *Distribute documents, warehouse material and related items *Check accuracy, quality and quantity of all store items received or issued *Capture the VA-2 forms on Logis system *Receive goods from suppliers and certify delivery notes *Assist with recording and faxing of documents within the Warehouse *Source quotation from suppliers through Iqual system *Report all incorrect deliveries to the System Controller *Communicate with suppliers on damaged goods delivered *Assist the Stocktaking Board with the counting of E-class accountable items *Handle queries from Chief users *Keep the supervisor updated on status of Stores daily activities.
<b><u>ENQUIRIES</u></b>	:	Mr E Bologo at tel (012) 312 -3231
<b><u>CLOSING DATE</u></b>	:	20 October 2008 (Applications received after the closing date will not be considered)

## DEPARTMENT OF HOUSING

- APPLICATIONS** : The Director-General, Department of Housing, Private Bag X644, Pretoria 0001 240 Walker Street, Govan Mbeki House, Sunnyside Pretoria 0001
- FOR ATTENTION** : Abel Mositsa
- CLOSING DATE** : 17 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 POST

- POST 40/19** : **CHIEF CAPTURING AND FILING CLERK**  
Directorate: Records Management
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12, successful completion of the National Archives and Records Services Course, with relevant records management experience and a code 08 driver's license. PLUS the following key competencies: Knowledge of various legislation governing the management of records within governmental bodies, postal, courier and transport services. Conflict management skills, ability to work independent, under pressure and meet tight deadlines, analytic skills, organizational skills, leadership qualities, motivational skills, communication skills (verbal & written) and be computer literate.
- DUTIES** : The Chief Capturing and Filing Clerk will be responsible for the administration of, and supervising the administration of, all records management procedures including maintenance of the departmental records classification system according to the legislation and prescribed procedures. Ensuring safe custody and protection of records kept in the possession of the General Records Management Office. Report any requests for additions and amendments into the records classification systems. Keep a register for files opened, files closed and destruction register up to date. Ensure correct placing of correspondence onto files. Manage all functions pertaining to opening/closing of files, filing of documents into files, pending of files, movement of files, storage of files and disposal process strictly according to the legislation, regulations and policies that governs the management of records. Manage all functions pertaining to the bar-coding of files and ensure that information of file covers are recorded in electronic format on the document management system provided. Report on expired retention periods of records that can be destroyed. Assist with conducting of inspections/audits. Assist with awareness campaigns regarding sound records management practices. General supervision of staff, identify skills development needs of staff. Provide records management training to staff. Maintain effective and efficient postal, courier and messenger services.
- ENQUIRIES** : Mr. J Morris (012 ) 421 1581

## INDEPENDENT COMPLAINTS DIRECTORATE

**APPLICATIONS  
FOR ATTENTION  
CLOSING DATE  
NOTE**

- : Independent Complaints Directorate, Private Bag X 941, Pretoria 0001
- : Ms T Marumo
- : 24 October 2008
- : Applications should be submitted on a Z83 form obtainable from any Public Service Department, accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. Faxed applications will not be considered. 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 with the shortlisted candidates only. The candidate will have to undergo security vetting. His/ her character should be beyond reproach.

## OTHER POSTS

**POST 40/20****INTERNSHIP: AUXILIARY SERVICES CLERK****SALARY  
CENTRE  
REQUIREMENTS**

- : Stipend: R2000
- : Pretoria
- : An unemployed South African citizen with a Degree/ Diploma in Transport, Public Management or Logistics/Purchasing Management. The incumbent must be self-driven and computer literate. He/she must be able to work under pressure and should have good personal and communication skill (verbal and Writing). The person should have a valid driver's license.

**DUTIES**

- : Ensure cleanliness in both buildings, ICD House and OMB, Parking bays included; Ordering and issuing of cleaning material as well as stationery within the component; The overall maintenance in the two buildings; Fixing locks; Fixing furniture; Hanging white board; etc Obtain quotations, purchase and control maintenance equipment; Assist with the opening of daily mail; Assist with the management of GG Transport; Filling of completed documentation, Ensuring that GG vehicles are cleaned on a weekly basis, Assist with inspection of GG vehicles, Attend to all complaints related to the cleanliness, readiness and maintenance of both buildings; Assist with the messenger duties ( delivering and collecting of documents)

**ENQUIRIES  
NOTE**

- : Ms S Makwela @ (012) 423 1412
- : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**POST 40/21****CASE ANALYST****SALARY  
CENTRE  
REQUIREMENTS**

- : R 76 194 per annum
- : Pretoria
- : A degree/diploma in Law related field coupled with practical legal experience. Preference will be given to candidates with good interpersonal and communication skills. Computer literacy is essential. Applicants must be willing to work under pressure.

**DUTIES**

- : Key competencies include: Consultations with complaints; Receipt and registration of complaints from members of the public; Analyse such complaints and classify them according to the relevant classification structure; Assist with the monitoring of cases and compilation of statistics; The candidate will also assist with administrative tasks and typing; Capturing of cases into the database.

**ENQUIRIES  
NOTE**

- : Mr O Khanyi @ (012) 392 0435
- : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**POST 40/22****ASSET MANAGEMENT OFFICER****SALARY**

- : R 76 194 per annum

**CENTRE  
REQUIREMENTS**

- : Pretoria
- : A Senior Certificate (Grade 12) with knowledge of LOGIS and appropriate experience in asset management. Knowledge of relevant government procedures. Excellent communication and interpersonal skills. Computer literacy and skills are essential. A valid card driver's license is an added advantage. Must be able to work under pressure and be able to travel to all provincial offices.

**DUTIES**

- : Key competencies include: Request quotations for procurement of assets; Capture requests for procurement of assets on LOGIS; Follow up on orders; Sending and receiving of e-mail and faxes; Capture receipt of asset delivered and invoices on LOGIS; Mark all assets with unique asset numbers; Update the LOGIS asset register; Maintain the physical movement of assets and update the asset register in terms of the movement, additions and disposals; Identify and prepare information on assets for disposal; Perform physical asset verification in Head Office and Provincial Offices; Compile an asset verification report; Ensure the optimal utilization of all assets; Maintaining registers and relevant rosters.

**ENQUIRIES**

- : Ms V Kganyago, Tel No: 012 423 1400



## ANNEXURE E

### 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*

**CLOSING DATE** : 20 October 2008  
**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be 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 this position.

### OTHER POSTS

**POST 40/23** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF: 08/375/HR**

**SALARY** : R407 745 – R472 758 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office (Pretoria)

**REQUIREMENTS** : Appropriate three year degree or equivalent qualification; Formal Qualification in Labour Relations will be an advantage; At least three years experience in broad areas of labour relations; Valid Code B Drivers license. Skills And Competencies: Effective Communication ( Verbal and Written); Analytical thinking; Negotiation Skills; Decision making and problem solution; Interpersonal relationship; Computer skills.

**DUTIES** : Facilitate the resolution of grievances; Manage disciplinary processes and their timely conclusion; Advice management on dispute resolution and track the implementation of settlement agreements and awards; Lead departmental negotiation teams and advice on collective bargaining procedures; Review and implement strike management plans and advice on appropriate actions during strikes; Coordinate training of all aspects of Labour relations; Provide policy guidance of labour relations within the framework of national policies; Collect information on various aspects if Labour relations and report thereon; Manage resources in own unit including human and physical resources.

**ENQUIRIES** : Ms. K. Ngomane ☎ 012 357 8661

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

**POST 40/24** : **LEGAL ADMINISTRATION OFFICER (2 POSTS) REF: 08/78/MP**

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

**CENTRE** : Regional Office, Mpumalanga.

<b><u>REQUIREMENTS</u></b>	:	LLB or four year recognize legal qualification. The following will serve as a recommendation; A valid driver's license. Three years relevant experience in legal administration; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to civil litigation; Skills and Competencies: Computer Literacy; Excellent Communication (verbal and written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Draft legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation, execution of powers and legal matters; Responding to Petitions, representations and complaints from Civil Society and other Government Departments; Liaise with other Departments, Directors of Public Prosecutions and communities on programmes around crime prevention; Prepare memoranda for the appointments of Commissioners of Oaths, Appraisers and Justices of Peace; Determining of responsibility in respect of losses of state money and goods; Administration in respect of the collection of Departmental debts and writing off of debts; Oversee the smooth functioning of specialized courts in the province. i.e. Sexual Offences, Family, Equality and the soon to be established Municipal Court; Conduct Community Awareness Campaigns on Legislations Administered by the Department; In addition to the above-mentioned duties the successful candidates will be required to form part of the Court Visit Team as per mandate of the Provincial Justice, Crime Prevention and Security Cluster, to Act as a Departmental Gender Focal person in the Province, implementation of the Victim's Charter and to give support services to the Courts regarding <i>quasi</i> -judicial functions and to conduct ad hoc training for Maintenance Clerks and Investigators.
<b><u>ENQUIRIES</u></b>	:	Mr SE Mashele ☎ 013 753 9308
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address : Application Box, Fourth Floor Reception , 24 Brown Street, Nedbank Centre, Nelspruit.
<b><u>POST 40/25</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION REF: 08/47/MP</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>	:	Regional Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree or equivalent qualification; Five years experience in administration. Exposure to a managerial position. Skills and Competencies: Extensive knowledge of prescripts administered by the Department; Ability to interact with people at all levels; Knowledge of PFMA, DFI; BAS; JYP and other legislations; Asset ;Facility and Risk Management; A valid driver's license will be an added advantage; Computer literacy (MS Office; Excel and Power Point); Good Communication skills (verbal and written); Ability to work under pressure; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Identification; rectification(where possible) and reporting of computer problems (hard and soft ware); Attending to queries regarding office administration; Submission of applications for rendering agency functions; Disposal of archives; Issuing and distribution of departmental instructions to sub-office; Rendering of registration; Library an typing services; Manage the identifying of needs in respect of office accommodation to Head Office; Manage the securing of maintenance services and residential accommodation; Manage the requisition of stationary forms; office equipment; furniture and requisition of publications; Manage the rendering of transport services; Performance Management in the office and quarterly assessment of staff; Handle correspondence; Draft memoranda, submissions and reports; Compile statistics; Render advice/assistance on a wide spectrum of matters; Maintain prescripts and records; Facilitate training and developments of subordinates.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S.E. Mashele ☎ 013 753 9308
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address : Application Box, Fourth Floor Reception , 24 Brown Street, Nedbank Centre, Nelspruit.
<b><u>POST 40/26</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (2 POSTS) REF: 08/374/AIR</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 REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	An LLB degree or equivalent four year legal qualification; At least three years experience in legal administration; An in-depth knowledge of the Promotion of Access to Information Act,2000 (Act No. 2 of 2000) and its application; Experience in the field of constitutional law and human rights would be an added advantage; A valid driver's license. Skills and Competencies: Research skills; Negotiation skills; Good interpersonal and communication skills (written and verbal); Problem solving and analytical skills; Report writing; Computer literacy (Ms Office).
<b><u>DUTIES</u></b>	:	Process applications for access to information made in terms of the Act; Conduct research and write reports; Conduct presentations to various stakeholders on the Act; Conduct training and public awareness campaigns on the Act; Liaise with internal and external stakeholders on matters relating to the Act; Ensure compliance of the Act by both public and private bodies; Keep the directorates abreast of new developments regarding the Act.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Xundu ☎ 012 315 1781
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>POST 40/27</u></b>	:	<b><u>ASSISTANT DIRECTOR: UTILIZATION REF: 08/42/MP</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>	:	Regional Office, Mpumalanga
	:	An appropriate Bachelor's Degree or equivalent qualification; Three years working experience in HR of which one year much be at supervisory level; Knowledge and experience of human Resource Management; Knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations, Departmental Human Resource Policies and the PERSAL system. Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations and problem solving skills; Good negotiation and mediation; Ability to adhere to confidentiality requirements; Excellent communication (verbal and written); Accuracy and attention to detail; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Overall responsibility and control of own division; General management and development of staff in the division; Control all administrative activities in the utilization division: - Performance management system; Appointment of personnel; Confirmation of probation; Advertisement of post in the region; Maintenance of establishment and; Checking and approve work on PERSAL by sub-ordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S E Mashele ☎ (013) 752 8393
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address : Application Box, Fourth Floor Reception , 24 Brown Street, Nedbank Centre, Nelspruit.

<b><u>POST 40/28</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF: 08/46/MP</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, Mpumalanga
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or equivalent qualification; Three years working experience in HR of which one year must be at supervisory level; Knowledge and experience of human Resource Management; Knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations, Departmental Human Resource Policies and the PERSAL system. Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations and problem solving skills; Good negotiation and mediation; Ability to adhere to confidentiality requirements; Excellent communication (verbal and written); Accuracy and attention to detail; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Overall responsibility and control of own division; General management and development of staff in the division; Control all administrative activities in the utilization division:- Pension; Termination of service; State guarantees; Housing matters and Leave matters.
<b><u>ENQUIRIES</u></b>	:	Mr S E Mashele ☎ (013) 752 8393
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address : Application Box, Fourth Floor Reception , 24 Brown Street, Nedbank Centre, Nelspruit.
<b><u>POST 40/29</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION SECURITY, COMPLIANCE MONITORING AND INVESTIGATIONS REF: 08/VA90/NW</u></b>
<b><u>SALARY</u></b>	:	R174 243 – R 202 287 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	A three year qualification in Law or Security Risk Management . Three years experience in information security and investigations. A valid driver's license; NIA Security Management Course will be an added advantage. Skills and competencies: Sound knowledge of Minimum Information Security Standards (MISS) and other relevant legal prescripts. Understanding of security risk management processes. Investigation acumen; Excellent presentation and report writing skills; Excellent 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>	:	Facilitate the implementation of information security policy, procedures and standards; Conduct security awareness programmes at various sub offices; Conduct security vetting on all administrative staff in the region and maintain; Regional vetting and investigation database. Investigation of security breaches in liaison with SAPS, NIA and other relevant stakeholders. Implementation of the Departmental fraud and anti – corruption strategy.
<b><u>ENQUIRIES</u></b>	:	Mr. Manyathela Isaac at ☎ (018) 389 8338
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<b><u>POST 40/30</u></b>	:	<b><u>E-SCHEDULER CLERK: (1 POST) REF 08/263/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; 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</u></b>	:	Magistrate Randburg: Ms. L Benade ☎ (011) 998 5300
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>POST 40/31</u></b>	:	<b><u>COURT INTERPRETER: (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, Heidelberg
<b><u>REQUIREMENTS</u></b>	:	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</u></b>	:	Mr. B Gwabeni ☎ (016) 349 1930/2
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<b><u>POST 40/32</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: (5 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 (2 Posts) Magistrate Johannesburg: Ref 08/261/GP (2 Posts) Family Advocate Pretoria: Ref 08/262/GP (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<b><u>DUTIES</u></b>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Magistrate Kempton Park Ms. M Opperman ☎ (011) 395 3657 Magistrate Johannesburg Ms. V Sepuru ☎ (011) 491 5000 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.

## ANNEXURE F

### DEPARTMENT OF MINERALS AND ENERGY

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Mr H Marakalala / Mr I Tshabalala
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>NOTE</u></b>	:	Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

### OTHER POSTS

<b><u>POST 40/33</u></b>	:	<b><u>MINERAL LAWS ADMINISTRATION OFFICERS (X2)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Welkom
<b><u>REQUIREMENTS</u></b>	:	A recognised law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law contracts, interpretation of statutes, administrative law, etc. A valid Code 8 driver's licence is a must, as the incumbent will conduct field inspections / attend meeting throughout the region PLUS the following key competencies: <input type="checkbox"/> Knowledge of: Mineral and Petroleum Resources Development Act, 2002 and the now largely repealed Minerals Act, 50 of 1991 Public Finance Management Act, 1991. The Mineral and Petroleum Titles Registration, Act 24 of 2003. The Public Service Act, 1994 and other previous and current related statutes relevant to mining and the environment <input type="checkbox"/> Skills: Ability to interpret the mineral and mining agreements, Legislation and policies and render necessary advice. Ability to draft and compile submissions to the Minister/ DG / DDG and other Departmental officials. Ability to mediate in and resolve conflict situations. Computer literacy <input type="checkbox"/> Communication: Excellent verbal and written communication skills Diplomacy and professional conduct <input type="checkbox"/> Creativity: Dynamic individual and team player Creative thinking. Easily adaptable to change. Ability to solve problems in a creative and constructive manner
<b><u>DUTIES</u></b>	:	KRA's: Process and evaluate applications for prospecting, mining and other related Rights in terms of the Mineral and Petroleum Resources Development Act, 2002 Compile submissions for the Minister / Director-General /Deputy Director-General for the granting / refusal of applicable rights Render advice and assistance to clients and provide information service to them Attend to a wide spectrum of enquiries concerning rights applied for, etc.
<b><u>ENQUIRIES</u></b>	:	MS K Kewuti ☎ 057-391 1300
<b><u>POST 40/34</u></b>	:	<b><u>STATE ACCOUNTANT: TRAVEL AND SUBSISTENCE</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in Finance or Accounting with at least 2 years relevant experience. Must be computer literate and able to work under pressure PLUS the following key competencies: <input type="checkbox"/> Knowledge of Bas and Persal, PFMA and Treasury Regulations <input type="checkbox"/> Skills: interpersonal skills and analytical skills. <input type="checkbox"/> Communication, Good verbal and written communication. <input type="checkbox"/> Creativity, problem solving skills, innovative

