



DATE OF ISSUE: 10 OCTOBER 2008

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 41 OF 2008**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **10 NOVEMBER 2008**

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENT</b>	<b>ANNEXURE</b>	<b>PAGES</b>
AGRICULTURE	A	03 – 07
DEFENCE	B	08 – 09
ENVIRONMENTAL AFFAIRS AND TOURISM	C	10 – 12
HEALTH	D	13 – 14
INDEPENDENT COMPLAINTS DIRECTORATE	E	15
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	16 – 18
MINERALS AND ENERGY	G	19
NATIONAL YOUTH COMMISSION	H	20
PUBLIC SERVICE AND ADMINISTRATION	I	21 – 23
SOCIAL DEVELOPMENT	J	24
STATISTICS SOUTH AFRICA	K	25
WATER AFFAIRS AND FORESTRY	L	26 – 44

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
EASTERN CAPE	M	45 – 47
GAUTENG	N	48 – 55
KWAZULU NATAL	O	56 – 60
MPUMALANGA	P	61
NORTH WEST	Q	62
WESTERN CAPE	R	63 – 81

## DEPARTMENT OF AGRICULTURE

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

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

**FOR ATTENTION** : URS Response Handling

**CLOSING DATE** : 24 October 2008

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

## MANAGEMENT ECHELON

**POST 41/01** : **NATIONAL PROJECT MANAGER (LARP) REF 454/2008**  
One year contract appointment which may be renewable for a further period. It will be expected from the successful candidate to enter into a Performance Agreement with both the Directors-General of the Department of Agriculture and the Department of Land Affairs

**SALARY** : Remuneration Package of R675 276 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

**CENTRE** : Chief Programmes Office, Pretoria

**REQUIREMENTS** : The successful candidate must be in possession of an appropriate post graduate degree in Agricultural Economics and/or Economics/ Project Management/ Rural Development. Competencies and skills required: Extensive experience in Project Management and or Rural Development. High level negotiation skills, financial management and human resources management skills. Analytic thinking skills. Proven leadership skills.

**DUTIES** : (i) Develop and maintain a framework (integrating existing/new strategies, projects, initiatives, etc.) for the LARP and its key principles: Five year project plan Integrated Annual Work plan for ITCAL Standardised planning, approval and implementation procedures, manuals and tools. Facilitate the creation/ integration of structures (district committees, provincial forums, One-Stop Shop service delivery centres, etc.) to co-ordinate strategies, projects, initiatives etc.) related to LARP objectives. Interact with stakeholders with regard to LARP objectives. Monitor progress with regard to LARP objectives. Registering all individual projects related to LARP. Database on key data on individual projects (business plan, achievement of milestones, etc.). Identification of risks and threats. Report on progress with regard to the achievement of LARP objectives: Integrated Annual Work Plan Implementation and efficiency of the new single virtual land reform database. Manage the provisioning of a support service (logistical, secretarial, administrative, secretariat, project administration, etc.) to LARP and LARP-related structures. Manage the LARP-unit with regard to budget and finance, staff, procurement and asset management matters.

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

**CLOSING DATE** : 20 October 2008

**NOTE** : The Department of Agriculture and the Department of Land Affairs are coordinating a joint Land and Agrarian Reform Project (LARP) in accordance

with the Presidential APEX Priorities. These two Departments consequently wish to engage a National Project Manager for the LARP (Level 14) for a one year contract period which may be renewable for a further period. The successful candidate appointed to this position should provide leadership, execute a coordination role and be responsible for the successful implementation of the LARP in accordance with the scope and modalities as articulated in the approved LARP Concept Document. It will further be expected from the successful candidate to project manage this comprehensive alignment project for the respective services to land and agrarian reform beneficiaries from three tiers of Government and the private sector. The person appointed to this position will report to both the Directors- General of the Department of Agriculture and the Department of Land Affairs

<b><u>POST 41/02</u></b>	:	<b><u>DIRECTOR: EMPLOYEE DEVELOPMENT: (REF 453/2008)</u></b>
<b><u>SALARY</u></b>	:	Remuneration Package of R557 133 per annum. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Corporate Services, Pretoria
	:	The position calls for an individual in possession of a postgraduate qualification in Human Resources or Social Sciences. The ideal candidate must have appropriate extensive experience in a Human Resources Development environment with relevant managerial experience. Experience in health and wellness programmes will be an added advantage.
<b><u>DUTIES</u></b>	:	(i) Competencies needed are: The purpose of this job is to develop, manage and co-ordinate the improvement of the state of the department human resources in respect of skills development, training and development, learner ships, performance management and employee health and wellness in line with the government objectives applicable to the Department. (ii) Key responsibilities are: Manage, develop, maintain and implement strategic, policies, practices, processes and guideline in terms of national guidelines. Manage the activities of the Directorate at strategic level: Monitor the implementation of legislation, national prescripts, departmental initiatives, etc. in the area of functional responsibilities. Manage, promote and enhance training and development interventions; departmental learner ships; the implementation of performance management systems; induction and orientation programmes; employee health and wellness programmes. Develop and manage the business plan of the directorate in line with the strategic objectives of the Department. Monitor the implementation of the business plan. Align individual performance to the strategic objectives of the department. Report on the strategic frameworks/plans in the area of functional responsibility. Monitor and ensure effective and efficient co-ordination of activities. Develop operational standards and ensure the attainability and sustainability of the same. Advise the Minister, DG and Directors on the following, as it relates to the Department: Training and development. Learner ship. Performance management. Induction and orientation. Employee health and wellness. Manage the Directorate. Manage the budget of the component. Monitor and ensure proper utilisation and maintenance of equipment. Monitor and evaluate performance of employees. Ensure capacity building and training of staff in the directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. N.I. Miti, Tel. Nr. (012) 319-7334
<b><u>CLOSING DATE</u></b>	:	20 October 2008
<b><u>NOTE</u></b>	:	It will be expected from the successful candidate to enter into a performance agreement with the Chief Director: Corporate Services.

#### **OTHER POSTS**

<b><u>POST 41/03</u></b>	:	<b><u>NATIONAL CO-ORDINATOR (REF 452/2008)</u></b> Directorate: Research and Technology Development
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a four year degree in Agriculture or Natural Sciences coupled with sufficient experience in the multilateral sciences and technology environment. A thorough working knowledge of agricultural research systems nationally, regionally and globally will be an advantage. Good understanding of policy development process, research analysis and monitoring. Computer literacy, communication skills (written and verbal), project management and analytical skills. Understanding of

		strategic priority areas of the department and government developmental agenda in general. Networking and negotiation skills.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to manage and coordinate agreements with multilateral organisations on research, science and technical matters. Ensure that existing partnership with multilateral organisations are optimally exploited and strategically managed. Assist in the identification of new opportunities for multilateral and bilateral cooperation in science and technology development. Develop strategic alliance and interface with specific multilateral institutions such as FARA and the CGIAR centres to improve the national R&D system. Inputs into the departmental policy on interaction with multilateral organisation. Provide effective liaison with R&D statutory bodies and provincial departments of agriculture.
<b><u>ENQUIRIES</u></b>	:	Mr R.J. Sebola, Tel. 012 3196078
<b><u>POST 41/04</u></b>	:	<b><u>STATISTICIAN (2 POSTS) (REF 449/2008)</u></b> Directorate: Agricultural Statistics
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Bachelor's Degree with majors in Agricultural Economics/Economics or Statistical Mathematics/Statistics you are required to furnish a credit certificate and/or statement of results). Relevant experience in statistical and economic analysis.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be collection, processing, verification and interpretation of data for the compilation of the quarterly economic accounts for the agricultural sector in particular the expenditure account, capital accounts and indices. Interpretation and analysis of data and drafting fluent and graphically reports.
<b><u>ENQUIRIES</u></b>	:	Ms E. Matsei, Tel. 012 3198454
<b><u>POST 41/05</u></b>	:	<b><u>SENIOR PLANT HEALTH OFFICER (2 POSTS) (REF 457/2008)</u></b> Directorate: Plant Health
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of at least a three year Bachelor's Degree in Natural or Agricultural Sciences with Plant Pathology, Entomology, Botany, Zoology or Pest Control as major subjects (you are required to furnish a credit certificate and/or statement of results). Good knowledge and applicable experience in the field of policy and/or legislation development. Good writing, presentation and communication skills. Ability to do research and write reports. Ability to interpret and develop policies and/or legislation. Ability to fluently write and communicate in English. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983). Knowledge of the principles of International Plant Protection Convention (IPPC) and WTO-SPS agreement. Computer literacy in MS Word, MS Excel, MS Outlook, MS Internet Explorer and MS PowerPoint. Willingness to travel. Ability to work independently and effectively under pressure. Must be in possession of at least a valid code B driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to develop and maintain national plant health policies, standard operation procedures and legislation for prevention of entrance, spread and establishment of plant pests in South Africa. To ensure an effective plant health system that supports agricultural trade and plant production. To render advice in terms of national and international plant health prescripts and principles. To audit policies to ensure pest management compliance to national and international plant health requirements. To collect information, appropriately file and circulate it.
<b><u>ENQUIRIES</u></b>	:	Mr B.P. Matlolané, Tel. 012 3196116
<b><u>POST 41/06</u></b>	:	<b><u>PLANT HEALTH OFFICER (REF 458/2008)</u></b> Directorate: Plant Health
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of an appropriate B.Sc. or B.Sc. Agric Degree with Botany or Horticulture as major subjects (you are required to furnish a credit certificate and/or statement of results). Knowledge in the field of implementing relevant legislation [Agricultural Pests Act, 1983 (Act No. 36 of 1983)] with regard to authorisations/refusals. Good written and verbal communication skills. Good liaison, problem solving, negotiating and co-