<b><u>DUTIES</u></b>	:	KRA's: Authorize transactions on Bas and Persal systems. Supervision and staff development. Review workflow and performance of travel. Management section (S&T). Compile reconciliations and management reports. Clear suspense accounts.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr Tobias Matshika ☎ 012- 317 8176
	:	Mr H Marakalala / Mr Isiah Tshabalala
<b><u>POST 40/35</u></b>	:	<b><u>MINERAL LAW OFFICER</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Polokwane (Limpopo Province)
<b><u>REQUIREMENTS</u></b>	:	A Law degree/equivalent qualification coupled with appropriate experience PLUS the following key competencies: ☐ Knowledge of In depth knowledge of Mineral and Petroleum Resource Development Act and Mineral Act, 1991 (Act 50 of 1991). Knowledge of the appropriate policies of the Department in relation to Minerals and Mining Industry. Commitment to redistribution of Mineral wealth, Black Economic Empowerment, women empowerment in mining and general transformation of the entire mining industry. ☐ Skills: Ability to interpret mineral and mining contracts, legislation and policies and render necessary advice. Ability to draft and compile complex submissions to the Minister and other senior Departmental officials, Ability to mediate in and resolve potential conflict situations, computer literacy, with special emphasis on BAS, Minact, NMPS and the Royalty System. ☐ Communication Sound verbal and written communication skills with regions and public, proficiency in at least two official languages of which one must be English, Ability to provide general meaningful advice by means of direct or written contact with supervisors and clients to ensure consistency in legislative compliance ☐ Creativity Ability to be proactive and innovative and effective in the process of problem solving and improvement of productivity Recommendation/Note: Ability to work under pressure and beyond official hours. Code 08 driver's licence.
<b><u>DUTIES</u></b>	:	KRA's: Process and evaluate applications for prospecting, mining and related rights in terms of Mineral and Petroleum Resources Development Act, 2002 Compile necessary submissions for the Minister, Director General for the granting/ refusal of the necessary mining or prospecting rights. Implement efficient mechanisms for collection of revenue owed to the State. Interpret and implement mining, mineral and related legislation and policy in connection with the rejection/ acceptance or refusal/ granting of applications for prospecting and related rights. Attend to a wide variety of enquiries and queries concerning rights applied for. Evaluating and processing of applications for prospecting and mining rights. Preparing and issuing prospecting and mining permits. Maintaining and updating records for prospecting and mining rights. Capturing and updating data on the Minact system and other relevant information system. Liaising with national, provincial, local and tribal authorities with regard to mining development. Evaluate comments and prepare relevant documents (e.g. submission, contract etc.) Rendering general assistance advice on mining related matters. Resolve conflicts arising from mining development, Conduct site inspections
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms M C Kobe ☎ (015) 287 4700
	:	Mr H Marakalala / Mr Isiah Tshabalala
<b><u>POST 40/36</u></b>	:	<b><u>ADMIN OFFICER: LEASES</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate (Grade 12) and/or an appropriate recognised Bachelors Degree or equivalent qualification PLUS sufficient minimum of one year experience (depending on the qualification obtained) in facilities management. PLUS the following key competencies: ☐ Knowledge of: Lease Officer accommodation Agreements . Public service facilities policies & legislative framework; Knowledge and

		understanding of office accommodation procurement processes i.e. Needs Analysis, Space planning and refurbishment. Office accommodation relocation Management. Financial Management People Management ☐ Skills: Project Management, Ms Office 2000, Ms Project 2000, Space Planning, Problem and Analytical Skills Negotiation and report writing, ☐ Communication: written and verbal. Recommendation/Note: Valid Drivers License
<b><u>DUTIES</u></b>	:	KRA's: • Provision of office accommodation and parking facilities • Arrange and coordinate office movements • Provide support in acquisition of new office accommodation for the Department • Manage facility leases administration
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr Colane Benside ☎ 012 317 8544
	:	Mr H Marakalala / Mr Isiah Tshabalala
<b><u>POST 40/37</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK: TRAVEL AND SUBSISTENCE</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum, Pretoria
	:	A Degree/National Diploma in Finance related field or grade 12 certificate with Accounting and Mathematics as passed subjects with 3-5 years relevant experience. PLUS the following key competencies: ☐ Knowledge of: Bas and Persal, PFMA and Treasury Regulations ☐ Skills: interpersonal skills and analytical skills, Computer literacy ☐ Communication, Good verbal and written communication.
<b><u>DUTIES</u></b>	:	KRA's: Issue trip numbers to travellers. Register documents received. Capture travel and subsistence transactions on Bas and PERSAL systems. Safekeeping of documents. Handle enquiries and keep clients informed.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr Tobias Matshika ☎ 012- 317 8176
	:	Mr H Marakalala / Mr Isiah Tshabalala
<b><u>POST 40/38</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE 1: TRAVEL AND SUBSISTENCE</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum, Pretoria
	:	A Degree/National Diploma in Finance related field or grade 12 certificate with Accounting and Mathematics as passed subjects with 3-5 years relevant experience. PLUS the following key competencies: ☐ Knowledge of: Bas and Persal. PFMA and Treasury Regulations ☐ Skills interpersonal skills and analytical skills. Computer literacy ☐ Communication: Good verbal and written communication
<b><u>DUTIES</u></b>	:	KRA's: Issue trip numbers to travellers. Register documents received. Capture travel and subsistence transactions on Bas and PERSAL systems. Safekeeping of documents. Handle enquiries and keep clients informed.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr Tobias Matshika ☎ 012- 317 8176
	:	Mr H Marakalala / Mr Isiah Tshabalala
<b><u>POST 40/39</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK GRADE 1: TRAVEL AND SUBSISTENCE</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R94 326 per annum Pretoria
	:	A Degree/National Diploma in Finance related field or grade 12 certificate with Accounting and Mathematics as passed subjects with 3-5 years relevant experience. PLUS the following key competencies: ☐ Knowledge of: Bas and PERSAL. PFMA and Treasury Regulations ☐ Skills interpersonal skills and analytical skills. Computer literacy ☐ Communication: Good verbal and written communication



<b><u>DUTIES</u></b>	:	KRA's: Issue trip numbers to travellers. Register documents received. Capture travel and subsistence transactions on Bas and PERSAL systems. Safekeeping of documents. Handle enquiries and keep clients informed.
<b><u>ENQUIRIES</u></b>	:	Mr Tobias Matshika ☎ 012- 317 8176
<b><u>POST 40/40</u></b>	:	<b><u>SECRETARY</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 and equivalent certificate plus credible relevant working experience in secretarial field. PLUS the following key competencies: ☐ Knowledge of: Ms Office packages (word, PowerPoint, Excel, Outlook, Internet, etc. Office/Telephone etiquette, Administrative practice, Document tracking Filing Systems ☐ Skills: Excellent organisational skills, Interpersonal skills, Good people skills, Ability to act with tact discretion ☐ Communication: Ability to communicate well with people at different levels and from different background, ability to Maintain high level of confidentiality ☐ Creativity: Problem solving capability, Able to work under. Pressure, Innovative and creative thinking demands Recommendation/Note: A person who is willing to work in a team.
<b><u>DUTIES</u></b>	:	KRA's: Provide Secretarial support to the manager, Rendering administration support services to the manager/unit, Keep up to date with regard to the applicable prescripts, policies and procedures to ensure efficient and effective support of the managers, Supports manager with the administration of the budgets.
<b><u>ENQUIRIES</u></b>	:	M MALIE ☎ 012 317 8778
<b><u>FOR ATTENTION</u></b>	:	Mr H Marakalala / Mr Isiah Tshabalala
<b><u>POST 40/41</u></b>	:	<b><u>ADMIN CLERK (SUPPLIER DATABASE)</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or qualification in Procurement, Supply Chain Management or related field, Experience in Private or Public Sector Procurement, Working knowledge of the following legislation: PFMA, PPPFA, SCM and other applicable legislation, Computer literacy in MS Office, Knowledge of Logis will be an added advantage, Numeric skills, Good written and verbal communication skills, good written and verbal communication skills, Self driven, Ability to work under pressure PLUS the following key competencies: ☐ Knowledge of : PFMA4 PPPFA, SCM and other applicable legislation ☐ Skills: Computer Literacy Good verbal and written communication ☐ Communication Good verbal and written communication ☐ Creativity: Self - driven. Innovative and self confidence. Ability to work under pressure. Creativity, Analytical thinking.
<b><u>DUTIES</u></b>	:	KRA's: Receive and interpret user specification to ensure clarity of needs. Search for relevant suppliers on database. Obtain quotation from suppliers. Verify supplier information and update of database. File supplier documentation
<b><u>ENQUIRIES</u></b>	:	Mr Taboko Manala ☎ 012 317 8591

## NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to [recruit.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za). Applications can also be faxed to (012) 315 5557
- FOR ATTENTION** : Ms Pinny Ramavhunga
- CLOSING DATE** : 10 October 2008 (at 12:00)
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POST

- POST 40/42** : **SENIOR FINANCIAL ADMINISTRATION SPECIALIST: ASSET MANAGEMENT REFERENCE NUMBER: S197/2008**  
 Division: Corporate Services  
 Purpose Of The Position: Assist in managing the activities, tasks and projects within the Asset Management Section, by ensuring a complete, reliable and accurate asset register.
- SALARY** : R174 243 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** :
  - A diploma or equivalent qualification in Financial Management / Accounting
  - 3 - 5 years experience in an accounting environment with specific reference to asset management
  - Sound knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations
  - Knowledge of and experience in utilising financial and logistics systems, such as BAS (Basic Accounting System) and LOGIS
  - Computer literacy with sound knowledge of the full MS Office suite
  - Demonstrate good interpersonal and client orientation skills
  - Willingness to work cooperatively with others in a team
  - Valid Drivers' license Code B or 08.
- DUTIES** : Key Outputs:
  - Assist in developing, implementing and monitoring acquisition, maintenance and disposal plans for assets
  - Assist in developing and implementing the asset management strategy within the department
  - Ensure that all assets are properly recorded and accounted for in the department's asset register
  - Efficient and effective disposal of redundant or obsolete assets
  - Verify the existence of assets and prepare reconciliation thereof
  - Assist in developing, implementing and maintaining departmental policies, procedures, prescripts and other governance matters
  - Ensure proper monthly and annual reporting and reconciliation on assets is done
  - Provide quality assurance on asset management processes.

## 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 preferenc*

- 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
- 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.
- CLOSING DATE** : 17 October 2008

## OTHER POSTS

- POST 40/43** : **GOVERNANCE ANTHROPOLOGIST (ASSISTANT DIRECTOR LEVEL)**  
Directorate: Traditional Leadership And Institutions
- SALARY** : R 174 243 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three or four year Bachelor's degree with anthropology at third year level (or equivalent qualification) with relevant and extensive knowledge and experience in traditional leadership. Understanding of the legislative framework governing the institution of traditional leadership. In depth knowledge in research methodology, history, customs and a way of life in traditional and rural communities is essential. The incumbent of the post should have skills in the following areas: administration of the database, compilation and analysis of genealogies and analytical skills. A verbal and written understanding of Nguni languages. A valid driver's license (code 08) and computer literacy (Microsoft, MS word and Power point) are also a requirement. A post graduate degree in social research will be an added advantage.
- DUTIES** : The successful candidate will be responsible for the following duties: conduct research concerning the history, leadership structures, governance, genealogies, judicial systems, succession law and traditional and customs of traditional and rural Nguni communities in the province of KwaZulu-Natal. Administer the Geographical Information System (GIS), Traditional Communities Database (TCDB) so as to provide information and answer queries with regard to relevant communities in the province of KwaZulu-Natal. Give support to and conduct research with regard to dispute resolution and policy development pertaining to traditional leadership and institution in the province of KwaZulu-Natal. Deal with ad hoc request for advice and information on traditional leadership institutions
- ENQUIRIES** : Mr. J Meiring @ (012) 336 5803 or Ms T Kalamore @ (012) 334 5807
- NOTE** : Candidates who applied previously need not re-apply, since their applications will still be considered

<b><u>POST 40/44</u></b>	:	<b><u>GOVERNANCE ANTHROPOLOGIST (TWO POSTS) (ONE POST FOR EASTERN CAPE PROVINCE AND THE OTHER POST IS FOR NORTH WEST AND NORTHERN CAPE PROVINCES)</u></b>
<b><u>SALARY</u></b>	:	R 145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three or four year Bachelor's degree with anthropology at third year level (or equivalent qualification) with relevant knowledge and experience in traditional leadership. Understanding of the legislative framework governing the institution of traditional leadership. Knowledge of research methodology, history, customs and a way of life in traditional and rural communities is essential. The incumbents of the post should have skills in the following areas: administration of a database, compilation and analysis of genealogies and analytical skills. A verbal and written understanding of Nguni (Eastern Cape Province) or Sotho (North West and Northern Cape Provinces) languages. A valid driver's license (code 08) and computer literacy (Microsoft, MS word and Power point) are also a requirement. A post graduate degree in social research will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following duties: Conduct research concerning the history, leadership structures, governance, genealogies, judicial systems, succession law and traditional and customs of traditional and rural Nguni communities in the Eastern Cape province or Sotho communities in the North West and Northern Cape provinces. Administer the Geographical Information System (GIS), Traditional Communities Database (TCDB) to provide information and answer queries with regard to relevant communities in the Eastern Cape or North West and Northern Cape. Give support to and conduct research with regard to dispute resolution and policy development pertaining to traditional leadership and institution in the Eastern Cape province or North West and Northern Cape provinces. Deal with ad hoc requests for advice and information on traditional leadership institutions.
<b><u>ENQUIRIES</u></b>	:	Mr J Meiring, tel (012) 336 5803 or Ms T Kalamore, tel (012) 334 5807
<b><u>NOTE</u></b>	:	Candidates who applied previously need not re-apply, since their applications will still be considered. This is applicable to the Eastern Cape Province only.

## ANNEXURE I

### DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail [response6@pinpointone.co.za](mailto:response6@pinpointone.co.za). To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Monday, 13 October 2008
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Note: To verify that your application has been received, please contact Happy Mandlasi at tel. (011) 325 5101. Please note that this contact number is not for general enquiries.

### MANAGEMENT ECHELON

- POST 40/45** : **DIRECTOR: EMPLOYEE RELATIONS AND TRANSFORMATION**
- SALARY** : An all-inclusive remuneration package of R540 429 per annum. Annual progression up to maximum salary of R581 880 per annum is possible, subject to satisfactory performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- REQUIREMENTS** : Bachelor's degree in Social Sciences, Labour Law or equivalent qualification. Extensive experience relating to employee health and wellness, sporting codes, occupational health and safety wellness, labour relations and transformation programmes. Excellent people management and development skills. Excellent skills relating to various facets of communication. Intermediate computer skills in MS Word, Power-point and Excel.
- DUTIES** : Ensure the development policies, programmes and sound implementation and advice of the following in the DPSP: Employee wellness and employee assistance programmes. Sporting codes, including Africa Public Service day participation. Occupational health and safety, functioning gym and canteen services. Facilities and property management (includes cleaning services). Transformation (programmes re employment equity, gender, people with disability, youth, rights of the child). Mainstream Batho Pele initiative in DPSP. Manage and develop people in Directorate. Ensure exit interviews. Write briefing notes for speeches and articles on the above mentioned.

**ENQUIRIES** : Ensure maintenance of relevant databases. Liaise with various stakeholders. Ensure Monitoring and Evaluation and reporting  
Ms B. Hendricks, tel no. (012) 336 1570

#### **OTHER POSTS**

**POST 40/46** : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS AND TRANSFORMATION**

**SALARY** : An all-inclusive remuneration package of R344 052 per annum. Annual progression up to maximum salary of R398 805 per annum is possible, subject to satisfactory performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.

**REQUIREMENTS** : Bachelor's degree in Social Sciences or equivalent qualification. Advanced knowledge and experience in employee wellness issues, occupational health and safety and matters relating to transformation programmes. Advanced skills in all aspects of communication. Advanced Computer skills in MS Word, Powerpoint and Excel. Innovative/Creative. Ability to work independently and lead/support a team. Driver's license.

**DUTIES** : Assist in the development of policies and programmes and the sound implementation and advice on the practices as they relate to the following: Employee Wellness and assistance. Sporting Codes and participation of DPSA in the Africa Public Service day celebrations, Functioning of Gym and Canteen Services. Occupational health and safety (oversee OHS Teams). Facilities and property management, (includes cleaning services). Transformation (Programmes relating to employment equity, gender, people with disability, youth, and rights of the child). Mainstream Batho Pele Initiative in DPSA. Manage and develop people in section. Ensure exit interviews. Writing briefing notes for speeches and articles on the above. Ensure maintenance of relevant databases. Liaise with various stakeholders. Ensure Monitoring and Evaluation and Reporting

**ENQUIRIES** : Ms B. Hendricks, tel no (012) 336 1570

**POST 40/47** : **ASSISTANT DIRECTOR: FIELD ADMINISTRATION (3 POSTS)**  
The incumbent is expected to provide support to provinces in the implementation of the community development workers programme as well as acting as a link between the programme office at national level and the provinces. The Field Administrator will be allocated three provinces to service and to assist developing mechanisms to ensure the effective implementation of the CDWP in the provinces. Facilitate the development of reliable databases on community development workers in the provinces and provide logistical support to the allocated provinces and national office. Ensure implementation of decisions; follow up and documentation of cases addressed. Monitor implementation of the CDW Master Plan and prepare progress reports. The position is based in Pretoria and involves extensive travelling to Provinces.

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

**REQUIREMENTS** : Bachelor's degree or equivalent qualification in Community Development or the Social Sciences. Two to three years' work experience in community development or related field. Knowledge of systems of government at all levels. Coordination, facilitation and project management skills. Good verbal and written communication skills, research experience and ability to work independently and under pressure. Proficiency in at least two languages and basic communication skills in additional languages is necessary. Other generic skills include computer literacy, conflict management, analysis, teamwork and interpersonal relations.

**DUTIES**

: Provide support to the provinces in the implementation of the CDWP and ensure that decisions taken regarding the programme and other strategy guidelines documents such as the Master Plan are implemented at provincial level. Serve as the key linkage between the national office and provinces, to strengthen the relationship as well as identifying trends in provinces that emerge from the implementation of the CDWP. Ensure regular reporting and dissemination of information from the provinces to national office and other stakeholders. Monitor programme implementation and ensure that challenges are addressed timeously. Facilitate and assist in the development of databases and other systems for the community development workers in the province. Identify needs and trends relating to the community development workers and submit to national office for intervention where required. Assist in the marketing and promotion of the CDWP to stakeholders at provincial level.

**ENQUIRIES**

: Ms F Maleka, tel no (012) 336 1259.

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 17 October 2008
- NOTE** : ☐ A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. ☐ It will be required of the successful candidate to undergo an appropriate security clearance. ☐ An indication in this regard will facilitate the processing of applications. ☐ Applicants must please note that they will be required to show proof of original qualifications during the selection process. ☐ Correspondence will be limited to successful candidates only. ☐ If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. ☐ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). ☐ Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

**MANAGEMENT ECHELON**

- POST 40/48** : **DIRECTOR: BUDGET PLANNING AND MONITORING**  
Chief Directorate: Financial Planning and Monitoring
- SALARY** : R540 429 p.a. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : ☐ An appropriate Bachelors Degree (or equivalent qualification) in financial management PLUS credible experience. ☐ Knowledge of the Public Sector finance and administration. Competencies needed: ☐ Budget planning and monitoring skills. ☐ Financial management and cost accounting skills. ☐ Managerial and organisational skills. ☐ Communication (written and verbal) skills. ☐ People management and empowerment skills. ☐ Computer software knowledge and experience. ☐ Programme and project management skills. ☐ Client orientation and customer focus skills. ☐ Strategic planning skills. ☐ Presentation skills. Attributes: ☐ Ability to work under pressure and to cope with a high workload.
- DUTIES** : Key Responsibilities: ☐ Maintain sound intergovernmental relations and interact with the National Treasury, Provincial Departments of Social Development and intergovernmental forums (eg. Chief Financial Officers, Heads of Social Development and MINMEC) on a regular basis. ☐ Maintain effective and efficient systems for financial planning, budgeting control and financial reporting. ☐ Facilitate the planning, development and co-ordination of the multi-year MTEF inputs of the Department and sector priorities. ☐ Report timeously on the state of expenditure of the national Department of Social Development to Top Management, the Minister and the National Treasury. ☐ Timeously compile information to Parliament with regard to the Main Estimate, Adjustments Estimate and Supplementary Estimate. ☐ Maintain the financial system (BAS) in the Department. ☐ Maintain a comprehensive budget and expenditure database for the social development sector to ensure effective reporting to the respective programme managers,



National Treasury, Heads of Social Development, MINMEC and other Sectoral Forums. □ Advise on the availability of funding for new and or amendments to existing departmental policies, legislation, programmes and projects prior to approval and implementation thereof. □ Facilitate the development and maintenance of a capacity building programme for programme and responsibility managers as well as budget administrators and financial assistants as far as budget planning, expenditure control, cashflow management and financial reporting are concerned. □ Provide general advice to the Department on financial planning, expenditure control and reporting as well as any other budget related matter. □ Develop and maintain the Departmental Instructions with regard to budgetary matters in terms of relevant Acts and Regulations. □ Timeously complete the appropriation account for the Department and participate in consultation with the Auditor-General, Audit Committee, relevant Portfolio Committees and the Standing Committee on Public Accounts.