		ordinating skills. Good interpersonal relations. The ability to work well, accurately and orderly under pressure. Competence and experience in MS Outlook, MS Word, MS Power Point, MS Excel in MS Word, Excel and Outlook.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to deliver service in the Permit Office with regard to the issuing of authorisations for plant and plant products. Serves as first contact point for external and internal clients with regard to authorisations. Co-ordinate the daily activities of the division/permit office in co-ordination with other units within the Directorate. Co-ordinate the activities of this office with other relevant and related regulatory units. Conduct literature searches to ensure correct scientific names is allocated to plant import permit applications. Administrate the Agricultural Pests Act, 1983 (Act No. 36 of 1983) and advise on amendments. Advice, liaise and communicate with external and internal clients according to the principles of Batho Pele. Maintain and update all data electronically and manually.
<b><u>ENQUIRIES</u></b>	:	Mr J.H. Venter, Tel. 012 3196343
<b><u>NOTE</u></b>	:	Candidates may be subjected to a skills/knowledge test.
<b><u>POST 41/07</u></b>	:	<b><u>COMMUNICATION OFFICER (REF 448/2008)</u></b> Directorate: Agricultural Information Services
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of an appropriate, relevant national diploma or degree. Experience in publishing information and announcements on the departmental web pages (Intranet and Internet) on a daily basis. Experience in using HTML and web-design programmes. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure, adhere to deadlines and work independently. Advanced computer literacy.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to publish new information and announcements on the departmental web (Intranet and Internet) on a daily basis. Update information on the web pages, obtaining inputs from various directorates in the department. Facilitate and co-ordinate the design and layout of information on the web. Co-ordinate and liaise with the Directorate: Information and Communication Technology for the maintenance of the infrastructure of the web site. Convert documents (text and graphics) to a format accessible to web users. Any other duties relating to the candidate's key result areas.
<b><u>ENQUIRIES</u></b>	:	Ms M.A. Fourie, Tel. 012 3197327
<b><u>POST 41/08</u></b>	:	<b><u>PERSONAL ASSISTANT (REF 450/2008)</u></b> Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 certificate and extensive secretarial and general office administration experience. Must be computer literate with excellent knowledge of MS Office programmes. Good communication skills (verbal and written), interpersonal skills and above average planning and organising skills and knowledge of meeting procedures. Be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure. An understanding of the public service systems and procedures. A valid code EB driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to provide an effective secretarial service and office administration support service to the Director: Internal Audit. Manage mail, the dairy, receive and attend to visitors, create and maintain a filing system. Management of documentation in the office, track documents and collect research data from internet. Handle travel arrangement and general enquiries. Compile agendas and take minutes at identified meetings. Draft correspondence and presentations. Organise meetings, workshops, conferences. Any other office administration related activities.
<b><u>ENQUIRIES</u></b>	:	Mr R. Reddy, Tel. 012 3197144
<b><u>NOTE</u></b>	:	All races will be considered. Subjected to a skills assessment. Subjected to a security clearance. CV with a detailed description of duties.
<b><u>POST 41/09</u></b>	:	<b><u>HUMAN RESOURCES OFFICER (2 POSTS) (REF 447/2008)</u></b> Directorate: Human Resources Management
<b><u>SALARY</u></b>	:	R94 326 per annum

<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 (or equivalent) certificate. Knowledge of and applicable experience in an HR Administration environment (Appointments, Transfers, Conditions of Service, Performance Management, etc). Computer literate in MS Office (Proof must be submitted and skills could be tested). Knowledge and experience of the PERSAL system.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be the handling of various aspects of Human Resources Administration such as Appointments, Performance Management, Conditions of Service, etc.
<b><u>ENQUIRIES</u></b>	:	Mr O. Kubayi, Tel. 012 3197805
<b><u>NOTE</u></b>	:	A pre-interview test could be conducted to assess the required skills and knowledge.
<b><u>POST 41/10</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (REF 451/2008)</u></b> Directorate: Budgets and Reporting
<b><u>SALARY</u></b>	:	R85 362 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 certificate with Accounting as a passed subject or equivalent qualification (Accounting as a passed subject towards obtainment of a degree or diploma). Computer literacy, MS Word and MS Excel. Knowledge and experience of any government financial systems. Good interpersonal and communication skills. Problem-solving skills, ability to meet deadlines and to accept responsibility.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to reconciliation of Standard bank accounts and the Paymaster General Account. Follow-up unidentified credits and debits on the Bank Adjustment account and allocate it to the correct items. Re-call of erroneous EBT payments. Follow-up and clearing of ACB EF70 transactions. Batch Control. Request authorisation number from National Treasury for cheque payments of R 2000.00 and above. Distribution of PERSAL and BAS cheques. Cancellation or re-issuing of cheques.
<b><u>ENQUIRIES</u></b>	:	Ms A.C. Rossouw, Tel. 012 3197112
<b><u>NOTE</u></b>	:	Willing to be subjected to a skills/knowledge test. Candidates will be tested on knowledge of the Public Finance Management Act1999 (Act No. 1 of 1999), Treasury Regulations, MS Word and MS Excel. This is a re-advertisement of Ref 134/2008. Candidates who previously applied must re-apply.
<b><u>POST 41/11</u></b>	:	<b><u>STATISTICAL ASSISTANT (REF 455/2008)</u></b> Directorate: Agricultural Statistics
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must be in possession of a Grade 12 certificate plus credible experience. Good communication skills (written and verbal), knowledge of PFMA an advantage, Department of Agriculture policies and prescripts. Good numerical skills. Computer literacy. General administration duties, data capturing, filing and typing.
<b><u>DUTIES</u></b>	:	The incumbent's responsibility will be to render support in the compilation of statistical reports and publication. Render administrative support in the dissemination of statistical information and publications. Attend to enquiries regarding statistical information. Render effective and efficient statistical and general office administrative support services to the Sub-directorate: Statistical Information.
<b><u>ENQUIRIES</u></b>	:	Mr B. Kungoane Tel. 012 3198042

## DEPARTMENT OF DEFENCE

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

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POSTS

**POST 41/12** : **SENIOR SECRETARY GR III**  
Chief Directorate Human Resource Management, Bank of Lisbon

**SALARY** : R94 326 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : NQF Level 2 - 4 preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, be competent in effective communication (written and verbal)-, analytical-, problem solving-, good planning-, CSW-, organisational-, administrative- and good inter personal relations skills. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Write/Type routine notes, memos, letters and reports. Develop new ideas to change existing methods and procedures. Handle all S&T claims. Handle petty cash payments. Arrange meetings. Compile agendas and take notes during meetings. Compile the Chief's Directory. Scan the newspaper and collect important clippings for the Chief. Organise social functions. Deal with classified files and documents. Manage the reception of all visitors to CD HRM. Arrange visitors' authorization and parking. Answering of all telephone calls to CD HRM. Dispatch and distribute correspondence to Directorates. Update and manage the diary of CD HRM. The reception and sending of all corresponds of CD HRM, General administration for CD HRM.

**ENQUIRIES** : Enquiries: Maj L.V. Markom or LS L.C. Ramong Tel: (012) 3395200  
**APPLICATIONS** : Department of Defence, CD. HRM, Private Bag X 976, Pretoria, 0001.  
**FOR ATTENTION** : Maj L.V. Markom or LS L.C. Ramong  
**CLOSING DATE** : 03 November 2008 (Applications received after the closing date and faxed copies will not be considered).

**POST 41/13** : **PRINCIPAL DRIVER/OPERATOR**  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R76 194 per annum  
**CENTRE** : Log Support Formation (DOD Ammunition Sub-depot Naboomspruit)  
**REQUIREMENTS** : ABET (L2 – 4). Forklift and Tractor driver license. License for heavy duty vehicles. Forklift competency certificate according to the OHS act. Advanced course in freight handle equipment will be a strong recommendation. Special requirements (skills needed): Knowledge of ammunition security and in OHS. Ability to communicate effectively. Physical strength and fitness.



<b><u>DUTIES</u></b>	:	Clean and maintain forklift. Move ammunition in storage area. Load ammunition on trailers/trucks and trains. Offload of ammunition from trailers/trucks and trains. Assist with stocktaking. Supervisory duties.
<b><u>ENQUIRIES</u></b>	:	Ms G. Williams, Tel: (012) 671 0049.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
<b><u>FOR ATTENTION</u></b>	:	Ms G. Williams
<b><u>CLOSING DATE</u></b>	:	10 November 2008 (Applications received after the closing date and faxed copies will not be considered).

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

**CLOSING DATE** : 27 October 2008  
**NOTE** : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV and certified copies of qualifications in order to be considered. Take note that the Department will verify all qualification and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA. Correspondence will be limited to short-listed candidates. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidates will be expected to sign a performance agreement with the Department.

## OTHER POSTS

**POST 41/14** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MCM 41/2008**

**SALARY** : Total remuneration package of R407 745 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A 3 year qualification in commerce preferably majoring in accounting or contract law or supply chain management. Extensive experience in Supply Chain and staff Management. Strong communication and negotiation skills are necessary. Relevant accounting software skills and exposure to computerised procurement systems. Experience of accrual accounting principles (GAAP) and management reporting. Possession of a drivers licence.

**DUTIES** : Align and manage the Department's supply chain management (provisioning and procurement) framework and policies. Responsible for all assets (Including confiscations) of the MLRF including maintaining an asset register, management reporting etc. Ensure regular stock-inspections. Responsible for administering of losses and claims for the MLRF and ensure proper record-keeping. Management of contracts for the MLRF and report quarterly on BEE's spending. Provide secretariat support and technical advice on bid administration. Assistance with regard to financial reporting (assets accounts and (stores) stock on-hand). Provide assistance to accounts payable (creditor's) , support main stores activities and manage staff.

**ENQUIRIES** : W Rooifontein Tel – 021 402 3554  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012

**FOR ATTENTION** : 6<sup>th</sup> floor Registry: Integrated Human Resource  
**NOTE** : Shortlisted candidates will be subjected to a written exercise.

**POST 41/15** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: MCM 43/2008**

**SALARY** : R217 482 per annum (All inclusive package of R295 978 per annum)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A B-degree or equivalent in the accounting field plus relevant experience in the financial accounting arena, Knowledge of the PFMA, Treasury Regulations and Accrual Accounting. Computer literacy in Ms Office, Possession of a code 08 driver's license. Excellent communication, report writing and organisational skills, Ability to work under pressure.