**ENQUIRIES** : Ms D Snyman Tel no: (012) 312-7829

### **OTHER POSTS**

**POST 40/49** : **ASSISTANT DIRECTOR: POPULATION RESOURCE CENTRE**  
Directorate: Population and Development Programmes

**SALARY CENTRE REQUIREMENTS** : R217 482 p.a.  
Pretoria  
□ An appropriate recognised Bachelor's Degree or equivalent qualification in Social Sciences PLUS credible appropriate experience. Competencies needed: □ Expertise and experience in utilising information science and technology. □ Communication (written, verbal and liaison) skills. □ Planning and organising skills. Attributes: □ Accurate. □ Compliant. □ Systematic Adaptable. □ Disciplined. □ Logical. □ Independent □ Assertive. □ Self-starter.

**DUTIES** : Key Responsibilities: □ Manage the Population and Development Information Service and the Population Resource Centre. □ Facilitate the World Summit on Information Society implementation in cooperation with relevant stakeholders. □ Monitor and evaluate the population and development information needs. □ Promote the Population and Development Information Service and Population Resource Centre. □ Package and disseminate population and development information according to stakeholder's needs.

**ENQUIRIES** : Ms L van Staden Tel no: (012) 312-7408

**POST 40/50** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**  
Directorate: Employee Relations

**SALARY CENTRE REQUIREMENTS** : R217 482 p.a.  
Pretoria  
□ An appropriate Bachelor 's Degree or Diploma with Labour/ Employee or Industrial Relations as a major subject or equivalent qualification PLUS appropriate experience in Labour Relations. □ Knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public Service Regulations and Collective Agreements. □ Knowledge of conflict and dispute resolution. □ A valid driver 's license. Competencies needed: □ Ability to communicate (written, verbal and liaison) at different levels. □ Policy formulation and analysis skills. □ Organising and planning skills. □ Presentation skills. □ Research skills. □ Computer literacy. □ Problem-solving skills. □ People management. Attributes: □ Friendly. □ Disciplined. □ Accurate and precise. □ Probing. □ Independent. □ Influential. □ Factual. □ Team-player. □ Ability to work under pressure. □ Innovative and creative.

**DUTIES** : Key Responsibilities: □ Conflict resolution and represent the employer in dispute resolution hearings, conciliation and arbitration. □ Develop, implement, monitor and review labour relations policies. □ Deal with

disciplinary cases including preparation of charge sheets and the provision of support to the relevant role-players, including presiding officers and departmental representatives. □ Conduct research, facilitate training of Managers and provide support and advice with regard to labour relations matters. □ Participate in induction and in Departmental Bargaining Chamber activities. □ Monitor and ensure implementation of Collective Agreements as well as attending meetings of Collective Agreements Bargaining Structures. □ Supervise and develop the staff and perform other operational matters within the Sub-directorate. □ Provide regular reports as and when required and advice on strike related matters.

**ENQUIRIES** : Mr A van der Mescht Tel no: (012) 312-7337

**POST 40/51** : **EXECUTIVE ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL**  
(Contract until 31 March 2009)  
Branch: Welfare Services

**SALARY** : R174 243 p.a. PLUS 37% of salary in lieu of benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** :  
□ A Grade 12 Certificate (or equivalent qualification) OR an appropriate Bachelors Degree (or equivalent qualification) PLUS credible experience in the administrative field. □ Knowledge of financial management, human resource management as well as provisioning and procurement administration policies and prescripts. □ Knowledge of document tracking, storage and retrieval as well as filing systems. Competencies needed: □ Planning and organising skills. □ Analytical thinking and innovation. □ Change and diversity management skills. □ Budgeting skills. □ Communication (written, verbal and liaison) skills. □ Presentation skills. □ Problem-solving skills. □ Project management skills. □ Computer literacy. Attributes: □ Self starter. □ Positive. □ Confident. □ Accurate. □ Systematic. □ Adaptable.

**DUTIES** : Key Responsibilities: □ Provide strategic support and assistance to the Deputy Director-General: Welfare Service. □ Maintain a monitoring system for instructions/requests received from and/or referred to relevant stakeholders. □ Conduct internet research. □ Draft, edit, collate, analyse and interpret reports and other documents as required. □ Coordinate the administrative matters of the Branch: Welfare Services in respect of human resource management, procurement, financial, and provisioning. □ Coordinate critical projects as identified by the DDG: Welfare Services. □ Act as the secretariat at meetings chaired by the DDG: Welfare Services. □ Act as a link between the Office of the Director-General, the Chief Directorates and the support service directorates to ensure the coordination of functions such as management of documentation as well as strategic and general management meetings. □ Coordinate cluster activities. □ Manage the budget of the Deputy Director-General: Welfare Services.

**ENQUIRIES** : Dr M Mabetoa Tel no: (012) 312-7546

**DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Sekgala Group, P O Box 7086, Halfway House, 1685 OR Unit B6 Greenoaks Office Park, Cor Bekker Road and Gregory Avenue, Vorna Valley, 1685. Enquiries: 086 172 6267. Employees are reminded to quote the relevant reference numbers when applying for these posts.
- CLOSING DATE** : 20 October 2008
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**OTHER POST**

- POST 40/52** : **ACCOUNTANT**  
(Branch: Integrated Planning and Inter-Sphere Co-ordination)  
(Sub-Directorate: Administration and Stakeholder Management)
- SALARY** : R117 501 Per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate three years Bachelor Degree/ National Diploma in Accounting or Internal Auditing With one year relevant experience •  
Note: The following will serve as a recommendation: Financial management and budgeting skills. Computer literacy. Knowledge and understanding of asset management. Knowledge and understanding of Public Finance Management Act. Knowledge and understanding of the procurement and tender procedures. Report writing skills. Planning and organizing skills. Good interpersonal and communication skills. Willingness to work beyond normal working hours.
- DUTIES** : Manage and provide an accurate and timeous accounting system with reliable information. Manage the financial process and systems in compliance with the PFMA. Compile financial statements. Check claims received and certify correctness prior to effecting payments. Manage audit queries.
- ENQUIRIES** : Ms H Mahlangu Tel: (012) 309 3952
- NOTE** : Shortlisted Candidates will be subject to personality profile analysis

## ANNEXURE L

### DEPARTMENT OF WATER AFFAIRS AND FORESTRY

*The Department of Water Affairs and Forestry is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of this post and persons whose appointment will promote representivity, will receive preference.*

**CLOSING DATE** : 17 October 2008  
**NOTE** : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. 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 40/53** : **INDUSTRIAL TECHNOLOGIST (5 POSTS)**  
Sub-directorate: Dam Safety Surveillance

**SALARY** : R344 052 per annum (all inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Required for appointment to this position is an appropriate bachelor's degree in Civil Engineering (B. Tech: Civil) or equivalent qualification as prescribed in the Engineering Profession Act (Act 46 of 2000) or extensive dam monitoring and surveillance experience. It is recommended that the applicant be registered with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist in which proof must be provided. Applicants must be willing to travel and work irregular hours. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering work. The following will serve as recommendations for appointment: Computer literacy, ability to compile technical reports; thorough and proven knowledge of dam safety monitoring and surveillance, current standards and practices of hydraulic structures, hydrology, hydraulics, geology, foundations and building materials as well as computer applications, basic electronics and instrumentation; knowledge of construction techniques, environmental and legal aspects, managing consulting engineers, contract administration and resolution of claims; financial management; and the ability to work independently.

**DUTIES** : Key Performance Areas: The successful incumbent will work as Project leader. He/ she will design and optimise remedial works to existing dams with due consideration to the environment; compile and evaluate tender documents; execute dam safety evaluations in terms of dam safety regulations; perform behaviour analyses of dams; perform structural analyses of dams and water-related works; supervise rehabilitation of structures, including dams and water-related works; execute advanced geodetic surveys and processing data; the administration of contracts; design, install and maintain dam monitoring systems; develop new dam safety instrumentation; draft and update technical specifications; and liaise and consult with related professions, contractors and interact with consulting engineers.

**ENQUIRIES** : Prof C Oosthuizen, Tel (012) 336 8516  
**APPLICATIONS** : The Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.

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

<b><u>POST 40/54</u></b>	:	<b><u>PRINCIPAL ENGINEER (4 POSTS)</u></b> Sub-directorate: Dam Safety Surveillance
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants need to have a recognised four-year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed in the Engineering profession Act (Act 46 of 2000), plus post-qualification experience. Proof must be provided that the Engineering Council of South Africa accepts their qualifications for the purposes of registration as a Candidate Engineer within eight months of accepting the offer. Applicants must be willing to travel and work irregular hours.. Recommendations for this position included computer literacy, an ability to compile technical reports, thorough proven knowledge of current standards and practises of hydraulic structures, hydrology, hydraulics, geology, foundations and building materials as well as computer applications. Knowledge of construction techniques, environmental and legal aspects, detailed structural and risk-based (probability and finite element) analyses, dam surveillance, managing consulting engineers, contract administration and resolution of claims; Financial Management and the ability to work independently. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful incumbent will work as a project leader. Designing and optimising remedial works to existing dams with due consideration to the environment. Compiling and evaluating tender documents. Executing dam safety evaluations in terms of dam safety regulations. Performing risk-based probability analyses of dams. Performing structural analyses of dams and water related works. Supervising rehabilitation to structures, including dams and water related works. Administration of contracts. Drafting and updating of technical specifications. Liaison and consultation with related professions, contractors and interact with consulting engineers.
<b><u>ENQUIRIES</u></b>	:	Prof. C Oosthuizen Tel (012) 336 8516
<b><u>APPLICATIONS</u></b>	:	The Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/55</u></b>	:	<b><u>SENIOR ENGINEER (3 POSTS)</u></b> Sub-directorate: Dam Safety Surveillance
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The applicant should have a recognised four-year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed in the Engineering profession Act (Act 46 of 2000). It is recommended that proof be provided that the Engineering Council of South Africa accepts the qualifications for the purposes of registration as a Candidate Engineer within eight months of accepting the offer. The applicant should be willing to travel and work irregular hours. Further recommendation will be computer literacy and ability to compile reports; thorough proven knowledge of current standards and practices of hydraulic structures, hydrology, hydraulics, geology, foundations and building materials as well as computer applications. Knowledge of construction techniques, environmental and legal aspects, detailed structural and risk-based (probability and finite element) analyses, dam surveillance, managing consulting engineers, contract administration and resolution of claims; Financial Management and the ability to work independently. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful incumbent will work as a project leader. He/she will be designing and optimising remedial works to existing dams with due consideration to the environment; compiling

		and evaluating tender documents; executing dam safety evaluations in terms of dam safety regulations; performing risk-based probability analyses of dams; performing structural analyses of dams and water related works; supervising rehabilitation to structures, including dams and water related works; administration of contracts; drafting and updating of technical specifications; liaison and consultation with related professions, contractors and interact with consulting engineers.
<b><u>ENQUIRIES</u></b>	:	Prof. C Oosthuizen Tel (012) 336 8516
<b><u>APPLICATIONS</u></b>	:	The Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/56</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN (2 POSTS)</u></b> Sub-directorate: Dam Safety Surveillance
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The applicant must be in possession of an appropriate recognised three-year Civil Engineering qualification or equivalent qualification as prescribed in the Engineering Profession Act (Act 46 of 2000), plus extensive post-qualification experience. It is recommended that proof be provided that the Engineering Council of South Africa accepts the qualification for purposes of registration as a Candidate Engineering Technician within eight months of accepting the offer. Applicants must be willing to travel and work irregular hours. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering. The following will serve as recommendation for appointment: computer literacy and ability to compile technical reports; thorough and proven knowledge of dam safety monitoring and surveillance, current standards and practices of hydraulics structure, hydrology, hydraulics, geology, foundations and building materials as well as computer applications, basic electronics and instrumentation; knowledge of construction techniques as well as environmental and legal aspects; and the ability to work independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbent of the posts will be responsible for designing and optimising remedial works to existing dams with due consideration to the environment; dam safety monitoring and processing of data; performing behaviour analyses of dams; performing structural analyses of dams and water-related works; supervising rehabilitation of structure, including dams and water-related works; executing geodetic surveys and processing data; the administration of contracts; compiling and evaluating tender documents; drafting and updating of technical specifications; and liaison and consultation with related professions, contractor and interact with consulting engineers
<b><u>ENQUIRIES</u></b>	:	Prof C Oosthuizen Tel (012) 336 8516
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<b><u>POST 40/57</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION</u></b>
<b><u>SALARY</u></b>	:	R 174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised degree/diploma and/or equivalent qualification. Appropriate experience related to the subsidised motor vehicle scheme. The successful candidate must possess a thorough knowledge of relevant policies as well as, good verbal and written communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Ensure adherence to the subsidised motor vehicle administration processes. Manage applications, monthly log sheets, vehicle utilisation and risk management thereof. Ensure communication and liaising with internal and external stakeholders. Ensure technical support and administration to the Advisory Committee. Manage, administer and co-ordinate personnel matters in the division.

<b><u>ENQUIRIES</u></b>	:	Mr T J Kleu, Tel (012) 336-7571
<b><u>APPLICATIONS</u></b>	:	The Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION</u></b>
<b><u>SALARY</u></b>	:	R 174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised degree/diploma and/or equivalent qualification. Appropriate experience in Fleet and Travel Management. The successful candidate should possess a thorough knowledge of relevant policies as well as, good verbal and written communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Ensure policy maintenance and the implementation thereof. Co-ordinate and ensure monitoring and evaluation of transport systems according to the policies. Ensure communication and liaison with internal and external stakeholders. Ensure technical support, and communicate interpretation and changes to users and management. Manage and administer and co-ordinate personnel matters in the division.
<b><u>ENQUIRIES</u></b>	:	Mr. T J Kleu, Tel (012) 336-7571
<b><u>APPLICATIONS</u></b>	:	The Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<b><u>POST 40/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY OPERATIONS/ADMINISTRATION (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate security manager's certificate or diploma, Private Security Industry Regulation Act, Grade A certificate. Three years management and supervision experience. Good communication skills (written and verbal). Computer literacy, strong leadership skills, good interpersonal relations and ability to work under pressure. A valid code EB drivers license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the total security function (personnel, documents, communication and computer systems) of the department. Draft internal security policy, based on the MISS (minimum information security standards) document and advice management on amendments to such a policy. Advise management regarding the security risk. Devise all security measures and procedures for the department, based on security policy. Evaluate and improve the effectiveness of security measures and procedures. Ensure training of all security officials. Conduct a security awareness program in the department. Monitor the extent of adherence and compliance to the security policy and measures (including that officials with access to sensitive information are vetted). Initiate corrective/disciplinary steps in case of non-adherence, in line with the policy on misconduct. Liaise with NIA (National Intelligence Agency) for advice, assistance and information regarding information security. Liaise with SAPS regarding physical security needs and problems in order to ensure effective security.
<b><u>ENQUIRIES</u></b>	:	Mr K Rademeyer, Tel (012) 336-7672
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C. Mazibuko, Zwamadaka Building, Room 610
<b><u>POST 40/60</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN NATIONAL WATER RESOURCES INFRASTRUCTURE BRANCH: VANDERKLOOF DAM</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Vanderkloof Dam and Vanderkloof Canals Government Water Scheme

<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Civil/ Mechanical engineering (or equivalent qualification) or registration as an Engineering Technician in term of section 14(1) or 14(2) of the Engineering Professions of SA Act, 1990 plus appropriate experience. A valid driver's licence, code B (old code 08). A minimum of at least 6 years appropriate experience. The following will serve as recommendations. * Extensive appropriate experience in Operation and Maintenance of bulk water supply schemes. * Extensive and proven management skills. * Knowledge of the application of the National Water Act. 1998 and the Occupational Health and Safety Act. 1993. * Dam safety regulations and requirements. * Experience in civil, mechanical and electrical maintenance on large storage dams. Experience in operation and maintenance of irrigation schemes. * Experience of EEP and Transformation.
<b><u>DUTIES</u></b>	:	The successful candidate will have control over personnel who are performing the following functions; water supply; abstraction control; civil, mechanical and electrical maintenance on infrastructure; dam safety monitoring' and all water related matters in terms of the National Water Act and administrative functions for the proper functioning of the Schemes. He/she will also control the budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure, comply with the Occupational Health and Safety Act, act as departmental representative on committees and task teams, supervise and control over contracts and control the execution of contract and the handling of the prescribed payments procedures.
<b><u>ENQUIRIES FOR ATTENTION APPLICATIONS</u></b>	:	Mr. A.G. Visser, 051-4059254, 082 – 8085583
	:	Ms. T Matha
	:	Chief Director: Free State, P/Bag 528, Bloemfontein, 9300.
<b><u>POST 40/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: SAFETY ADMINISTRATION</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum
	:	Pretoria
	:	A degree / diploma in Occupational Health and Safety (OHS) plus credible experience in the field of OHS the majority of which should be at a managerial level. Good leadership and managerial skills. The ability to communicate effectively at all levels, both verbally and in writing. Good presentation skills. The ability to train people. Good interpersonal relations skills. Computer literacy. The ability to manage conflict situations effectively. A valid code EB driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the OHS at Head Office. Assist with the drafting and amendment of policies. Advise management regarding all OHS aspects in the Department. Ensure OHS training for officials. Ensure OHS legal compliance in Head Office. Draft safe working procedures and other necessary documentation. Run Safety awareness campaigns/programmes in the Department. Conduct audits and risk assessments in the different work sections. Manage incident investigation in Head Office. Circulate safety alerts. Liaise with stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K Rademeyer Tel (012) 336-7672
	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, Zwamadaka Building, Room 610
<b><u>POST 40/62</u></b>	:	<b><u>ARTISAN SUPERINTENDENT: MECHANICAL</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum
	:	Groblersdal Area Office
	:	Applicants must have completed an appropriate apprenticeship and be in possession of a relevant Trade Test Certificate (fitter and turner, diesel mechanic and millwright) with appropriate experience in the relevant trade. Knowledge of the Mechanical discipline is required. A valid driver's license is essential. The incumbent must be prepared to



		travel long distances to dams and work out of the office. Computer literacy, personnel management and contract management experience is required.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the mechanical workshops in Groblersdal and monitor relevant Mechanical maintenance. Manage contractors and PSPs. Develop relevant tenders. Mechanical maintenance of dams: Repairing of equipment, pumps, valves, actuators, gearboxes and corrosion protection of pipes and equipment. Inspect maintenance work.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/63</u></b>	:	<b><u>ARTISAN SUPERINTENDENT: ELECTRICAL</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Groblersdal Area Office
<b><u>REQUIREMENTS</u></b>	:	Applicants must have completed an appropriate apprenticeship and be in possession of a relevant Trade Test Certificate (electrician low and medium voltage) with appropriate experience in the relevant trade. Knowledge of low and medium current, electrical motors, PLC's and wiring of houses is required. Knowledge of maintenance of switchgear, transformers, overhead and underground cables and street lights. A valid code EB driver's license is essential. Must be prepared to travel long distances to dams and work out of the office. Computer literacy, personnel management and contract management experience is required.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the electrical maintenance of Water Resource Infrastructure, equipment and machinery. Electrical maintenance of dams and buildings: Repairing of machinery, equipment, pumps, valves, actuators, and gearboxes, corrosion protection of equipment and machinery. Comply with the Occupational Health and Safety Act and other standards and regulations applicable to electrical installations. Inspect maintenance work. Budget inputs. Contract management. Personnel management.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 2531093
<b><u>POST 40/64</u></b>	:	<b><u>SENIOR WATER POLLUTION CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R145 920per annum
<b><u>CENTRE</u></b>	:	(Free State Region) Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year tertiary qualification in Chemistry, Biochemistry, Microbiology, Botany, Zoology, Earth Resources or Engineering or any relevant field of study. A valid Driver's license. Computer literacy, Experience in a water and mining related field, Environmental Impact Studies and Environmental Management Plans.
<b><u>DUTIES</u></b>	:	Apply policies and strategies for water Quality Management in a designated area to ensure that principles and legal aspects are complied with by all water users as set up in the National Water Act 36 of 1998. Provide professional advice to Local Authorities, mines and Industries.
<b><u>ENQUIRIES</u></b>	:	Mr. W Grobler, Tel 051 405-9000
<b><u>APPLICATIONS</u></b>	:	for the above-mentioned Post are to be addressed to: The Regional Director: Free State, Department of Water Affairs and Forestry, P O Box 528, Bloemfontein 9300.
<b><u>FOR ATTENTION</u></b>	:	Ms T Matha.