**DUTIES** : The successful candidate will be responsible for the following main objectives: Co-ordinate the functions of the sub-directorate Facilitate and review creditor and General ledger reconciliations Co-ordinate and facilitate supplier and employee account payments Monitor recurrent expenditure Compilation of monthly monitoring reports Inputs into the drafting of Annual Financial Statements Implementation of Internal Controls Enforce compliance of the PFMA and related policies and prescripts Supervision of staff

**ENQUIRIES** : Ms K. Moahloli Tel – 021 402 3571  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X2, Roggebaai, 8012

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

**POST 41/16** : **ASSISTANT DIRECTOR: FOCAL POINT ADMINISTRATION: SPECIALIST UNIT: INTERNATIONAL COOPERATION AND RESOURCE (AP551/2008)**

**SALARY** : R174 243 per annum (Total inclusive package of R243 515 per annum/conditions apply)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A three year degree/diploma in international relations, public policy or communication: Experience in international liaison and co-ordination and awareness of SA and government's priorities. Broad understanding and knowledge of international governance, environment and climate change issues (globally, regionally and locally). Ability to work under pressure ; Good communication skills (verbal and report writing ); Computer skills ; Skills in policy development and implementation ; Research skills ; A valid drivers licence and willingness to travel.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for the following key functions: Conduct research and draft reports, facilitate stakeholder consultations and reporting on the various multilateral environmental agreements, protocols and conventions; Manage the development and maintenance of a Departmental international focal point list serve e-mail system, web based and electronic data management system as well as a postal correspondence service relating to all multilateral environmental agreements; Develop and maintain a database of SA positions, technical focal points, stakeholders, international calendar of events, decisions, resolutions and reports of all multilateral environmental agreements; Provide secretariat and focal point support for the Department; Prepare regular international cooperation progress, monitoring and compliance reports to management and Parliament; Provide support to the delegation attending international negotiations; Report back to stakeholders on the outcomes of negotiations and implications thereof; and Coordinate all internal and external communications with regard to the multilateral environmental agreements.
<b><u>ENQUIRIES</u></b>	:	Ms J Combrink Tel: (012) 310-3452
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs and Tourism, Private Bag x 447, Pretoria, 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms N Sebola
<b><u>POST 41/17</u></b>	:	<b><u>CHIEF MARINE CONSERVATION INSPECTOR: COMPLIANCE (5 POSTS)</u></b> <b><u>REFERENCE: MCM 510/2008</u></b> Please clearly state which Center(s) is (are) applied for, in order of preference
<b><u>SALARY CENTRE</u></b>	:	R145 920 (All inclusive package of R 209 150 per annum)
	:	Cape Town X2; Kleinmond X1
	:	Port St Johns X1
	:	East London X1
<b><u>REQUIREMENTS</u></b>	:	A three (3) year Qualification in (Nature Conservation or Environmental Management or Police Science or Law Enforcement) or Extensive Relevant Working Experience in managing law enforcement and public facility environment. Experience or Exposure in Supervision of staff, Valid driver's license and Computer Literacy. A working knowledge of the Marine Living Resources Act 18 of 1998 or Criminal Procedure Act 51/1977. Experience in Operational Planning, Execution and Monitoring of Compliance is essential. Experience in database management and administration. Candidate must be willing to work shifts and travel when required. Fire Arm Competency will be an added advantage.
<b><u>DUTIES</u></b>	:	Managing a Compliance field station. Enforce the Marine Living Resources Act, Regulations and other relevant acts. Plan and manage monitoring and inspections of fish landings, fish processing establishments and restaurants. Serving on committees and attending meetings and forums. Supervision, reporting and training of Sub-ordinates. Liaising with the general public and fishing industry. Plan and execute coastal, sea and air patrols. Institute criminal proceedings and give evidence in a court of law. Investigate environmental crime. Plan and manage joint operations with other Law enforcement organizations. Manage quota control
<b><u>ENQUIRIES</u></b>	:	Cape Town & Kleinmond Mr. M. Dlulane @ 021 – 402 3441
	:	East London & Port St Johns: Mr. L.F. Nodwala @ 043 – 722 8176
<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Environmental Affairs and Tourism. Private Bag X2, Roggebay, 8012
<b><u>FOR ATTENTION</u></b>	:	6 <sup>th</sup> floor Registry: Integrated HRM; The Director-General, Department of Environmental Affairs and Tourism. Private Bag X2, Roggebay, 8012
<b><u>NOTE</u></b>	:	The successful candidates will be expected to sign a performance agreement with the Department.
<b><u>POST 41/18</u></b>	:	<b><u>SENIOR MARINE CONSERVATION INSPECTOR: COMPLIANCE (8 POSTS)</u></b> <b><u>REFERENCE: MCM 512/2008</u></b> Please clearly state which Center(s) is (are) applied for, in order of preference
<b><u>SALARY</u></b>	:	R117 501 (All inclusive package of R174 668 per annum)