<b><u>POST 40/65</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (2 POSTS)</u></b> Sub-directorate: Dam Safety Surveillance
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicant must be in possession of an appropriate recognised three-year Civil Engineering qualification or equivalent qualification as prescribed in the Engineering Profession Act (Act 46 of 2000), plus appropriate post-qualification experience. It is recommended that proof be provided that the Engineering Council of South Africa accepts the qualification for purposes of registration as a Candidate Engineering Technician within eight months of accepting the offer. Applicants must be willing to travel and work irregular hours. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering. The following will serve as recommendation for appointment: be computer literate and able to compile technical reports; thorough and proven knowledge of dam safety monitoring and surveillance, current standards and practices of hydraulics structure, hydrology, hydraulics, geology, foundations and building materials as well as computer applications, basic electronics and instrumentation; knowledge of construction techniques as well as environmental and legal aspects; and the ability to work independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbents of the posts will be responsible for designing and optimising remedial works to existing dams with due consideration to the environment; dam safety monitoring and processing of data; performing behaviour analyses of dams; performing structural analyses of dams and water-related works; supervising rehabilitation of structure, including dams and water-related works; executing geodetic surveys and processing data; the administration of contracts; compiling and evaluating tender documents; drafting and updating of technical specifications; and liaison and consultation with related professions, contractor and interact with consulting engineers
<b><u>ENQUIRIES</u></b>	:	Prof C Oosthuizen Tel (012) 336 8516
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<b><u>POST 40/66</u></b>	:	<b><u>COMMUNITY DEVELOPMENT OFFICERS (2 POSTS)</u></b> Component: Water Sector Collaboration (194200)
<b><u>SALARY</u></b>	:	R117 501 000 per annum
<b><u>CENTRE</u></b>	:	Free State Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognized three-year Degree/Diploma in the Natural or Social Sciences or equivalent qualification plus two years experience in the water sector. *Computer literacy, preferably MS Word and PowerPoint. *Knowledge of relevant legislation: National Water Act, Water Services Act and other Water Sector related legislation. *A valid driver's license. Recommendations: *Project and programme management skills. *Good written and verbal communication skills. *A particular interest in the water sector. *Good networking skills. *Good reception skills and ability to interact with a diverse range of human personalities in the water sector.
<b><u>DUTIES</u></b>	:	*Assist the Water Sector Collaboration component and were required the Water Sector Directorate in the regulatory driven support of the water sector; projects, programmes, policies, functional areas and the relevant legislative mandates. *Assist the WSAs and the relevant water sector to fulfill the requirements and compliance with the relevant strategies, policies and legislation pertinent to DWAF and the water sector. *Attend all water sector meetings and engagements as per delegation. *Liaise with other water sector role-players/ partners on the water sector programmes and other relevant Government programmes. *Produce analytical reports which meet the water sector performance/ progress against intended targets, mandates, roles, responsibilities in

		accordance with the strategies, policies and legislation relevant to DWAF and the water sector regulatory function. *Evaluate/ assess the water sector performance. *Assist and support the customer liaison and support function of the water sector component.
<b><u>ENQUIRIES</u></b>	:	Mr. LB Mabaso, (051) 405 9287
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, P.O. Box 528, Bloemfontein 9300
<b><u>POST 40/67</u></b>	:	<b><u>COMMUNITY DEVELOPMENT OFFICERS (2 POSTS)</u></b>
		Component: Free Basic Services and M&E
<b><u>SALARY</u></b>	:	R117 501 00 per annum
<b><u>CENTRE</u></b>	:	Free State Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognized three-year Degree/Diploma in the Natural or Social Sciences plus two years experience in the water sector . *Computer literacy, preferably MS Word and PowerPoint. *Knowledge of relevant legislation: Water Services Regulatory Framework National Water Act, Water Services Act and other Water Sector related legislation. *A valid driver's license. Recommendations: *Programme management skills. *Good written and verbal communication skills. *Presentation skill and report writing skills. *Good networking and interpersonal skills.
<b><u>DUTIES</u></b>	:	To Co-ordinate the Water and Sanitation Educational Programmes To monitor Water and Sanitation backlogs and implement intervention plans to fast track service delivery To monitor the implementation of Water and Sanitation Key Performance Indicators To ensure compliance with norms and standards as pertaining to water services regulations To represent the Department at MIG and PMU Meetings To monitor the implementation of Free Basic Water Policy and update the database To maintain a database of the water and sanitation projects
<b><u>ENQUIRIES</u></b>	:	Me. P M Mohapi (051) 405 9230
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, P.O. Box 528 Bloemfontein 9300
<b><u>POST 40/68</u></b>	:	<b><u>INDUSTRIAL TECHNICIAN FREE BASIC SERVICES AND MIG S</u></b>
<b><u>SALARY</u></b>	:	R117 501 000 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Diploma//Degree in Civil Engineering and reasonable experience in infrastructure development projects . Knowledge and understanding of relevant water sector Acts, Policies and Guidelines governing Water Sector. Good verbal and written communication skill. Good Presentations, Networking and Report writing skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key responsibilities: it will be expected of the successful candidate to perform the following duties: Support the development and roll out of a functional MIG projects to meet sector targets and KPIs Give technical advice to WSAs with regard to the development water supply and sanitation infrastructure projects Execute enquiries on missing information on water and sanitation projects Maintain a well organised directory structure for the storage of water and sanitation data Undertake field verification visits to ensure compliance with water services norms and standards Attend project management and Municipal Infrastructure Grant meetings
<b><u>ENQUIRIES</u></b>	:	Ms P M Mohapi : Tel (051) 405 92109
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, P.O. Box 528 Bloemfontein 9300
<b><u>POST 40/69</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN (2 POSTS)</u></b>
		Sub-directorate: Dam Safety Surveillance
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	Applicant must be in possession of an appropriate recognised three-year Civil Engineering qualification or equivalent qualification as prescribed in the Engineering Profession Act (Act 46 of 2000). It is recommended that proof be provided that the Engineering Council of South Africa accepts the qualification for purposes of registration as a Candidate Engineering Technician within eight months of accepting the offer. Applicants must be willing to travel and work irregular hours. Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering. The following will serve as recommendation for appointment: be computer literate and able to compile technical reports; thorough and proven knowledge of dam safety monitoring and surveillance, current standards and practices of hydraulics structure, hydrology, hydraulics, geology, foundations and building materials as well as computer applications, basic electronics and instrumentation; knowledge of construction techniques as well as environmental and legal aspects; and the ability to work independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbent of the posts will be responsible for designing and optimising remedial works to existing dams with due consideration to the environment; dam safety monitoring and processing of data; performing behaviour analyses of dams; performing structural analyses of dams and water-related works; supervising rehabilitation of structure, including dams and water-related works; executing geodetic surveys and processing data; the administration of contracts; compiling and evaluating tender documents; drafting and updating of technical specifications; and liaison and consultation with related professions, contractor and interact with consulting engineers
<b><u>ENQUIRIES</u></b>	:	Prof C Oosthuizen Tel (012) 336 8516
<b><u>APPLICATIONS</u></b>	:	Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<b><u>POST 40/70</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (ADMINISTRATIVE SUPPORT)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year National Diploma or Degree in Social Science plus relevant office administration experience. Computer literate in at least Microsoft Word, Excel and PowerPoint. Good verbal and written communication skills. Good interpersonal and organisational skills. Telephone Etiquette. Ability to work under pressure. Ability to operate in a team environment. Knowledge of and experience in Supply Chain Management procedures and Public Finance Management Act (PFMA) would be an added advantage.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The incumbent's duties will be managing and administering activities of the Directorate and giving day to day administrative support which entails the following: receiving and managing all telephone calls in the Acting Director's office; building and maintaining proper filing systems and records as well as managing administrative support services; typing and sorting the Director's correspondence and/or instructions; facilitation and making arrangements for the Director's meetings, workshops, seminars, conferences, forums and indabas and taking minutes thereof if required to do so; preparing relevant documentation for all events overseen by the Director; communicating with both internal and external stakeholders; checking and controlling submissions to ensure compliance with format, task directives and instructions; ensuring that a register of all incoming and outgoing mail is kept; keeping abreast of all requirements on regular and ad-hoc reports and initiating and co-ordinating the compilation of such reports; coordinating submissions, support documents and presentations for meetings and other events; and information management and communication on behalf of the Director's office.
<b><u>ENQUIRIES</u></b>	:	S Mthembu, Tel (012) 336 8065

<b><u>APPLICATIONS</u></b>	:	The Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/71</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (CLEANING SERVICES)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three or four year national qualification and/or Grade 12 with extensive relevant experience. Knowledge of Performance Management and Development System (PMDS) and Supervisory experience. Knowledge of Organisational Health and Safety. Knowledge of cleaning procedures and principles will be an added advantage. Computer Literacy. The following will serves as recommendations conflict management, stress management, good interpersonal and, prioritising skills, ability to work under pressure, ability to conduct stock-taking.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise all cleaners, supervise all cleaning contracts, manage all cleaning material, cleaning equipment and other items ordered within the sub directorate, conduct stock taking.
<b><u>ENQUIRIES</u></b>	:	Ms M Shai: Tel (012) 336 7570
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag x 313, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/72</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (DEPARTMENTAL CELL PHONES)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three or four year qualification and/or Grade 12 with extensive relevant experience . Willingness to travel, valid driver's licence. Knowledge of PMDS, supervisory experience. Good communication skills (written and verbal), good interpersonal relations, ability to work under pressure, conflict management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervision of personnel. Payments of departmental cell phone accounts. Processing of new applications, issuing of cell phone instruments to users, manage the porting process. Handle all cell phones related queries, drafting submissions.
<b><u>ENQUIRIES</u></b>	:	Ms A De Bruin: Tel (012) 336 7795
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/73</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum.
<b><u>CENTRE</u></b>	:	Hartbeespoort Area Office, Groblersdal Area Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year Bachelors degree or equivalent qualification plus appropriate experience or Grade 12 with appropriate experience in Administration/Human Resources. Skills and Competencies: Excellent Communication (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise the implementation of promotions, appointments, leave and performance rewards. Check and approve transactions on PERSAL. Respond to verbal and written enquiries related to HR transactions. People management.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/74</u></b>	:	<b><u>CHIEF WATER CONTROL OFFICER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Blyderiver, Groot Marico

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with Mathematics as a subject and a Departmental Water measurement and distribution test course certificate and a boat handling certificate. Appropriate as well as supervisory experience is required. A valid driver's license is essential. The following will serve as recommendations: Thorough knowledge of Dam Safety; computer literacy; dam basin control; procurement procedures; and the National Water Act. Good verbal and written communication and facilitation skills. The ability to manage conflict and work under stressful situations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Exercise control to ensure that water distribution functions on Government Water Schemes in a sub-area are executed efficiently and cost effectively. Train and evaluate staff on an ongoing basis. Promote work satisfaction and the optimal development and utilisation of staff. Ensure that dams and canals are operated according to operating rules and are well maintained. Liaise with Control Water Control Officer regarding refurbishment and maintenance programs. Keep accurate records of water usage. Investigate complaints and water distribution problems. Enforce the National Water Act and ensure compliance with the Occupational Health and Safety Act. Undertake Dam Safety Inspections and submit written reports. Relief duties in the area of responsibility of the Area Offices
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR William, Tel (012) 253 1093
<b><u>POST 40/75</u></b>	:	<b><u>SENIOR PERSONNEL OFFICER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 362 per annum
<b><u>CENTRE</u></b>	:	Hartbeespoort Area Office, Groblersdal Area Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification plus appropriate experience; Knowledge of PERSAL will serve as an advantage. Required Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal skills;
<b><u>DUTIES</u></b>	:	Key Performance Areas: Process termination of service; Process pension withdrawals; Process applications for purchase of pensionable service; Process requests for nomination of beneficiaries concerning pension benefits; Process claims for funeral benefits; Compile certificate of service; respond to verbal and written enquiries. Implement payment of rewards on PERSAL, attend to confirmation of probationary appointments. Respond to verbal and written enquiries; Provide advice on matters pertaining to establishment, probation, employee benefits, transfers, promotion, appointments and performance management; maintain registers and statistics.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	MR Williams, Tel (012) 253 1093
<b><u>POST 40/76</u></b>	:	<b><u>ARTISAN: ELECTRICAL</u></b>
<b><u>SALARY</u></b>	:	R94 362 per annum
<b><u>CENTRE</u></b>	:	Groblersdal Area Office
<b><u>REQUIREMENTS</u></b>	:	Applicants must have completed an appropriate apprenticeship and be in possession of a relevant Trade Test Certificate with appropriate experience. A valid code EB driver's license is essential. Must be prepared to travel long distances to dams and work and work out of the office. Personnel management experience.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Electrical maintenance and repair work on motors, switchgear and transformers. Fault finding and maintenance of control circuit panels, valve actuators, electric hydraulic valves, overhead cranes and generator sets. Maintenance and installation work on general power distribution, mini-sub, housing, offices and single

		quarters. Comply with the Occupational Health and Safety Act and any other relevant act. Personnel Management.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/77</u></b>	:	<b><u>ARTISAN: MECHANICAL</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Hartbeespoort Area Office
<b><u>REQUIREMENTS</u></b>	:	Applicants must have completed an appropriate Apprenticeship and be in possession of a relevant Trade Test Certificate (fitter and turner, boiler maker, diesel and/or petrol mechanic) with appropriate experience. A valid code EC driver's license is essential. Must be prepared to travel long distances to dams and work and stay out of office. Personnel management experience.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Maintenance of machinery, equipment, pumps, valves, actuators, and gearboxes. Corrosion protection of pipes and equipments. Fitting and turning. Supervise maintenance team. Comply with the Occupational Health and Safety Act. Personnel Management.
<b><u>ENQUIRIES</u></b>	:	MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/78</u></b>	:	<b><u>SENIOR WATER CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Kwena Dam
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus appropriate experience. Good verbal and written communication skills are absolutely essential. Ability to accurately read various water meters. Ability to function independently. The successful completion of courses related to abstraction control, water measurement, water distribution and dam control. Appropriate experience in dam control, water control and supervision. The ability to deal with illegal water use. Reading of maps and operation of a GPS instrument. Computer literacy. Knowledge of crop farming and abstractions of water. Mechanical and civil maintenance skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the following: Calculate, control and record water releases from dams. Regulate the equitable distribution and apportionment of water from canals and/or abstractions from rivers, taking into account demand and canal capacity. Execute control over labourers in the execution of their duties. Perform routine inspections and submit reports to the area office. Abstraction control and investigation of water use. Office administration. Relief tasks in the Northern Operations. Successful candidates will also control a number of other dams and schemes in their areas and will not be confined to one scheme or dam. Communicating with water users. Personnel evaluations and work plans.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/79</u></b>	:	<b><u>WATER CONTROL OFFICER (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Koster, Groot Marico and Glen Alphine Dam
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus appropriate experience. Good verbal and written communication skills are absolutely essential. Ability to accurately read various water meters. Ability to function independently. The successful completion of courses related to abstraction control and experience in

		that field. Appropriate' experience in dam control, water control and supervision. Relevant courses (water measurement, water distribution, dam control) must also be successfully completed. Be able to deal with illegal water uses. Reading of maps and operation of a GPS instrument. Computer literacy. Knowledge of crop farming and abstractions of water. Mechanical and civil maintenance skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the following: Calculate, control and record water releases from dams. Regulate the equitable distribution and apportionment of water from canals and/or abstractions from rivers, taking into account demand and canal capacity. Execute control over labourers in the execution of their duties. Perform routine inspections and submit reports to the area office. Abstraction control and investigation of water uses. Office administration. Relief tasks in the Northern Operations. Successful candidates will also control a number of other dams and schemes in their areas and will not be confined to one scheme or dam. Communicating with water users. Personnel evaluations and work plans.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/80</u></b>	:	<b><u>WATER CONTROL OFFICER</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Molatedi Dam
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus appropriate experience. Good verbal and written communication skills are absolutely essential. Ability to accurately read various water meters. Ability to function independently. The successful completion of courses related to abstraction control and experience in that field. Appropriate' experience in dam control, water control and supervision. Relevant courses (water measurement, water distribution, dam control) must also be successfully completed. Be able to deal with illegal water uses. Reading of maps and operation of a GPS instrument. Computer literacy. Knowledge of crop farming and abstractions of water. Mechanical and civil maintenance skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the following: Calculate, control and record water releases from dams. Regulate the equitable distribution and apportionment of water from canals and/or abstractions from rivers, taking into account demand and canal capacity. Execute control over labourers in the execution of their duties. Perform routine inspections and submit reports to the area office. Abstraction control and investigation of water uses. Office administration. Relief tasks in the Northern Operations. Successful candidates will also control a number of other dams and schemes in their areas and will not be confined to one scheme or dam. Communicating with water users. Personnel evaluations and work plans.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/81</u></b>	:	<b><u>FOOD SERVICES AID II (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R54 879 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 8-10, relevant experience. Knowledge of health and safety measures, prioritising skills, ability to work under pressure. A Certificate in house keeping will be an added advantage
<b><u>DUTIES</u></b>	:	Washing of dishes for different tea clubs, tea rooms and senior manager's offices, kitchens, conference rooms, preparing tea and other refreshments for meetings, ensuring that there is always fresh water



		and clean glasses in all the abovementioned areas. Maintaining cleanliness in the kitchen and the conference rooms
<b><u>ENQUIRIES</u></b>	:	Ms TA Raphathelo: Tel (012) 336 7572
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/82</u></b>	:	<b><u>GENERAL STORES ASSISTANT</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Hartbeespoort Area Office
<b><u>REQUIREMENTS</u></b>	:	Grade 10/12 certificate or equivalent qualification. Good verbal and written communication skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Responsible for the proper control of the movement of tools and equipment in the storeroom. Safe keeping of storeroom keys as well as other supplies. Thorough understanding of ordering procedures as well as filling of VA documents. Maintain the cleanliness of the storeroom.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/83</u></b>	:	<b><u>MESSENGER II (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 8-10 or equivalent. Good planning and organising skills, relevant experience will be an added advantage. Ability to sort correspondence, good communication skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Delivering and collecting mail/documents to and from officials in the Department, the post office, various departments and institutions
<b><u>ENQUIRIES</u></b>	:	Ms TM Roberts: Tel (012) 336 7591
<b><u>APPLICATIONS</u></b>	:	The Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>POST 40/84</u></b>	:	<b><u>CLEANER II</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Hartbeespoort Area Office
<b><u>REQUIREMENTS</u></b>	:	Abet qualification, communication, and interpersonal skills; physical fitness.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Clean and create an orderly environment. Operate cleaning machines. Polishing floor using polishing machine. Handling cleaning equipment. Checking, providing and emptying waste bags..
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/85</u></b>	:	<b><u>DRIVER I</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Hartbeespoort Area Office
<b><u>REQUIREMENTS</u></b>	:	A valid driver's license with and Public Service driving permit (PDP). Good knowledge of Pretoria and Johannesburg areas and the ability to read and interpret roadmaps will be an added advantage
<b><u>DUTIES</u></b>	:	Key Performance Areas: Transport DWAF officials between area offices, Head Office, Pretoria surroundings as well as Johannesburg. Deliver and collect documents when the need arises. Take vehicle to service centre.