<b><u>CENTRE</u></b>	:	Laiplek X1; St Helena X1; Saldanah X1; Arniston X1; Hermanus X1; Kommetjie X1; Hout Bay X1; Port St Johns X1
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with relevant experience in law enforcement and public facility environment. A valid driver's license and computer literacy. Experience in receiving, dealing and investigating public complaints. Candidate must be willing to work shifts and travel when required. Note: A working knowledge of the Marine living resources Act 18 of 1998 or Criminal Procedure Act 51/1977. Fire arm competency. (Will be an added advantage).
<b><u>DUTIES</u></b>	:	Enforce provisions of Marine Living Resources Act, Regulations and other relevant act. Liaising with the general public and fishing industry. Conducting inspections on land and at fish processing facilities and restaurants. Execute coastal, sea and air patrols. Institute criminal proceedings and give evidence in a court of law. Investigate environmental crime. Conduct joint operations and special investigations in conjunction with other law enforcement organizations.
<b><u>ENQUIRIES</u></b>	:	Arniston, Kommetjie Hout Bay & Hermanus: Mr. M Dlulane @ 021 – 402 3441 Laaiplek, St Helena & Saldanha: Mr. Z.W. Kewana @ 022 – 714 1710 Port St Johns: Mr. L.F. Nodwala @ 043 – 722 8176
<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Environmental Affairs and Tourism. Private Bag X2, Roggebay, 8012
<b><u>FOR ATTENTION</u></b>	:	6 <sup>th</sup> floor Registry: Integrated HRM; The Director-General, Department of Environmental Affairs and Tourism. Private Bag X2, Roggebay, 8012
<b><u>NOTE</u></b>	:	The successful candidates will be expected to sign a performance agreement with the Department.
<b><u>POST 41/19</u></b>	:	<b><u>OCEANOGRAPHER: LAND-BASED SOURCES OF MARINE POLLUTION (MCM 40/2008)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum (Total package of R 174 668 per annum, conditions apply)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A recognised Bachelors Degree in the Natural Sciences, Environmental Management Sciences or equivalent qualification. Relevant technical knowledge and experience in the field of marine pollution. The position requires an ability to analyse and interpret scientific data. Knowledge of relevant government policies and legislation would be an advantage. Excellent communication, writing and presentation skills are essential. The candidate must have a valid driver's license (Code B) and be willing to travel extensively.
<b><u>DUTIES</u></b>	:	Support the development and implementation of South Africa's National Programme of Action for protection of the marine environment from land-based activities; Support the development of appropriate coastal water quality guidelines and/or standards; Support the development of a national coastal and estuarine water quality monitoring programme and database; Render advice on marine pollution in EIA processes and participate in relevant forums; Maintain cooperative working relations with relevant authorities and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Dr Y Peterson Tel: 021 – 402 3158
<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Environmental Affairs and Tourism, Private Bag X 2, Rogge Bay, Cape Town, 8012
<b><u>FOR ATTENTION</u></b>	:	6 <sup>th</sup> Floor HR Registry: Integrated Human Resources
<b><u>NOTE</u></b>	:	Persons with disability are targeted but not to the exclusion of persons without disability.

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

## MANAGEMENT ECHELON

- POST 41/20** : **CLUSTER MANAGER: HIV AND AIDS POLICY, PLANNING AND CONTROL (REF NO NDOH 184/2008)**  
Cluster: HIV and AIDS Policy, Planning and Control
- SALARY** : Remuneration package of R635 874 to 759 492 per annum (including choice of basic salary between (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Service Dispensation.
- CENTRE REQUIREMENTS** : Pretoria  
: \*An appropriate recognised three-year Bachelor's degree in Health Management, Social or Natural Sciences \*At least 3-5 years management experience in a health related environment \*A post-graduate qualification and experience in the field of HIV and AIDS and STIs prevention, care and support is essential as well as an understanding of communication strategies, policy development and strategic planning \*Experience in dealing with multi-lateral, and other bilateral aid agencies, Government departments and the media is also required \*Excellent communication skills (written and verbal) and computer literacy \*The successful candidate must also be prepared to travel both nationally and internationally \*A valid code 08 (Code B) driver's licence.
- DUTIES** : \*Provide leadership on and oversee the design, implementation and evaluation of HIV and AIDS and STIs interventions \*Provide strategic guidance and assist in policy development on HIV and AIDS and STIs \*Oversee the implementation of the Comprehensive HIV and AIDS Care, Management and Treatment Plan for South Africa \*Engage and liaise with international, regional and national bodies on HIV and AIDS and related matters \*Ensure the effective and efficient management of all available resources, including financial and human resources \*Support the South African National AIDS Council as required
- ENQUIRIES** : Dr Y Pillay at Tel no: (012) 312- 0614.
- CLOSING DATE** : 3 November 2008
- NOTE** : Candidates will be expected to undergo a competency assessment.