<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/86</u></b>	:	<b><u>SENIOR MESSENGER</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Hartbeespoort Area Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Valid drivers licence Required Skills and Competencies: Excellent communication (verbal and written) and interpersonal skills; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Collect and deliver post\parcels at the post office. Collect and deliver official documents. Drive and keep vehicles in clean and good condition; Assist with general office duties e.g sending and receiving faxes.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>POST 40/87</u></b>	:	<b><u>GENERAL WORKERS II (WATER CONTROL AID I) (7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R47 787 per annum
<b><u>CENTRE</u></b>	:	Nzhelele Dam (3posts),Middle Letaba Dam(3 posts and Nsami Dam
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate. Good communication skills and reading and writing skills. Able to read various water meters and gauge plates. Willing to work shifts, overtime and perform standby duty, including on weekends and public holidays. Knowledge how to operate various pieces of machinery and equipment. Experience in the field of water distribution and maintenance on government structures. Willingness to undergo training. Valid driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Water releases and distribution from dams and canals according to instructions. Record water releases. Perform routine inspections and submit reports to the relevant water control officer. Perform routine maintenance tasks on GWS.
<b><u>ENQUIRIES</u></b>	:	Mr MR Williams, Tel (012) 253 1093
<b><u>APPLICATIONS</u></b>	:	The Director Northern Operations, NWRI – Branch, Private Bag X352, Hartbeespoort, 0216
<b><u>FOR ATTENTION</u></b>	:	Mr MR Williams, Tel (012) 253 1093

**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** : 17 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 40/88** : **PERSONAL ASSISTANT (DGM) REF NO: 70053784**  
Directorate : Communications  
Perrson Profile: The incumbent needs to be results oriented, quality oriented, innovative, persuasive, customer focused, assertive, professional, self- starter/ self- confident and reliable, pay attention to detail.

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matriculation or equivalent with office management qualification (advantage) and computer applications. Previous office management experience for a Senior Manager, document management, Events/meeting management, organizing, planning, customer relationship management and diary management.

**DUTIES** : To provide efficient and reliable office management, events management, stakeholder liaison and problem management for the GSSC Executive Team. Prepare routine correspondence on behalf of the GM's. Prepare reports and presentations as required. Manage queries/ problems and out pattern office related queries speedily. Manage office events (key meetings and functions) with key stakeholders and end users. Maintain office systems and efficient general office administration. Maintain and enhance the image of the Communications business unit, by providing professional, cordial and efficient verbal and written communication with all points of contact. Develop and maintain accurate office documentation.

**ENQUIRIES** : Athi Geleba (011) 689-6238

**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.

## MANAGEMENT ECHELON

<b><u>POST 40/89</u></b>	:	<b><u>PRINCIPAL SPECIALIST (PROSTHO) REF NO: 70054182</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R540 429 (All inclusive)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professions Council of South Africa as a Specialist in Prosthodontics. Minimum of 5 years clinical experience as a Specialist in Prosthodontics. Experience in Dental Education and related innovation. Proven research track record. Proven managerial skills.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for, inter alia, the supervision of undergraduate and postgraduate students in all aspects of Prosthodontics. Undertake independent research and oversee student's research projects. Innovation in developing educational material inline with modern pedagogy. Handle management responsibilities compatible with a senior management post.
<b><u>ENQUIRIES</u></b>	:	Prof Sykes, Tel No: (012) 521 4817
<b><u>CLOSING DATE</u></b>	:	21 October 2008

## OTHER POSTS

<b><u>POST 40/90</u></b>	:	<b><u>SPECIALIST REF NO: 70053924</u></b>
<b><u>SALARY</u></b>	:	R344 055 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB. FCS (Neurosurgery) and / or M.Med (Neurosurgery). Clinical and surgical practice of Neurosurgery practice.
<b><u>DUTIES</u></b>	:	Consultant and all duties related to the training of medical doctors, registrars and other health care professionals in the field Neurosurgery. The general and intensive care as well as operations on neurosurgical patients.
<b><u>ENQUIRIES</u></b>	:	Prof. M.S. Mokgokong, Tel No: (012) 354- 1029
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/91</u></b>	:	<b><u>ASSISTANT DIRECTOR NURSING PNA7 REF NO: 70054181</u></b> Directorate: Region C
<b><u>SALARY</u></b>	:	R260 403 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Degree / Diploma in Nursing Education. Registered general nurse, with Community health nursing. Proof of registration with South African Nursing Council. A minimum of 8 years of appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level and Quality Assurance within a hospital setting.
<b><u>DUTIES</u></b>	:	Responsible for the day to day management of the nursing and pharmacy sections of the hospital. Responsible for the management and operational activities of the dental assistants. Responsible for the co-ordination of infection control with the clinical areas. Co-ordination of clinical quality assurance activities in the workplace. Co-ordination and management of occupational health and safety activities within the hospital. Assist the CEO on hospital management as requested.
<b><u>ENQUIRIES</u></b>	:	I.S. Makgatho, Tel No: (012) 521 5869
<b><u>CLOSING DATE</u></b>	:	21 October 2008
<b><u>POST 40/92</u></b>	:	<b><u>REGISTRAR REF NO: 70053925</u></b> Directorate: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	R217 482 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital

<b><u>REQUIREMENTS</u></b>	:	MBChB. Registration as medical practitioner at HPCSA. Experience as medical officer in Obstetrics and Gynaecology.
<b><u>DUTIES</u></b>	:	To provide a clinical service in Department Obstetrics and Gynaecology, Pretoria Academic Hospital, as part of the department team. This includes after hours call duties. To take part in the academic and other programmes of Department of Obstetrics and Gynaecology.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Prof. B.G. Lindeque, Tel No: (012) 354- 2366
<b><u>CLOSING DATE</u></b>	:	Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/93</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REF NO: 70054001</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB. Completion of Internship and Community Service.
<b><u>DUTIES</u></b>	:	Neurosurgery patient care: In/Outpatient care, Intensive care management, Ward care management, Emergency operations, Assisting with major routine operation. Commuted overtime.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Prof. M.S. Mokgokong, Tel No: (012) 354- 1029
<b><u>CLOSING DATE</u></b>	:	Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/94</u></b>	:	<b><u>SENIOR CLINICAL PSYCHOLOGIST REF NO: 70054002</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with HPCSA as a Clinical Psychologist. Appropriate practical experts.
<b><u>DUTIES</u></b>	:	Clinical psychology service to In/Outpatients of the hospital. Participation in the Employee Assistance Programme. Supervisory and administrative duties related to psychology service to the hospital.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms. Neelje Theron, Tel No: (012) 354- 3818
<b><u>CLOSING DATE</u></b>	:	Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/95</u></b>	:	<b><u>MIDDLE MANAGER: HUMAN RESOURCE REF NO: 70054134</u></b> Directorate: Human Resource
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Mamelodi Hospital
<b><u>REQUIREMENTS</u></b>	:	3 year Degree/ National Diploma in HR or Public Management. Three years experience in HR as a supervisor, Strong leadership and problem solving skills, knowledge of PERSA, HR prescripts and other related policies.
<b><u>DUTIES</u></b>	:	Manage the overall Human Resources in the following areas: HR Administration: Recruitment and selection, appointments, transfers, salary administration, medical aid and leave. Check and verify payments made to staff by signing the payroll. To make sure there is compliance in terms of implementing the activities. Monitor the staff establishment on PERSAL. Exit interviews. Training and Development and Wellness Programme: Facilitate the EAP within the institution. Conduct continuous training of employees, co-ordinate the staff motivation committees as part of Wellness programme. Ensure that the employee wellness strategy for the hospital is developed and implemented. Performance and Development: Co-ordinate the PMDS within the institution and ensure there is compliance in terms of implementing the policy. Compile quarterly statistics for the CEO and the regional office. Labour Relations: Advise and consult with LR Officer, line managers and CEO on labour relations issues. Ensure compliance when it comes to procedures and policies regarding LR issues.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mr. Pooh, Tel No: (012) 841-8300
<b><u>CLOSING DATE</u></b>	:	Ms Victoria Skosana 17 October 2008

<b><u>POST 40/96</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMIN REF NO: 70054147</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R174 243 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	A three year diploma/degree or equivalent qualification in Administration with 5 years appropriate experience. Excellent communication and interpersonal skills, ability to work under pressure and supervise subordinates. Flexibility and ability to work as part of the team, previous experience supervising, administration and or support staff. Computer literacy.
<b><u>DUTIES</u></b>	:	Responsible for the smooth running of the following administration and support services: secretarial services, medical reports, linen services, gardening, cleaning, security, patients admin, portering, food serving, messenger services as well as facilitate management transport. Responsible for overall functioning and management of administration and support staff. Supervise and assist subordinates and submit complied budget, reports, action plans for all support services falling under administration and support. Risk management, monitoring and evaluation of operational plans for the centre. Candidates who previously applied must re-apply and external candidates may also apply.
<b><u>ENQUIRIES</u></b>	:	Mr.M.L.J. Maja/ Ms.F.B.Law, Tel.No: (012) 354 6219/6131
<b><u>FOR ATTENTION</u></b>	:	Ms Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/97</u></b>	:	<b><u>CHIEF OCCUPATIONAL THERAPIST REF NO: 70054063</u></b> Directorate: Occupational Therapy
<b><u>SALARY</u></b>	:	R145 920 per annum (plus scarce skills allowance)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Degree in Occupational Therapy and registration with the HPCSA as an Occupational Therapist. Experience of at least 4 years in rehabilitation treatment will be a recommendation, Knowledge of appropriate legislation, computer literacy recommended and excellent communication skills.
<b><u>DUTIES</u></b>	:	Contribute to the development of Tshwane Rehabilitation Centre. Render and manage Occupational Therapy service that complies with the standards and norms as indicated by the Health Policies. Responsible for Occupational Therapy rehabilitation services of spinal cord injury, stroke, neurological and orthopaedic patients and others. Supervise allocated Occupational Therapy students and contribute to related training activities. Implement sectional and provisional quality assurance measures in sub-section. Management allocated Occupational Therapy, human resources, including supervision and performance appraisal. Control measures: Finance-managing replacement of new apparatus including wheelchairs and consumables. Education-provide professional development for self, colleagues and students. Work procedure-data collection, record keeping and quality assurance and research. Apply admission and discharge criteria, application of outcome measurement tools and facilitate research and training. Monitoring of the wheelchair repair and external candidate may also apply.
<b><u>ENQUIRIES</u></b>	:	Ms Keabecoe Ngubeni, Tel No: (012) 354- 6125/6131
<b><u>FOR ATTENTION</u></b>	:	Ms Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/98</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER (LOGISTICS AND FMU) REF NO: 70054143</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R145 920 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre

<b><u>REQUIREMENTS</u></b>	:	Relevant three year Diploma. A minimum of three years working experience in the relevant field. FMU processes and technical knowledge will be an added advantage. Valid driver's licence, excellent communication and team work skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be expected to: Conduct building Audits and identify areas that need attention. Control of FMU Budget and monitoring of expenditure. Responsible for security for the institution, conduct monthly meetings, implement and monitor security measures. Management of general facility, transport, security and other logistics duties. Develop, monitor and implement effective policies and procedures for the delivering and monitoring of all auxiliary services. Prepare and submit monthly progress and status reports to management. External candidates may also apply. Candidates who previously applied must re-apply.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE</u></b>	:	Mr M.L.J.Maja, Tel. No: (012) 354 -6219 Ms Victoria Skosana 17 October 2008
<b><u>POST 40/99</u></b>	:	<b><u>CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: 70054003</u></b> Directorate: Diagnostic Radiography
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 per annum (plus benefits) Pretoria Academic Hospital Diploma/B-RAD/B-Tech in Diagnostic Radiographer. At least 5 years experience as a Senior Radiographer. Registration with the HPCSA is compulsory. Computerised literacy essential all the x-ray units are digital.
<b><u>DUTIES</u></b>	:	Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster / and or call. Assist in managing of the department. Assist with the quality control tests. High level of responsibility. Participate and facilitate in CPD as required by HPCSA. Help and assist our other qualified and student Radiographers with problem solving.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE</u></b>	:	Mrs. S. van Niekerk, Tel No: (012) 354- 1379 Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/100</u></b>	:	<b><u>SOCIAL WORKER REF NO: 70054145</u></b> Directorate: Social Work
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R117 501 per annum (plus benefits) Tshwane Rehabilitation Centre BA Social Work Degree, current registration with South African Council for Social Service Professions. Excellent verbal and written communications. Knowledge of Acts, policies and legislation pertaining to Social Workers. Experience or interest in rehabilitation and computer literacy. Valid driver's licence will be an advantage.
<b><u>DUTIES</u></b>	:	Render Social Work Health Care services in a rehabilitation centre (spinal and neuro patients). Apply relevant Social Work intervention strategies. Functioning well in a multidisciplinary health care team and liaise with external resources. External candidates may apply.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE</u></b>	:	Ms Tsakani Mtombeni, Tel.No: (012)354-6755/5691 Ms Victoria Skosana 17 October 2008
<b><u>POST 40/101</u></b>	:	<b><u>SENIOR OCCUPATIONAL THERAPIST REF NO: 70054146</u></b> Directorate: Occupational Therapist
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R117 501 per annum (plus benefits) Tshwane Rehabilitation Centre Tertiary qualification in Occupational Therapy and registration with the HPCSA. Experience of at least 2 years in rehabilitation treatment will be a recommendation. Knowledge of appropriate legislation, computer literacy recommended and good communication skills.

<b><u>DUTIES</u></b>	:	Render and manage occupational therapy service that complies with the standards and norms as indicated by the Health Policies. Supervise allocated students and contribute to related training activities. Implement sectional and provisional quality assurance in sub-section. Management allocated human resources, including supervision and performance appraisal. Perform record keeping, data collection, assist with budget and control of equipment. Manage duties in the absence of HOD. Contribute to and participate with professional development of self, colleagues, members of the multi-disciplinary team. Perform clinical supervision for under-graduate occupational therapy students.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE</u></b>	:	Ms Keabecoe Ngubeni, Tel.No: (012)354-6125/6131 Ms Victoria Skosana 17 October 2008
<b><u>POST 40/102</u></b>	:	<b><u>SENIOR PHYSIOTHERAPIST REF NO: 70054141</u></b> Directorate: Physiotherapy
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R117 501 per annum (plus benefits) Tshwane Rehabilitation Centre Tertiary qualifications in Physiotherapy and current registration with the HPCSA. Experience of at least 2 years in rehabilitation treatment will be a recommendation. Knowledge of appropriate legislation, computer literacy recommended and good communication skills.
<b><u>DUTIES</u></b>	:	Render and manage a physiotherapy service that complies with standards and norms as indicated by the Health Policies. Supervise allocated students and contribute to related training activities. Implement sectional and provincial quality assurance measures in the section. Management of allocated human resource, including supervision and performance appraisal. Perform record keeping, data collection and assist with budget and control of equipment. Manage duties in absence of HOD. Contribute to and participate with professional development of self, colleagues, and members of the multi-disciplinary team. Perform clinical supervision for under graduate physiotherapy students and external candidates may also apply.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE</u></b>	:	Ms Jaqrati Ratanjee, Tel.No: (012) 354-6219/6691 Ms Victoria Skosana 17 October 2008
<b><u>POST 40/103</u></b>	:	<b><u>SENIOR DIAGNOSTIC RADIOGRAPHER (3 POSTS) REF NO: 70054006</u></b> Directorate: Diagnostic Radiography
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R117 501 per annum (plus benefits) Pretoria Academic Hospital Diploma/B-RAD/B-Tech in Diagnostic Radiography. Two years experience by December 2008. Appointment from 1 January 2009. computerised literacy essential. All the x-ray units are digital. Registration with the HPCSA is compulsory.
<b><u>DUTIES</u></b>	:	Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To assist with clinical training of Junior Radiographers and students. Quality assurance of images.
<b><u>ENQUIRIES FOR ATTENTION CLOSING DATE</u></b>	:	Mrs. S. van Niekerk, Tel No: (012) 354- 1379 Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/104</u></b>	:	<b><u>JUNIOR SOCIAL WORKER (PRODUCTION) (4 POSTS) REF NO: 70054007</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R117 501 per annum (plus benefits) Pretoria Academic Hospital Bachelor in Social Work. Registration with SACSSP 2 years experience as a Social Worker with at least 1 year experience in Health Care. Computer literate.



<b><u>DUTIES</u></b>	:	Production worker to be station in one of the following sections: Radiotherapy. Surgery. Nephrology. ENT, Psychiatry, Urology and Casualty. Gynae and medical oncology. Dedicated and loyal Social Worker. More interested in Health Care. Should be able to work under pressure and align her / himself to the requirements of Social Work department and Pretoria Academic Hospital. Knowledgeable regarding the Acts relevant to Social Welfare and Health Care. Able to do assessment and appropriate counseling of patients in Health Care.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mrs. A.N. Mashego, Tel No: (012) 354- 1212
<b><u>CLOSING DATE</u></b>	:	Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/105</u></b>	:	<b><u>SENIOR THERAPIST: SPEECH THERAPY AND AUDIOLOGY REF NO: 70054104</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A recognised degree in Speech Therapy & Audiology. Registration with HPCSA as a Speech Therapist and Audiologist. A minimum of three years clinical experience, preferably in a hospital situation.
<b><u>DUTIES</u></b>	:	This post involves both audiology and speech – language therapy. The incumbent would be involved in the assessment and treatment of paediatric inpatients as well as out patients. Knowledge of assessment and treatment of adult new patients would be a recommendation. Audiology tasks include performing a full battery of tests on patients attending ENT clinics and knowledge of hearing and selection and fitting is strong recommended. Supervision and tutoring of students in both audiology and speech-language pathology are expected. An interest in any of the following areas, i.e. voice assessment and treatment, cochlear implants or laryngectomy, would be helpful.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Anneli Lloyd-Jones, Tel No: (012) 354- 2714 or 072 524 5406
<b><u>CLOSING DATE</u></b>	:	Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/106</u></b>	:	<b><u>JUNIOR OCCUPATIONAL THERAPIST (2 POSTS) REF NO: 70054008</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification in Occupational Therapy. Registration with HPCSA as Occupational Therapist. Completed community service obligations.
<b><u>DUTIES</u></b>	:	Render an Occupational Therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies. Implement sectional and provincial quality assurance measures in own area of work. Participate in continuous professional development. Participate in the formulation and review of strategies in allocated area of work as required. Implement all aspects of allocated financial management tasks as indicated in sectional guidelines and government policies. Assist in the supervision of students during their training.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Mashudu Mphonwi, Tel No: (012) 354- 2848
<b><u>CLOSING DATE</u></b>	:	Ms. Victoria Skosana 17 October 2008
<b><u>POST 40/107</u></b>	:	<b><u>PHYSIOTHERAPIST REF NO: 70054144</u></b> Directorate: Physiotherapy
<b><u>SALARY</u></b>	:	R94 326 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	BSc Physiotherapy or equivalent qualifications and current registration with HPCSA. Interest in rehabilitation, ability to work in a multi-disciplinary team and knowledge of appropriate legislation.
<b><u>DUTIES</u></b>	:	Rendering rehabilitative physiotherapy services, perform record keeping and data collection. Assist with care of equipment and contribute to budget planning. Practice evidence based procedure, supervision of

students and assistants where applicable. Contribute to and participate in professional development program and external candidates may also apply.

**ENQUIRIES  
FOR ATTENTION  
CLOSING DATE**

: Ms Jaqrati Ratanjee, Tel. No: (012) 354 -6216/6691/6591  
: Ms Victoria Skosana  
: 17 October 2008

**POST 40/108**

: **MATERIAL RECORDING CLERK (BUYING) REF NO: 70054133**  
Directorate: Support Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R94 326 per annum (plus benefits)  
: Mamelodi Hospital  
: Grade 12 certificate and extensive experience in Provisioning  
Administrative, Working knowledge of SAP is a prerequisite,  
interpersonal, communication and computer skills.

**DUTIES**

: Capturing of prerequisite (RLS01) on SAP and request quotations from vendors. Ensure correct record keeping of information/documents and reports. Ensure compliance with PFMA and financial delegations. Liaise with GSSC for outstanding orders.

**ENQUIRIES  
FOR ATTENTION  
CLOSING DATE**

: Mr. Pooh, Tel No: (012) 841-8300  
: Ms Victoria Skosana  
: 17 October 2008

**POST 40/109**

: **KEYBOARD OPERATING CLERK REF NO: 70054176**  
Directorate: Human Resource

**SALARY  
CENTRE  
REQUIREMENTS**

: R76 194 per annum (plus benefits)  
: Tembisa Hospital  
: Grade 12 Certificate and 3 – 5 years experience in Secretarial duties. Secretarial Diploma will be a recommendation. The candidate should be computer literate with Microsoft package viz Word, Excel, PowerPoint etc. Serving Personnel in Gauteng Health. Good communication and interpersonal skills. Ability to work under pressure. The incumbent should be fully multilingual, a methodical worker and be able to take instructions. The candidate should be proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of reports skills.

**DUTIES**

: Responsible for general typing of the selected departments and Human Resource. Distribute typing work accordingly. Assist Human Resource with general work. Handle task given by the authorized people. Taking minutes in bilateral and multilateral meetings. Assist and relieving supervisor with general secretarial functions from other disciplines when need arises.

**ENQUIRIES  
CLOSING DATE**

: Ms Marota, Tel (011) 923 2069  
: 20 October 2008

**POST 40/110**

: **ADMIN CLERK (2 POSTS) REF NO: 70054177**  
Directorate: Administration

**SALARY  
CENTRE  
REQUIREMENTS**

: R76 194 per annum (plus benefits)  
: Tembisa Hospital  
: Grade 12 certificate or equivalent qualification. 3 – 5 years relevant experience in Patient Administration. Computer literate (PAAB) system, knowledge of billing system, UPFS and ICD 10 code. Must be willing and prepared to work night duty, weekends and Public holidays. Serving personnel in GPG Health.

**DUTIES**

: Registration of patients at consultation areas. Compile daily, monthly patient statistics. Tracing of patient files. Arrange patients appointment dates following booking system. Provide cashier services in accordance with UPFS and Treasury instructions.

**ENQUIRIES  
CLOSING DATE**

: Ms M.M. Mathabela, Tel: (011) 923 2093  
: 20 October 2008

<b><u>POST 40/111</u></b>	:	<b><u>SECRETARY REF NO: 70054178</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R76 194 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate and 3 – 5 years experience in Secretarial or Office Management field. The successful candidate should have thorough proven knowledge. A relevant tertiary qualification such as National Diploma in Administration or equivalent. The candidate should have proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of reports skills. Computer literacy is essential.
<b><u>DUTIES</u></b>	:	Arrange meetings for the Deputy Director Cooperate Services, including preparing agendas, minute taking and follow up on decisions taken during the meeting. Manage the Deputy Director Cooperate Service's diary and office supplies. Type documents / correspondences and conduct proper filing thereof. Handle travel and other logistical arrangements for meeting / workshops / events. Obtain, collate and compile information for management reports. Handle office correspondence and distribute it accordingly. Assist with general secretarial functions from other disciplines if need arises. Assist with photocopies, faxing and receiving visitors.
<b><u>ENQUIRIES</u></b>	:	Ms L. Mmatli, Tel : (011) 923 2053
<b><u>CLOSING DATE</u></b>	:	20 October 2008
<b><u>POST 40/112</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: 70054105</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Computer literacy. Relevant experience in Recruitment and Selection. Good communication, interpersonal, writing and presentation skills. Should be able to read and write.
<b><u>DUTIES</u></b>	:	Receive Application from GSSC and send to relevant departments. Assist in typing Submissions. Capture applications on Database. Liaise with line functionaries. Attending and Arranging dates for interview with the Line Managers. Serve as Secretariate of the HR Task Team.
<b><u>ENQUIRIES</u></b>	:	Mrs. E. Rapoo, Tel No: (012) 354- 2229
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/113</u></b>	:	<b><u>SECURITY OFFICER REF NO: 70054106</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R64 410 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Charles Hurwitz TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Knowledge of security management. Computer literacy. Leadership and Conflict management skills.
<b><u>DUTIES</u></b>	:	Monitor the safeguarding of the assets, vehicles, employees, patients and properties. Manage access control to the institution. Supervise private security. Monitor internal patrols to control patients movement and visiting time management. Report of all activities within premises. Ensure compliance to Access Control to Public Premises and Vehicle Act of 1985, Criminal Procedure Amendment Act of 1986 and Criminal Law Amendment Act of 1983.
<b><u>ENQUIRIES</u></b>	:	Mr. L. Ntobeng, Tel No: (011) 983-7197
<b><u>FOR ATTENTION</u></b>	:	Ms. Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/114</u></b>	:	<b><u>ADMIN CLERK REF NO: 70054179</u></b> Directorate: Administration
<b><u>SALARY</u></b>	:	R54 879 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 qualification or grade 10 with relevant experience computer literacy (PAAB) system. Excellent customer care skills and good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Render effective and efficient administrative function in Patient Affairs. Collate accurate patient data and classification. Complete on behalf of a patient TPH 1 admission form for patient who are admitted. Relieve whenever necessary daily. Retrieving / filing files from record.
<b><u>ENQUIRIES</u></b>	:	Ms M.M. Mathabela, Tel: (0110 923 2093
<b><u>CLOSING DATE</u></b>	:	20 October 2008
<b><u>POST 40/115</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: 70054064</u></b> Directorate: Registry
<b><u>SALARY</u></b>	:	R54 879 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	ABET or junior certificates and valid driver's licence, Proof of PDP, excellent driving skills and external candidates may apply, Minimum two years driving experience, good verbal and written communication skills., Reliable and honest as well as the ability to work under pressure, Ability to read and write.
<b><u>DUTIES</u></b>	:	Collecting and distribution of mail from and to various places, Transporting of officials and patients to and from different destinations, Willingness to do other ad hoc tasks as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Mokonyane, Tel No: (012) 354- 6219/6163
<b><u>FOR ATTENTION</u></b>	:	Ms Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/116</u></b>	:	<b><u>HOUSEHOLD WORKER REF.NO:70054142</u></b> Directorate: Housekeeping
<b><u>SALARY</u></b>	:	R47 787 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	ABET certificate with 0-2 years experience as a household. Willingness to work shifts, good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Ensure maintenance of general cleanliness of wards and kitchens. Bring food, tea and water for patients. Ensure collection and returning of trolleys to the main kitchen. Report defects to the works department and external candidates may also apply.
<b><u>ENQUIRIES</u></b>	:	Ms Eva Mokonyane, Tel. No: (012) 354 -6219
<b><u>FOR ATTENTION</u></b>	:	Ms Victoria Skosana
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/117</u></b>	:	<b><u>DARKROOM OPERATOR X – RAY DEPARTMENT (2 POSTS) REF NO: 70054180</u></b> Directorate: X – ray Department
<b><u>SALARY</u></b>	:	R47 787 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 (Standard 6). Ability to read and write and willingness to learn. Good communication skills and team work spirit. Must be willing and prepare to work night duty, weekends and Public holidays.
<b><u>DUTIES</u></b>	:	Provision of 24 hour service. To operate X – ray films processor on daily basis. Clean and maintain Darkroom according to service standards on daily basis. Perform quality control procedures as prescribed.
<b><u>ENQUIRIES</u></b>	:	Ms B. Ntuli, Tel: (011) 923 2141
<b><u>CLOSING DATE</u></b>	:	20 October 2008

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

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200
- CLOSING DATE** : 16 October 2008
- NOTE** : Applications must be submitted on the prescribed Application for Employment form Z83 which must be originally signed. The Application for Employment form Z83 must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement and driver's licence (where a valid driver's licence is a requirement). Failure to comply with these instructions will lead to applications being regarded as incomplete and will be disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the required documentation must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered. The onus is therefore on applicants to ensure that their applications are posted or hand delivered timeously. Receipt of applications will not be acknowledged and should you have not received an invitation to attend an interview within six weeks of the date of your application, please regard your application as being unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. Enquiries should be directed to the person indicated below each post.

**OTHER POST**

- POST 40/118** : **SENIOR INDUSTRIAL TECHNICIAN: PROJECT IMPLEMENTATION (2 POSTS) (REF. NO P238/2008)**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R117 501 per annum
- CENTRE** : Area Office, Hluhluwe
- REQUIREMENTS** : \*An appropriate Degree / National Diploma in Civil Engineering or equivalent qualification, plus \*A valid drivers license (minimum code B). Knowledge, Skills, Training and Competencies Required: \*Knowledge of financial matters. \* Knowledge of human resources. \* Knowledge of planning and organisation. \* Knowledge of construction management. \* Project and conflict management ability. \* Good report writing and public speaking ability. \* Ability to chair meetings. \* Good organisation, management and leadership skills. \* Computer literacy. \* The ideal candidate should be a team player, responsible, conscientious, lead by example, be receptive to ideas and suggestions and believe in fairness.
- DUTIES** : \* Supervise and manage the projects with regards to materials, plant and labour to ensure cost effective service delivery. \* Assessing projects for the business plan in line with Departmental objectives. \*Ensure proper utilization of financial / personnel resources to stay within the budget. \*Efficient and effective training and developing of Emerging contractors and Trainee Technicians for experiential training. \*Ensure fair tender procedures with regard to assessment, estimates, and workshop, adjudication and implementation of projects.
- ENQUIRIES FOR ATTENTION** : Mrs T K Maphumulo, Tel. No: 035- 562 0261  
Mr R Marillier
- NOTE** : It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.

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

- APPLICATIONS** : Applications must be forwarded to: The Head of Department, Department of Economic Development and Planning, Riverside Government Complex Building no 4, 1<sup>st</sup> floor, Private Bag x 11215, Nelspruit, 1200
- CLOSING DATE** : 17 October 2008 @ 12H00 and please take note that no applications received after the closing date will be considered.
- NOTE** : Fully completed applications must be submitted on form Z83 obtainable from any public Service department and must be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). It is also expected of the top three candidates in terms of the selection interview results for the Middle Management post to undergo a compulsory competency assessment on a date that will be decided by the employer. The Department reserves the right not to fill the positions.

**OTHER POSTS**

- POST 40/119** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS(REF.PR527/8-9)**
- SALARY** : R344 052 per annum (all-inclusive package)
- REQUIREMENTS** : Bachelor's degree in one of the following fields: Economic/ Information/ Computer/ Mathematical Sciences with majors in at least one of the following: Information Management Systems/ Statistics/ Economics/Mathematics Working Knowledge and experience with ArcGIS, database management, SQL Server and Web server technologies. Must display Strong strategic planning, analytical, project management capabilities and have at least two years supervisory experience. The candidate should demonstrate ability to lead effectively and co-operatively. Driver's license (EB) is a must. Be prepared to undergo a performance assessment test.
- DUTIES** : Responsibilities: Manage the Provision of GIS services by the Department on the provincial economy, internally and externally. Supervise the development, integration and management of project information and socio-economic databases. Co-ordinate the capture to databases, processing, analysis and sharing of statistical and spatial information related to Economic Development of the Province. Manage projects on expansion and maintenance of GIS services and database development. Develop strategic decision information support systems for economic development planning as well as monitoring and evaluation. Conduct presentations on spatial analyses on economic development. Produce progress reports. Manage contracts with service providers. Ensure information integrity and security.
- ENQUIRIES** : Vusumuzi Hlatshwayo @ (013) 766 4164
- POST 40/120** : **DEPUTY DIRECTOR: MEDIA MONITORING AND LIAISON (REF.PR1/27/8-9)**
- SALARY** : R344 052 per annum (all-inclusive package)
- REQUIREMENTS** : Bachelor's degree in Communications or equivalent qualification in Journalism from an accredited institution. 3-5 years relevant work experience in Communications, media or related field, Computer literacy and understanding of media research. Strong writing and verbal Communications skills. A valid code 8 driver's licence. Must be

	prepared to travel and work Irregular hours and under pressure and meet deadlines
<b><u>DUTIES</u></b>	: Responsibilities: develop and implement the departmental communication policy and strategy. Develop and implement media strategy and plans for all priorities and activities. Support the agencies on media relations and media liaison activities. Coordinate and manage media events including media networking sessions. Draft, edit and distribute media advisories, statement and key messages for key programmes and activities. Monitor and analyse media coverage and recommend appropriate communication. Coordinate and maintain a reliable media contact lists. Render language and speech writing services. Write and edit articles for the department publications and distribute to media. Conduct media impact assessments for key communication programmes. Advise the senior manager with media related matters. Liaise with MEC's Spokesperson with regards to organizing, managing and facilitation of the media conference, speaking opportunities in line with the strategy.
<b><u>ENQUIRIES</u></b>	: Vusumuzi Hlatshwayo @ (013) 766 4164
<b><u>POST 40/121</u></b>	: <b><u>PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT (REF: PR1/26/8-9)</u></b>
<b><u>SALARY</u></b>	: R174 243 p.a
<b><u>REQUIREMENTS</u></b>	: A three year recognized tertiary qualification in Office Administration/Public Administration/Certificate in Advance Typing skills or equivalent qualification with at least two years proven work experience in an Executive Office. Extensive knowledge of Ms Office. General Understanding of Government processes, Protocol, Public Administration and Financial processes. Good verbal and written communication skills, interpersonal, assertiveness, detail conscious, planning and organizing, report writing and computer skills. Customer oriented. An ability to work long and irregular hours
<b><u>DUTIES</u></b>	: manage the diary of the Head of Department and provide administrative and operational support (logistical, stationery, taking minutes for the Head of Department's Office. Coordinate and manage the work priorities in the Office of the Clerk. Compile Cabinet Memorandums. Liaise with other Departments and stakeholders. Serve as a Logis User Clerk for the Head of Department's Office. Perform any other duties as and when is required by the HOD
<b><u>ENQUIRIES</u></b>	: Vusumuzi Hlatshwayo @ (013) 766 4164

#### **DEPARTMENT OF FINANCE**

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

<b><u>APPLICATIONS</u></b>	: All applications should be addressed to: Department of Finance, Building No. 4, Lowerground floor, Nelspruit, 1200. or post to: Private Bag X 11205, Nelspruit 1200
<b><u>CLOSING DATE</u></b>	: 17 October 2008
<b><u>NOTE</u></b>	: Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and Certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged Communities. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. A successful candidate will be required to sign a Performance Management Agreement, subjected to security clearance as well as disclosure of financial interest. Candidate will be subjected to a competency assessment test.

## MANAGEMENT ECHELON

<b><u>POST 40/122</u></b>	:	<b><u>SENIOR MANAGER: PUBLIC SECTOR LIABILITIES (REF 131/08)</u></b> Office of the Public Sector Liabilities (Appointment is subject to signing of performance agreement)
<b><u>SALARY</u></b>	:	R540 429 P.A
<b><u>CENTRE</u></b>	:	Head Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A Degree or diploma in Accounting, Public Finance or Economics, with a minimum of four years experience in the finance field, knowledge of MFMA, PFMA, Local government environment and analyzing of the financial information, good leadership and interpersonal skills• Computer literate• Valid drivers license code8(EB).
<b><u>DUTIES</u></b>	:	Responsibilities: Monitor Provincial and Municipal liabilities Conduct age analyses of Provincial and Municipal liabilities• Maintain records of Provincial and Municipal liabilities• Provide advice on Provincial and Municipal liquidity• Consolidate and report on Provincial and Municipal liabilities.
<b><u>ENQUIRIES</u></b>	:	MR Dan Siziba @ 013 766 4478



**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** : 17 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 Closing Date Of Post/S, It Can Be Assumed That Shortlisting, Interviews And Appointments Have Already Been Carried Out.

**OTHER POSTS**

**POST 40/123** : **OPERATIONAL MANAGER NURSING (PSYCHIATRY) GRADE 1 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 40/124** : **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 40/125** : **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 Experience. Good Interpersonal, Communication And Decision Making Skills. Computer Literacy. Have Knowledge Of Quality Assurance And Radiology Protection.

**DUTIES** : 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.

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

**POST 40/126** : **PRINCIPAL PHARMACIST (REF NO: HEALTH/KHC 236)**

**SALARY** : R174 243 per Annum  
**CENTRE** : Kimberley Hospital Complex  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

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

**POST 40/127** : **PROFESSIONAL NURSE GRADE 111 (PN A4) X2 (PSYCHIATRY) (REF NO: HEALTH/KHC 237)**

**SALARY** : R 160 470 – R 203 280 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 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

**DUTIES** : 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.

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

<b><u>POST 40/128</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.
<b><u>ENQUIRIES</u></b>	:	Mr F Shaikhmag (053) 802 -2253
<b><u>POST 40/129</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 40/130</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 111 (PN A4) X2 (PSYCHIATRY) (REF NO: HEALTH/KHC 240)</u></b>
<b><u>SALARY</u></b>	:	R 130 473 – 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 40/131</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 40/132</u></b>	:	<b><u>SENIOR SPEECH THERAPIST / AUDIOLOGIST (1 POST) (REF NO: HEALTH/KHC 242)</u></b>
<b><u>SALARY</u></b>	:	R117 501 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 Audiologist. Equipment And Clinical Competence. Good Communication And Interpersonal Relations Skills. Work Well In Mdt.
<b><u>DUTIES</u></b>	:	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 40/133</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>	:	Thee 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 40/134</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 Atiquette 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 40/135</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 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.
<b><u>ENQUIRIES</u></b>	:	Mr F Shaikhmag, (053) 802- 2253

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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

- APPLICATIONS** : JobVest (Response Handling) Private Bag X15 Tygervalley 7536 Or hand-deliver to: 5<sup>th</sup> Floor 47 on Strand Strand Street Cape Town
- FOR ATTENTION** : Ms Judy Johnstone (Tel) 021 918-6590
- NOTE** : These posts will be filled in accordance with section 11 of the Public Service Act, 1994, as amended. Note: Strong consideration will be given to excess employees. Excess staff must kindly indicate as such on Z83. Applications, via the Head of your Department (if a public service employee), with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of documentation (ID, scholastic, driver's license, as well as highest educational qualification). The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Department. No CV's will be returned. No faxed, e-mailed or late applications will be considered. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Full particulars of at least three references must be supplied as reference checking will be done during the selection process. Any previous government service and reason for leaving must be declared. Candidates will be subjected to competency assessment as well as security clearance. It can be expected of candidates to perform a presentation and/or a practical during the interview.