## OTHER POSTS

- POST 41/21** : **CONTROL PERSONNEL OFFICER (REF NO NDOH 212/2008)**  
Cluster: Chief Financial Officer and Corporate Services: Directorate: Human Resources Administration  
(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** : R174 243 per annum (plus competitive benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A Senior Certificate (Grade 12) or equivalent qualification, A minimum of 5 years experience in human resources management at supervisory level. Knowledge of the Public Service Act, 1994, Public Service Regulations, 2001, White Paper on Human Resources Management, relevant Human Resources legislation and PSCBC Regulations, Labour Relations, Basic Conditions of Employment Act, Performance Management, Policy and Procedure on Incapacity Leave and Ill Health Retirement (PILIR), Minimum Information on Security Systems (MISS) document as well as the Public Finance Management Act. Presentation and communication skills (written and verbal). Basic understanding of budgeting. A valid code 08 (Code B) driver's licence. Recommendations: Project Management. Sound managerial, communication and interpersonal skills. Analytical skills, problem solving and decision making skills. Computer literacy with specific reference to functional use of MS Excel, MS Word and PowerPoint. Extensive knowledge and experience in administrating PERSAL including interpreting PERSAL reports.
<b><u>DUTIES</u></b>	:	*Management of Human Resources Administration functions and practises (e.g. issuing of appointment letters, transfers, performance management and development system, injury on duty, conditions of service, leave administration, termination of service, overtime, PERSAL *Personnel filing and the implementation of job evaluation results *Develop and implement procedures and standards on and interpret legislation, guidelines and circulars from DPSA *Make recommendations on appointments, conditions of service and performance assessments *Make projections for personnel expenditure *Give advice and monitor compliance on all matters pertaining to appointments, service benefits and the restructuring of the Middle Management Service (MMS) and the Senior Management Service (SMS) packages *Provide training and development to junior colleagues *Provide statistics and inputs for annual reports *Approve/Authorise transactions on PERSAL *Liaise with Senior Managers and colleagues regarding the application of prescripts *Conduct elementary research and provide Line Managers with advice and guidance regarding the application of prescripts *Participate in the budget preparation.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Mr M. Matsape at tel. (012) 312 0021.
	:	24 October 2008
<b><u>POST 41/22</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (REF NO NDOH 211/2008)</u></b> Cluster: Maternal, Child and Women's Health and Nutrition. Directorate: Women's Health and Genetics (This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R117 501 per annum (plus competitive benefits)
	:	Pretoria
	:	An appropriate three-year Bachelor's degree or equivalent qualification or a Senior Certificate (Grade 12) with at least five years relevant experience *Appropriate knowledge and experience in office administration *Knowledge and experience in human resources, financial management and provisioning administration procedures *Computer literacy (MS Word, MS Excel, MS PowerPoint) *Good planning and organisational skills *Good communication skills (written and verbal) *Good interpersonal relations *Valid code 08 (Code B) driver's licence.
<b><u>DUTIES</u></b>	:	Compile letters, memorandums, submissions, reports and minutes for the sub-directorate *Financial administration *Provisioning administration (including LOGIS) *Maintain a filing system for the sub-directorate *Edit all documents sent to the Director/ Cluster Manager/Deputy Director-General and Minister *Arrange and co-ordinate meetings and workshops *Make accommodation, flight and ground transport arrangements *Complete and process subsistence claims *Keep track of all incoming work and ensure that deadlines are met *Communicate with all stakeholders at national and provincial level *Photocopy and fax documents *General administrative duties in support of the directorate.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Dr B Monyemore at tel (012) 312-0192 or Ms B Ntuli at tel (012) 312-0209
	:	27 October 2008

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

**APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

**FOR ATTENTION** : Ms T Marumo

**CLOSING DATE** : 31 October 2008

**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

**OTHER POST**

**POST 41/23** : **ADMINISTRATION CLERK: INTEGRITY STRENGTHENING AND RISK MANAGEMENT**

**SALARY** : R64 410 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification, or a BA or Public Administration degree. Graduates who completed a module in Business Ethics or Risk Management, or alternatively majored in Psychology, Criminology or any other Social Sciences subject will be given preference. The incumbent must have excellent verbal and written communication skills (including strong presentation skills), a working knowledge of MS Word, MS Excel and PowerPoint, as well as strong leadership and conflict management skills. Furthermore, the incumbent must be able to work under pressure, take initiative and work independently. Previous experience in client services/customer care or a similar environment will be an added advantage.

**DUTIES** : Key performance areas will include the following: Assisting with training and awareness, Report and letter writing, Assisting with risk assessments, Maintaining the electronic risk register, maintaining the ethics database, Assisting with Ethics Helpline enquiries, Providing Ethics advice to staff, General administrative tasks

**ENQUIRIES** : Ms L Dippenaar Tel: 012-392 0422 or Cel: 082 902 9686

**NOTE** : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**POST 41/24** : **CLIENT SERVICE CLERK**

**SALARY** : R64 410 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 or equivalent qualification. Relevant switchboard experience. Computer literate. Good communication skills (written and verbal). Interpersonal skills. Highly motivated individual with good command of English. Passionate about rendering good customer service. Ability to work on a switchboard. He/she must be willing to work under pressure. People with disability are welcome to apply. Note: the successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**DUTIES** : Key competencies include: Handling switchboard for incoming and outgoing calls, take messages, forward calls to the appropriate divisions/sections/officials, handle incoming and outgoing faxes , print and distribute monthly telephone accounts, compile report thereof , keep register for all telephone accounts, and make Telkom payments, update telephone register and roster (Cellphone & Landline), ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay. Handle all administration of the switchboard (Reporting of faults).

**ENQUIRIES** : Ms S Makwela @ 012 423 1412

**NOTE** : Only people with disabilities must apply

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

## MANAGEMENT ECHELON

**POST 41/25** : **SENIOR STATE ADVOCATES (3 POSTS) REF: 08/372/DG**

**SALARY** : R557 133 – R666 123 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Johannesburg

**REQUIREMENTS** : LLB or four year recognized legal qualification; Admission as an Advocate of Republic of SA; At least 6 years appropriate experience in practicing as an Advocate; Right of appearance at the High Court of South Africa; Knowledge of Government prescripts, regulations and laws; Constitutional law; Administrative Law; International Law and interpretation of Statute; A valid drivers license. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook and Internet); Communication skills (oral and written) skills; Legal Interpretation and drafting Skills; Presentation skills; Problem solving and Analysis; Interpersonal relations; Planning and organizing; Project management skills; Investigative skills.