**OTHER POSTS**

- POST 40/136** : **DEPUTY DIRECTOR: CENTRAL ORGANISATION REFERENCE NO: CL/08/018**  
Directorate: Library and Archive Services
- SALARY** : Salary of R344 052 per annum (The all-inclusive remuneration package may in accordance with the applicable rules, be structured according to the individual's needs).
- CENTRE** : Cape Town
- REQUIREMENTS** : The formal qualification for this position is B.Bibl Degree (or equivalent) qualification, as well as management experience of the provincial or public library field plus a valid driver's licence. The following will serve as recommended competencies/skills: Extensive appropriate experience in library management at senior level • Experience of strategic planning principles and project management • Expertise in the field of financial management and budget control • Knowledge of provincial library policy • Experience of public library services and management • Knowledge of the CPALS, or similar library and information system • Computer literacy • Good communication skills in at least two of the three official languages of the Western Province • high level knowledge of Supply Chain Management
- DUTIES** : The successful candidate will be responsible for: Management of Acquisitions, Technical Services Computerised Library and Information

Systems Central Reference and Research and Special Services. •Co-ordinate and control budget for acquisitions of Library Material and give input to budget process •Co-ordinate Computerised Library and Information System • Maintain contract with external role players and other departments •Part of management team of Library Service responsible for strategic planning and professional management asks •Control all computerised expenditure •Co-ordinate cataloguing, processing and selection processes and research projects. •Co-ordinate Tenders for computer equipment •Co-ordinate asset management of Library Service materials and equipment •Monitor acquisition of new library material

**ENQUIRIES** : Mrs N Dingayo (021) 483-2273  
**CLOSING DATE** : 17 October 2008

**POST 40/137** : **DEPUTY DIRECTOR: MUSEUM SERVICES REFERENCE NO: CM/08/020**  
 Directorate: Museum Services

**SALARY** : Salary of R344 052 per annum (The all-inclusive remuneration package may in accordance with the applicable rules, be structured according to the individual's needs).

**CENTRE** : Cape Town  
**REQUIREMENTS** : The formal qualification for this position is an appropriate, recognised B. degree or an equivalent qualification with eg. history, architecture, archaeology, anthropology or heritage management studies as majors • valid Code 08 driver's licence. The following will serve as recommendations: • Post-graduate qualifications such as the Professional Diploma in Museum Studies • extensive experience in museum management and museum systems and procedures • applications of strategic planning principles and project management • financial management and budget management • knowledge of the provincial museum policies and legislation • conservation techniques • excellent computer skills.

**DUTIES** : The successful candidate will be responsible for: • Management of the Western Cape Museum Services • liaison with and between affiliated museums and other institutions • the co-ordination of the conservation and maintenance of artefacts, structures and sites within the Museum Service' s domain • managing the presentation of exhibitions in museums • initiating and developing museographic line function and management practices in museums • managing the development of museum related education programmes • co-ordinating appropriate training of museum personnel, governing bodies and volunteers • promotion of a heritage ethos amongst the inhabitants of the Western Cape • Management of staff.

**ENQUIRIES** : Ms Hanneljie Du Preez, Tel. (021) 483-9508.  
**CLOSING DATE** : 17 October 2008

**POST 40/138** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REFERENCE NO: CF/08/016**  
 Directorate: Finance

**SALARY** : Salary of R344 052 per annum (The all-inclusive remuneration package may in accordance with the applicable rules, be structured according to the individual's needs).

**CENTRE** : Cape Town  
**REQUIREMENTS** : Minimum Qualification Requirement And Experience: an appropriate three-year Degree/Diploma in Public Administration (or equivalent qualification) coupled with extensive relevant experience in Supply Chain Management/LOGIS and Asset Management. Required skills and competencies: The candidate must have:• good working knowledge of Supply Chain Management Framework • good communication skills (verbal and written) • experience in Bid Management • sound knowledge of the Electronic Purchasing System and working of LOGIS •

presentation; report writing; leadership and management skills • sound knowledge of the PFMA, Treasury regulations, Supply Chain Management Framework, Preferential Procurement Framework Act, BBBEE Act and relevant statutory provisions • ability to implement internal systems and ensure sound financial management • ability to interpret Acts and Regulations relating to procurement and asset management • a valid driver license • experience in reconciliation of LOGIS/BAS • computer literacy (MS Word, Excel, PowerPoint)

**DUTIES**

• responsible for management of the Logistical Management System that includes amongst others the following: Codification of items, SCOA codes contract management and payment of suppliers etc. • Management and control of assets that includes amongst others the following: Management of the assets lifecycle including planning, acquisitions and disposal recording, disclose of each class of assets recognised in the annual financial statements that include amongst others the following: Additions, disposal etc. • monitoring of Supply Chain Management performance that includes amongst others the following: Achievements of goals, compliance to norms and standards etc • Risk management: Identify and report analysed risks with regard to Supply Chain Management that includes the monitoring of all procurement non-compliance within the Department, e.g. unauthorised, irregular wasteful and fruitless expenditure • Procurement fraud: investigate and report all procurement related fraudulent cases within the Department. • ensure development implementation and maintenance of acquisition management policy systems that will facilitate effective, efficient, economical and transparent procurement of goods and services • develop, implement and maintain asset management policies, procedures, strategy and plan for the Department • ensure compliance with PFMA, BBBEE, PPPFA and other statutory provisions • acquisition Management Administration • manage Supply Chain Management Delegations

**ENQUIRIES**  
**CLOSING DATE**

Mr. SV Bowes Tel: (021-483 9554)  
17 October 2008

**POST 40/139**

**ASSISTANT DIRECTOR: ASSET MANAGEMENT REFERENCE NO: CF/08/015**  
Directorate: Finance

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

Salary of R174 243 per annum  
Cape Town  
The formal qualification for this position is an appropriate three-year tertiary qualification (or equivalent) with appropriate supervisory experience and a valid B (08) driver's licence. The following will serve as recommended competencies/skills: Extensive knowledge of supply chain management legislative framework and related legislation (PFMA, NTR, PTI) Advanced experience in logistical and asset management functions (particularly LOGIS) Good verbal and written skills (report writing) in at least two of the three official languages of the Western Cape Computer literacy (MS Word and MS Excel Accounting, negotiation, meeting and presentation skills Ability to function under pressure.

**DUTIES**

The successful candidate will be responsible for: Asset management processes and functions Manage life cycle planning and strategy of assets within the department Manage the overall logistical processes and functions Ensure correct Asset Management procedures are adhered to in terms of LOGIS system Manage monthly asset reconciliations Manage an efficient system for safeguarding and monitoring and record-keeping of assets Ensure that all assets are accounted for in the Asset Register Develop, implement and monitor acquisition maintenance and disposal plans for assets Develop, implement and maintain asset management policies and procedures Compile annual financial statements with regards to asset management Manage staff & budget.



<b><u>ENQUIRIES</u></b>	:	Ms L La Grange, Tel. no. (021) 483 9562
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>POST 40/140</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u></b> <b><u>REFERENCE NO: CF/08/017</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	Salary of R174 243 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate 3 year tertiary qualification/ or equivalent, plus extensive experience in procurement. The following will serve as recommended competencies/ skills: • knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, LOGIS and BAS, the Preferential Procurement Policy Framework Act, practical working experience of tendering processes, knowledge of Supply Chain Management, experience in procurement, Black Economic Empowerment • computer literacy • good verbal and written communication skills in at least two of the three official languages of the Western Cape • sound interpersonal and management skills • ability to work independently and under pressure • a valid code 8 driver's license.
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for: • implementing and applying the Provisioning Administration System • applying procurement and tender procedures according to the Regulations and applicable Practice Notes • investigating and implementing a new procurement policy and system • rendering advisory functions regarding all provisioning matters • determining Departmental Policy in respect of stores/provisioning • asset management • serving on the Departmental Tender Committee • serving as an internal purchasing specialist • assisting executive/senior management in developing organization sourcing/purchasing strategy • administration of tender processes • overseeing purchasing activities • Driving Supply Chain Management within the Department.
<b><u>ENQUIRIES</u></b>	:	Ms L La Grange Tel: (021) 483 9562.
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 40/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLIC ENTITIES (CHIEF FINANCIAL OFFICER SUPPORT) REFERENCE NO: CF/08/011</u></b> Directorate: Finance
<b><u>SALARY</u></b>	:	Salary of R174 243 per annum (Salary Level 9)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is a relevant 3-year B-degree (or equivalent) plus relevant experience in a financial environment. The following will serve as recommended competencies/skills: strong leadership abilities knowledge of General Accepted Accounting Practice (GAAP) having in-depth knowledge of PASTEL will be an added advantage excellent verbal and written communication skills in at least two of the three official languages of the Western Cape ability to use initiative and to be innovative knowledge of the Public Finance Management Act and National Treasury Regulations and annual financial statements Computer Literacy (MS Word / MS Excel/ Pastel)
<b><u>DUTIES</u></b>	:	Key performance areas: The successful candidate will be responsible for: Preparation of the Financial statements and annual reports for the three public entities planning and budget management the asset and liability management accounting and accountability supply chain management capacity building managing personnel.
<b><u>ENQUIRIES</u></b>	:	Mr S Bowes, Tel. (021) 483 9554
<b><u>CLOSING DATE</u></b>	:	17 October 2008

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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

<b><u>APPLICATIONS</u></b>	:	JobVest Response Handling, Private Bag X15, Tyger Valley, 7536 or Hand – delivered to: 5 <sup>th</sup> Floor, 47 on Strand, Strand Street, Cape Town,
<b><u>FOR ATTENTION</u></b>	:	Ms Judy Johnstone
<b><u>CLOSING DATE</u></b>	:	20 October 2008
<b><u>NOTE</u></b>	:	These posts will be filled in accordance with section 11 of the Public Service Act, 1994, as amended. Note: Strong consideration will be given to excess employees. Excess staff must kindly indicate as such on Z83. Applications, via the Head of your Department (if a public service employee), with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of documentation (ID, scholastic, driver's license, as well as highest educational qualification). The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Department. No CV's will be returned. No faxed, e-mailed or late applications will be considered. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Full particulars of at least three references must be supplied as reference checking will be done during the selection process. Candidates will be subjected to competency assessment as well as security clearance. Any previous government service and reason for leaving must be declared.

**OTHER POSTS**

<b><u>POST 40/142</u></b>	:	<b><u>DEPUTY DIRECTOR REFERENCE NO: JV 020</u></b> Directorate: Pollution Management
<b><u>SALARY</u></b>	:	R 407 745 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate, recognized 4-year B degree in Natural or Physical Sciences, Environmental Sciences or Engineering (or an equivalent, appropriate qualification). The incumbent will be required to have: • appropriate and extensive working experience in the environmental field particularly related to Pollution Management • sound interpersonal and communication (written and verbal) skills, with the ability to communicate in at least two of the three official languages of the Western Cape (English, Afrikaans, Xhosa) • proven managerial and administrative experiences, that includes, human resource management, financial management, project management and business planning • computer literacy • a valid Code 08 (EB) driver's licence and willingness to travel. The following will serve as recommendations: • wide ranging knowledge of relevant environmental legislation, policies and regulations, that includes pollution management, chemicals management and environmental management • conflict management and negotiation skills • experience in policy formulation and implementation • experience in compliance monitoring and enforcement of environmental legislation • knowledge of international multilateral agreements • knowledge of information management and statistical analysis • experience in resource efficiency (including cleaner production) and pollution prevention.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: • managing and facilitating the effective and efficient development, implementation and monitoring of policies, legislation, guidelines, norms, standards, action plans and systems with regard to pollution management • provide and co-ordinate all specialist environmental advice to organs of state and other stakeholders regarding Pollution Management • Overall management of the development and implementation of specific projects with regards to Pollution Management • Overall management of the monitoring of compliance with respect to our statutory obligations (NEMA & ECA) and support the enforcement of our relevant statutory provisions with regards to Pollution Management • Overall general management that includes Financial and Human Resource Management and administration • Provide technical advice, co-ordinate and provide overall quality assurance of technical comments on technical reports that includes environmental impact assessment reports w.r.t. Pollution and Chemicals Management
<b><u>ENQUIRIES</u></b>	:	Mr G Arendse, Tel no (021) 483 5109
<b><u>POST 40/143</u></b>	:	<b><u>ASSISTANT DIRECTOR REFERENCE NO: JV 014</u></b> Directorate: Strategic Environmental Management
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate, recognised National Diploma or Higher Diploma (T/N Stream), B. Tech Degree or B. Degree with Geography and/or Cartography and/or Information Systems and appropriate working experience in the information field. The following will serve as requirements: • detailed knowledge of geographic information systems and database management, especially in the ESRI Suite of Products • computer literacy in MS Office, information systems and databases • a valid code 08(EB) driver's license and a willingness to travel • project management skills • investigative and research skills The following will serve as recommendations: • database design skills • GIS presentation and awareness raising skills • basic knowledge of financial management • basic knowledge of human resource management • basic knowledge of labour relations legislation and regulations • basic knowledge of strategic planning, operational planning and performance measurement • supervisory and mentoring experience
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to • supervise and undertake Departmental Geographic Information System (GIS) awareness campaigns • investigate, research and undertake/supervise special departmental projects and desktop publishing using GIS Technology • contribute to and participate in relevant national, provincial and departmental information initiatives and committees with particular reference to spatial information • assist with the strategic planning and annual reporting of the Information Management Services Sub-programme • assist with financial management and human resource recruitment, development and performance.
<b><u>ENQUIRIES</u></b>	:	Mr Lehan Fouche Tel. 483 3688
<b><u>POST 40/144</u></b>	:	<b><u>PRINCIPAL ENVIRONMENTAL OFFICER: AIR QUALITY PLANNING (2 POSTS) &amp; PRINCIPAL ENVIRONMENTAL OFFICER: AIR QUALITY REGULATORY SERVICE (1 POST) REFERENCE NO: JV 017</u></b> Directorate Pollution Management
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate 3-year tertiary qualification in Natural or Physical Sciences or Engineering (or an

## **REQUIREMENTS**

appropriate equivalent qualification) with qualification) with relevant substantial working experience.

- sound interpersonal and communication skills (verbal and written)
  - computer literacy (particularly in MSWord, Excel and PowerPoint)
  - report writing skills
  - Knowledge and experience in environmental management, that includes Air Quality Management
  - Knowledge of environmental Legislation, policies, and regulations
  - Experience in planning and organising
  - Ability to source and analyse information
  - a valid code 08(EB) driver's license and a willingness to travel
  - Research methodology skills.
- Recommendations:
- Ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape Province
  - supervisory and conflict management skills
  - Administrative experience and knowledge of basic budgeting
  - A qualification or a course in Chemical Sciences or Air Quality Management (Air Pollution) would be an additional recommendation
  - Knowledge of air quality management systems
  - ability to interpret statistics and air quality and epidemiological information
  - Knowledge of project management and experience in working in project teams
  - Knowledge of methodologies and techniques for assessment and/or evaluation of environmental impacts.

## **DUTIES**

The successful candidate will be responsible for:

- Contribute to the development, implementation, monitoring and regulation of air quality management system(s) and plans
- Provide technical advice on air quality reports and on complex to specialized environmental impact assessment related reports w.r.t. air pollution
- Develop and implement specific projects with regards to air quality management.
- Monitor the compliance and involved in the enforcement of the Department's statutory obligations (i.e. NEMA and NEM:Air Quality Act)
- Contribute to the development, implementation and monitoring of policies, legislation, strategies, action plans, guidelines, norms and standards with regard to air quality management.
- Support air quality management programmes and projects in the province
- Represent the Department on relevant committees and forums, with particular reference to air quality management.
- Assist with budgets, administration and supervision of staff
- Provide specialist environmental advice to organs of state and other stakeholders regarding pollution management
- Contribute to the development, facilitation and implementation of air quality management programmes for capacity building of stakeholders, including municipalities, the public and industry
- Support the atmospheric emission licensing process
- Contribute to the identification and management of declared priority areas
- Contribute to the development and management of air quality information management systems.

## **ENQUIRIES**

Mr K Chetty Tel. (021) 483 2749

## **POST 40/145**

### **LAW ENFORCEMENT OFFICER LAW ENFORCEMENT AND COMPLIANCE REFERENCE NO: JV 011**

Directorate: Law Enforcement and Legal Administration

## **SALARY**

R145 920 per annum

## **CENTRE**

Cape Town

## **REQUIREMENTS**

The formal qualification for this position is an appropriate, recognized tertiary qualification in Social, Natural, Physical Sciences or Environmental Sciences (or relevant equivalent qualification) with appropriate working experience. The following will serve as requirements:

- sound interpersonal and communication skills (verbal and written)
- computer literacy (particularly in Word, Excel and PowerPoint)
- report writing skills
- ability to communicate in at least two of the three official languages (English, Afrikaans and Xhosa) of the Western Cape
- a valid code 08 (EB) driver's license.

The following will serve as recommendations:

- successful completion of the EMI Bridging Training or designation as an EMI (Environmental Management

		Inspector) • knowledge of applicable policies, legislation, guidelines, standards and procedures relating to environmental and land use management applicable in the Western Cape • experience in the interpretation of legislation, policies, norms and guidelines.
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>• The incumbent will ensure the implementation of and compliance with relevant environmental and planning legislation • ensure the effective and efficient implementation of law enforcement measures and compliance monitoring systems • assist with general capacity building with regard to compliance monitoring and law enforcement • assist municipalities, officials of the Department and other departmental stakeholders on the application and implementation of environmental and planning legislation • draft notices and directives, and various other submissions relating to the functions of the sub-directorate • undertake site visits, inspections and manage investigations • undertake research • provide an effective and efficient service to the public in accordance with the principles of Batho Pele • assist with and contribute to the implementation of strategic plans, business plans and operational plans for the Directorate.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms F Abrahams Tel. (021) 483 8779
<b><u>POST 40/146</u></b>	:	<b><u>TECHNICAL OFFICER (X2 POSTS) REFERENCE NO: JV012</u></b> Directorate: Strategic Environmental Management Sub-Directorate: Information Services
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate, recognised National Diploma or Higher Diploma (T/N Stream), B. Tech Degree or B. Degree with Geography and/or Cartography and/or Information Systems and/or appropriate working experience in the information field. The following will serve as requirements • detailed knowledge of Spatial Data Management • comprehensive knowledge of Geographical Information Systems (GIS) and Information Systems • computer literacy in GIS (ESRI products) and MS Office • sound interpersonal and communication (written and verbal) skills and ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape Province • a valid code 08(EB) driver's license. The following will serve as recommendations • knowledge of legislation, regulations, policies and standards pertaining to spatial data • lateral, analytical and innovative thinking skills • investigative and research skills.
<b><u>DUTIES</u></b>	:	The incumbent will assist with the provision of an advanced information service, which includes • design and maintenance of GIS database • capture, maintain and improve new and existing data residing in database • query, and supply spatial data and reports from databases • undertake and assist with GIS awareness campaigns and marketing of the Component • undertake information technology products/projects • initiate motivations for the acquisition of data • investigate and search for planning, environmental and demographic data • participate in departmental projects dealing with spatial data • undertake municipal visits to provide guidance and GIS assistance.
<b><u>ENQUIRIES</u></b>	:	Mr Andre Van der Merwe Tel. (021) 483 3499
<b><u>POST 40/147</u></b>	:	<b><u>SENIOR AIR QUALITY MANAGEMENT OFFICER (VARIOUS POSTS)</u></b> <b><u>REFERENCE NO: JV 016</u></b> Directorate: Pollution Management
<b><u>SALARY</u></b>	:	R 145 920 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The formal qualification for this position is an appropriate, recognised 3-year tertiary Bachelor's degree in Natural or Physical Sciences and Engineering (preferably Chemical) or equivalent tertiary qualification.

The following will serve as requirements: • sound interpersonal and communication skills (verbal and written) • computer literacy (particularly in MS Word, Excel and PowerPoint) • report writing skills • knowledge of environmental legislation, policies and regulations • ability to plan and organize activities • ability to source and analyze information • administrative skills • knowledge and experience of meeting procedures and minute taking • research methodology skills. The following will serve as recommendations: • knowledge of statistical or epidemiological analysis and air quality information management • a recognized qualification in the chemical sciences • appropriate working experience in the environmental, appropriate industry or air quality fields • knowledge of environmental management, including air quality management • basic knowledge of project management • knowledge of air quality management systems • knowledge of methodologies and techniques for assessment and/or evaluation of environmental impacts • ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape province • a valid code 08(EB) driver's license and a willingness to travel.

**DUTIES** : • contribute to the development, implementation, monitoring and regulation of Air Quality Management and in the establishment of air quality management policies, plans and systems. • provide technical advice and guidance on medium to complex air quality reports, basic assessment, scoping and environmental impact reports w.r.t. air quality management • assist with the development and implementation of specific projects with regards to air quality management planning, policy formulation, emissions inventories and information management, and capacity building • involve in compliance monitoring and enforcement with regard to the Department's statutory obligations (NEMA and NEM: AQA and provincial legislation) • conduct in-depth research on air quality management • handle air quality management enquiries and represent the Department on relevant committees and forums, with particular reference to air quality management • perform administrative functions which relates to the development and implementation of air quality management systems and human resource management.

**ENQUIRIES** : Mr K Chetty at Tel, (021) 483 2749

**POST 40/148** : **GIS WEB COTENT FACILITATOR REFERENCE NO: JV013**  
Directorate: Strategic Environmental Management

**SALARY** : R 145 920 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : The formal qualification for this position is a Tertiary Qualification (National Diploma or Higher Diploma (T/N Stream), B Tech Degree or Degrees Information Systems as major requirements with appropriate working experience in Geographical Information Systems field. The following will serve as requirements: • knowledge of Geographical Information Systems (GIS) and Data Management, specifically Arcview and ArcGIS • knowledge of GIS Web-enabling software and architecture • knowledge of Website technology practices (e.g. HTML, Photoshop, CorelDraw) • sound interpersonal skills • written and verbal communication skills in at least two of the three official languages of the Western Cape • computer literacy in MS Office Suite. The following will serve as recommendations: • cartographic and Web Graphic and Design Skills • research and project management skills • a valid driver's license.

**DUTIES** : • The successful candidate will be responsible for: • maintaining the departmental GIS Data Server • maintenance of GIS Data Server infrastructure and directories for data storage, querying, retrieval and back ups • provide guidance to maintain Data Server functionality • provide access by assigning user accessibility levels and create security protocols • maintain spatial data integrity according to norms, standards and projections • scrutinize the capturing, cleaning, editing and updating

of spatial data before populating the Data Server • investigate, research and report on new technological developments in the GIS Data Server environment • maintain the Departmental GIS Website by undertaking and outsource web page design • manage on-line data and databases • explore, research and implement new GIS Website technology trends • manage and co-ordinate inputs to the Cape Gateway Portal • undertake Web graphic design and research of new technology advances • facilitate linkages to other websites • provide user/client support and provide an effective web content and reporting facility.  
Mr L Fouche, Tel (021) 483 3688

**ENQUIRIES**

**POST 40/149**

**SECRETARY REFERENCE NO: JV 018**  
Directorate Pollution Management

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

R76 194 per annum  
Cape Town  
The formal qualification requirement for this post is a Senior (or equivalent qualification) Certificate with typing as a passed subject or any other typing training course/qualification plus experience as a Secretary. The Directorate: Pollution Management is looking for an experienced, energetic, confident secretary committed to the principles of Batho Pele, with excellent interpersonal and organisational capabilities and who can handle the pressure and challenges in the senior manager's office. Knowledge of office administration, full computer literacy (MS Word, MS Excel and MS PowerPoint). Excellent organisational and planning abilities. Good communication skills in at least two of the three official languages of the Western Cape. The following will serve as recommendation: • a Diploma in Secretarial Studies • ability to deal with sensitive matters and to work under pressure • telephone etiquette and good interpersonal skills • experience in minute writing • ability to work under pressure and irregular hours from time to time if requested.

**DUTIES**

• manage the office and diary of the Director • manage all incoming and outgoing telephone calls • all computer typing • arrange meetings and schedule appointments • arrange workshops, conferences and strategic sessions • draft letters, memos and notes for the Director • make travel and accommodation arrangements and submit expenditure claims and leave forms • receive visitors • book venues for meetings and arrange refreshments • manage and maintain filing system • retrieve files and documents • make photocopies and order stationary and office equipment and process payments • capture documentation received on electronic database and dispatch work • arrange and/ or serve tea/ coffee from time to time if requested • amending of codes /directives • other secretarial and office management tasks as directed by the Director.

**ENQUIRIES**

Mr G Arendse, Tel no (021) 483 5109

**POST 40/150**

**SECRETARY REFERENCE NO: JV 019**  
Chief Directorate: Environmental and Land Planning

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

R76 194 per annum  
Cape Town  
The formal qualification requirement for this post is a Senior (or equivalent qualification) Certificate with typing as a passed subject or any other typing training course/qualification plus experience as a Secretary. The Chief Directorate: Environmental and Land Planning is looking for an experienced, energetic, confident secretary committed to the principles of Batho Pele, with excellent interpersonal and organisational capabilities and who can handle the pressure and challenges in the senior manager's office. Knowledge of office administration, full computer literacy (MS Word, MS Excel and MS PowerPoint). Excellent organisational and planning abilities. Good

communication skills in at least two of the three official languages of the Western Cape. The following will serve as recommendation: • a Diploma in Secretarial Studies • ability to deal with sensitive matters and to work under pressure • telephone etiquette and good interpersonal skills • experience in minute writing • ability to work under pressure and irregular hours from time to time if requested.

**DUTIES** : • manage the office and diary of the Director • manage all incoming and outgoing telephone calls • all computer typing • arrange meetings and schedule appointments • arrange workshops, conferences and strategic sessions • draft letters, memos and notes for the Director • make travel and accommodation arrangements and submit expenditure claims and leave forms • receive visitors • book venues for meetings and arrange refreshments • manage and maintain filing system • retrieve files and documents • make photocopies and order stationary and office equipment and process payments • capture documentation received on electronic database and dispatch work • arrange and/ or serve tea/ coffee from time to time if requested • amending of codes /directives • other secretarial and office management tasks as directed by the Director.

**ENQUIRIES** : Mr G Arendse, Tel no (021) 483 5109

**POST 40/151** : **SECRETARY REFERENCE NO: JV 010**  
Directorate: Law Enforcement and Administration

**SALARY** : R76 194 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : The formal qualification requirement for this post is a Senior (or equivalent qualification) Certificate with typing as a passed subject or any other typing training course/qualification plus experience as a Secretary. The Chief Director: Environmental and Land Planning is looking for an experienced, energetic, confident secretary committed to the principles of Batho Pele, with excellent interpersonal and organisational capabilities and who can handle the pressure and challenges in the office. The following will serve as recommendation: • a Diploma in Secretarial Studies, knowledge of office administration, full computer literacy (MS Word, MS Excel and MS PowerPoint) • excellent organisational and planning abilities • good communication skills in at least two of the three official languages of the Western Cape • ability to deal with sensitive matters and to work under pressure • telephone etiquette and good interpersonal skills • experience in minute writing • computer literacy in MS Office • ability to work under pressure and irregular hours from time to time if requested.

**DUTIES** : • manage the office and diary of the Director • answer the telephone and make calls • all computer typing • arrange meetings and schedule appointments • arrange workshops, conferences and strategic sessions • draft letters, memos and notes for the Chief Director • make travel and accommodation arrangements and submit expenditure claims • receive visitors • book venues for meetings and arrange refreshments • manage and maintain filing system • trace files and documents • make photo copies and order stationary, equipment, cartridges, etc and processing of payments thereof • capture documentation received on electronic database and dispatch work • serve tea, coffee ect • amending of codes /directives • other tasks as directed by the Chief Director.

**ENQUIRIES** : Mr J Truter, Tel no (021) 483 3506

**POST 40/152** : **SENIOR ADMINISTRATIVE CLERK (1 POST) REFERENCE NO: JV 015**  
Chief Directorate: Environmental and Land Planning

**SALARY** : R64 410 per annum  
**CENTRE** : Cape Town



## **REQUIREMENTS**

: The formal qualification for this position is a Grade 12 certificate (or equivalent qualification) with appropriate administrative experience. The following will serve as requirements • knowledge and experience in general office administration and office management support services • knowledge and experience in procurement of goods and services • computer literacy (MS Word, MS Excel and/or MS Access) • good communication (verbal and written) and interpersonal skills • knowledge and experience in minute taking and meeting procedures • knowledge of general organising, planning and logistical arrangements • knowledge and experience in database management. Recommendations: • basic budgeting and financial control • procurement administration and knowledge of supply chain management prescripts • ability to communicate in at least two of the three official languages (English, Afrikaans, Xhosa) of the Western Cape province • a valid code 08 (EB) driver's license would be advantageous • a willingness to travel • knowledge and experience in database management • knowledge and experience in filing documentation • knowledge of stock or asset control.

## **DUTIES**

: The successful candidate will be responsible for providing administrative and office management support to the respective sub-directorate within the above-mentioned Directorates, that includes • processing of procurement requests for goods and services • receipt and control of procurement requests and liaison with service providers • provide support in the preparation and controlling of payment documents, claims, requisitions and reconciliation of all financial reports • update asset register (equipment) • upkeep of inventory • capture data and maintain various databases • general correspondence and maintain correspondence registers • making copies and sending faxes • booking venues and provide support with logistical arrangements for meetings and workshops • minute taking and general secretarial activities at meetings and workshops • collate and disseminate information • filing of correspondence • provide administrative support to the processing of respective registrations and licenses issued by the line component • any other administrative task as required. The successful candidate will be responsible for providing administrative and office management support to the respective sub-directorate within the above-mentioned Directorates, that includes • processing of procurement requests for goods and services • receipt and control of procurement requests and liaison with service providers • provide support in the preparation and controlling of payment documents, claims, requisitions and reconciliation of all financial reports • update asset register (equipment) • upkeep of inventory • capture data and maintain various databases • general correspondence and maintain correspondence registers • making copies and sending faxes • booking venues and provide support with logistical arrangements for meetings and workshops • minute taking and general secretarial activities at meetings and workshops • collate and disseminate information • filing of correspondence • provide administrative support to the processing of respective registrations and licenses issued by the line component • any other administrative task as required.

## **ENQUIRIES**

: Ms M Greenwood (021) 483-2602

### **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**

<b><u>POST 40/153</u></b>	:	<b><u>SENIOR CLINICAL PSYCHOLOGIST/LECTURER (ADOLESCENT PSYCHOSIS RECOVERY UNIT)</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R 217 482 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<b><u>CENTRE</u></b>	:	Lentegeur Hospital, Mitchell's Plain
<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professions Council of South Africa as a Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. Appropriate experience of under- and post-graduate teaching in the health sciences. The following will serve as recommendations: Fluency in at least two of the three official languages of the Western Cape. Appropriate experience, or a tertiary qualification in adolescent intervention. Experience in the management of acute psychotic disorders.
<b><u>DUTIES</u></b>	:	Develop and manage the clinical psychology service in the Adolescent Psychosis Recovery Unit at Lentegeur Hospital. Co-ordinate the Neuropsychological Assessment Service at Lentegeur Hospital. Diagnose and treat complicated first episode psychotic conditions in the service. Supervise clinical psychology interns, Registrars in Psychiatry and Clinical Psychologists. Teach selected modules at the Faculty of Health Sciences at the University of Cape Town. Perform clinical research and publish its findings.
<b><u>ENQUIRIES</u></b>	:	Ms L Stanton, tel. no. (021) 370-1455.
<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>	:	24 October 2008
<b><u>POST 40/154</u></b>	:	<b><u>SENIOR CLINICAL PSYCHOLOGIST/LECTURER (ADULT THERAPEUTIC WARD)</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R 217 482 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<b><u>CENTRE</u></b>	:	Lentegeur Hospital, Mitchell's Plain
<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professions Council of South Africa as a Clinical Psychologist (Independent Practice). Appropriate post-registration clinical experience. Appropriate experience of under- and post-graduate teaching in the health sciences. Fluency in at least two of the three official languages of the Western Cape. The following will serve as recommendations: Advanced experience, or a tertiary qualification in adult psychopathology and Psychotherapeutic intervention
<b><u>DUTIES</u></b>	:	Provision and co-ordination of optimal psychological services in the Adult Therapeutic Ward. Participate in the training of intern clinical psychologists and other health professionals. Supervision of intern clinical psychologists, registrars and Clinical psychologists. Participate in academic activities (teaching and research) at the associated universities, and engage in ongoing professional development. Provide a support service to the Principal Clinical Psychologist
<b><u>ENQUIRIES</u></b>	:	Ms L Stanton, tel. no. (021) 370-1455.
<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>	:	24 October 2008
<b><u>POST 40/155</u></b>	:	<b><u>ASSISTANT DIRECTOR : HEALTH (INSPECTORATE)</u></b> Directorate: Professional Support Services
<b><u>SALARY</u></b>	:	R174 243 per annum.

<b><u>CENTRE</u></b>	:	Head Office, Cape Town (Directorate: Professional Support Services)
<b><u>REQUIREMENTS</u></b>	:	Current registration with a South African statutory health professions council. Formal qualification in a Mental Healthcare Discipline, Midwifery/Obstetrics and Psychiatry. Extensive, appropriate experience in Health Science practice, including related Health Services Management exposure. Insight into Private Health Establishment Regulations, as amended. Demonstrable computer literacy and excellent report writing skills. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as the other Departmental institutions. A valid unendorsed code B/EB driver's licence and willingness to travel throughout the Western Cape. Recommendations: Current registration with the Health Professions Council of South Africa or South African Nursing Council or the South African Pharmacy Council. Post-basic qualifications in other clinical nursing disciplines and/or Health Science Management. Experience in a mental healthcare environment. A proven record of confidence, initiative, and self-motivation, as well as strong leadership qualities. Knowledge of budgeting process and financial management.
<b><u>DUTIES</u></b>	:	Conduct health facility inspections, and resultant decision-making procedure in the Western Cape Province, in accordance with municipal, provincial (Regulation 187, as amended) and national legislation. Effectively and efficiently communicate with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing regulations. Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Nursing (Licencing and Inspectorate). Supervise support staff and assist with the management of the duties of the division. Supervise the correct procedure in levying and collection of inspection fees from private health care facilities in terms of applicable health legislation. Note: This post does not form part of the OSD. The successful completion of a technical competency test by candidates shall be utilised as part of the selection procedure.
<b><u>ENQUIRIES</u></b>	:	Mr V Brickles, tel. no. (021) 483-3303.
<b><u>APPLICATIONS</u></b>	:	The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
<b><u>FOR ATTENTION</u></b>	:	Mr RA Merton
<b><u>CLOSING DATE</u></b>	:	17 October 2008

#### **PROVINCIAL TREASURY**

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

<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, CAPE TOWN 8000 OR hand delivered to: 4 Dorp Street, Tower Block, 2 <sup>nd</sup> Floor, Room 2-11.
<b><u>FOR ATTENTION</u></b>	:	Mr B Damons
<b><u>CLOSING DATE</u></b>	:	17 October 2008
<b><u>NOTE</u></b>	:	It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address <a href="http://www.Capegateway.gov.za">www.Capegateway.gov.za</a> ) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further

checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

#### **OTHER POST**

<b><u>POST 40/156</u></b>	:	<b><u>ECONOMISTS REF NO: WCPT 04/02/08</u></b> Chief Directorate Public Finance Directorate Public Finance Policy Research and Modelling
<b><u>SALARY</u></b>	:	All all-inclusive package of R 311 358 includes basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. This flexible portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	The minimum qualification requirement for this position is a Master's Degree in Economics / Public Finance / Business Administration or in relevant Public Policy Management •Proven appropriate experience in macro and socio-economic research and analysis, applied intergovernmental (national, provincial and local government) revenue analysis •Proven knowledge of government (national, provincial or local) revenue and expenditure and government financial systems. Required skills: •Creative and innovative researchers keen on working in an applied economic policy environment. •Strong knowledge of economic theory/ statistical theory / taxation and sampling techniques •Knowledge of economic indicators relative to national, provincial and local government •Verbal exchange of highly specialized and complex information requiring difficult explanation as well as tact and diplomacy. •Ability to plan and soundly organize. •Ability to negotiate and resolute. •Ability to work under pressure •Ability to produce good written documents/reports, gather and analyse economic data as well as to present findings •Ability to do research and apply econometric skills •Good computer literacy especially MS Office. Personal attributes: •Personal commitment to growing the Western Cape •Self-driven and dynamic •Self-confident, flexible to change and innovative •Ability to work efficiently under pressure.
<b><u>DUTIES</u></b>	:	Determine the overall financing envelope for the Western Cape's •Medium Term Expenditure Framework, resourcing the iKapa PGDS strategy and associate national policies. • Research, assess and provide input to key role players into maximising the Western Cape's share (and provinces generally) of nationally raised revenue in respect of provincial equitable share and conditional grant transfers. •Research and analyses into the Local Government equitable share and conditional grant transfers from the national and the provincial governments as a key input into the fiscal framework and sustainability assessments of municipalities •Ensure the effective development and expansion of the own revenue base of the provincial government and of municipalities that is in line with relevant legislation, inclusive of research into alternative options for taxation. •Evaluating the evolution of the fiscal governance model in respect of vertical balance and/or imbalance and provincial taxation and borrowing powers, functions and options •Evaluating the range of borrowing and financing instruments in the capital market that are appropriate for both the provincial and local governments and assessing the ability of local and provincial government to access various borrowing and financing instruments •Assessing and assisting to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments. •Research and development of a revenue estimation model that provides more accurate and robust estimates of own revenue for both provincial and local governments •Research and development of efficiency parameters and ratios that inform least cost analysis in government spent.
<b><u>ENQUIRIES</u></b>	:	Mr H Malila at ☎ 021 483-6673

## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

**FOR ATTENTION** : Mr R Versfeld  
**CLOSING DATE** : 17 October 2008

### OTHER POST

**POST 40/157** : **MANAGER: TECHNICAL SERVICES U2/08/032**  
 Job purpose: Manage the Technical Services Component: Educational Facilities. Ensure that all buildings occupied by the WCED are inspected regularly and maintained according to agreed and prescribed quality and safety standards. This must be achieved within the allocated resources and by working within multi disciplinary teams on identified projects.

**SALARY** : An all-inclusive negotiable salary package of R 407 745 per annum  
**CENTRE** : Department of Transport and Public Works Provincial Public Works Branch Directorate Educational Facilities, Cape Town

**REQUIREMENTS** : An applicable degree in Building related profession or an applicable technical qualification (T- or N stream). Competencies needed: : • extensive knowledge and experience of project management, personnel management, contract administration of maintenance / construction of buildings, financial and procurement procedures • knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA • excellent analytical, problem solving, interpersonal and organisational skills • good verbal and written communication skills in at least two of the three official languages of the Western Cape province • computer literacy (MS Project, Word, Excel, and PowerPoint) • a valid driver's license Experience: • extensive practical experience in the construction industry including maintenance work • proven management experience

**DUTIES** : • plan and control the execution of maintenance projects, and resources within budget • provide technical support and inspection services to the rest of the management team and their control • ensure that all projects are executed on time, within budget and within set standards • fulfil your role as a member of the Directorate's management team, project team and project leader of the Department • define and review on an ongoing basis, the purpose, feasibility, targets, objects and priorities in relation to user department • ensure the proper maintenance and care of equipment and all resources allocated • maintain the official database E-works, Spec Builder and keep the systems up to date • manage all personnel related matters • responsible for financial management and line function procurement

**ENQUIRIES** : Mr W Jassiem Tel (021) 483 5370