**DUTIES** : Confer with and offering expert legal advice and counsel to State Attorneys in complex litigation cases; Confer with case participants; Negotiate agreements with opposing parties and counsel; Establish case strategies; Draft and/or review documents and lawsuits filed against government; Conduct legal research; Prepare and present legal documents and analyses as required; Identify and evaluate witnesses, records and other information required to present the case; Represent the State at hearings and trials, on brief from State Attorneys; Examine witnesses and arguing facts of the case in relation to points of law, case law and legal precedent; Provide coaching and professional assistance on complex case processing, legal skills and professional responsibilities; Assist State Attorneys in the development of case strategy, legal theories and other related matters in complex cases; Provide training on litigation processes to junior colleagues, State Attorneys and government officials responsible for state litigation; Manage of human resources (provide professional guidance and assistance to subordinates); Manage own budget.

**ENQUIRIES** : Ms A Xundu ☎ (012) (012) 315 1781

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

**CLOSING DATE** : 27 October 2008

## OTHER POSTS

**POST 41/26** : **STATE ADVOCATE (8 POSTS) 08/373/DG**

**SALARY** : R407 745 – R 472 758 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Johannesburg



<b><u>REQUIREMENTS</u></b>	:	LLB or four year recognized legal qualification; Admission as an Advocate of the High Court of South Africa; At least 3 years appropriate experience practicing as an Advocate; Knowledge of Government prescripts; Regulations and Law; Constitutional Law; Administrative Law; International Law, Ligation in the High Court and Interpretation of Statute; A Valid drivers license. Skills and Competencies: Legal Interpretation and drafting skills; Communication (oral and written) skills; Computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc); Presentation skills; Problem solving and Analysis; Interpersonal relations; Planning and Organizing; Project management skills; Investigative skills.
<b><u>DUTIES</u></b>	:	Confer with and offer expert legal advice and counsel to State Attorneys in complex litigation cases; Confer with case participants; Negotiate agreements with opposing parties and counsel; Establish case strategies; Draft and/or review documents and lawsuits filed against government; Conduct legal research; Prepare and present legal documents and analyses as required; Identify and evaluate witnesses, records and other information required to present the case; Represent the State at hearings and trials, on brief from State Attorneys; Examine witnesses and argue facts of the case in relation to point of law, case law and legal precedent; Provide coaching and professional assistance on complex case processing, legal skills and professional responsibilities; Assist State Attorney in the development of case strategy, legal theories and other related matters in complex cases; Provision of training on litigation processes to junior colleagues, State Attorneys and Government officials responsible for state litigation;
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Radebe ☎(012) 357 8240
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	27 October 2008
<b><u>POST 41/27</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY: LITIGATION AND CONVEYANCING REF: 08/377/SA</u></b>
<b><u>SALARY</u></b>	:	R407 745 - R472 758 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney, Johannesburg
	:	An LLB or four year recognize qualification; Admission as an Attorney with Right of appearance in High Court of South Africa; A minimum of 5 years experience as a practicing attorney with admission as a conveyancer; Valid driver's license. Skills and Competencies: Computer literacy; Strong communication skills; Ability to motivate and direct people; Problem solving and conflict management; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Drafting of conveyance documents; Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other tribunals; Furnish legal advice and opinions; Give effect to the Departments strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain all records of work performance and provide statistics required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Radebe ☎ 012 357 8240
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 Or Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	27 October 2008
<b><u>POST 41/28</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY: LITIGATION (3 POSTS) REF: 08/378/SA</u></b>
<b><u>SALARY</u></b>	:	R407 745 – R472 758 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney, Johannesburg
	:	LLB Degree or four year recognized legal qualification; Admission as an Attorney with Right of Appearance in High Court of South Africa; A minimum of 5 years experience as a practicing attorney; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Strong communication (written and verbal) skills; Problem solving and conflict management; Accuracy and attention to detail; Ability to motivate and direct people.
<b><u>DUTIES</u></b>	:	Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other

		tribunals; Furnish legal advice and opinions; Give effect to the Departmental strategic plans, policies and prescripts; Provide supervision and training to other professionals staff; Maintain all records of work performed and provide statistics required.
<b><u>ENQUIRIES</u></b>	:	Mr S Radebe ☎ (012) 357 8420
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	27 October 2008
<b><u>POST 41/29</u></b>	:	<b><u>EXECUTIVE ASSISTANT TO THE DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF: 08/376/HR</u></b>
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Appropriate post matric qualification; Three years experience in rendering support services to a Senior Manager; A valid drivers License. Skills and Competencies: Excellent Communication (oral and written) skills; Above average organisational and planning skills; Advanced computer literacy in Ms Office; Capability in dealing with classified information; Good interpersonal relations and Diplomatic Skills; Creative, innovative and influencing skills; Basic Financial administration skills; Ability to work independently, under pressure and adhere to tight timelines.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate all the administrative processes in the office of the Deputy Director General; Render secretarial and administrative support for meetings, functions, forums and conferences on behalf of the Deputy Director General; Provide general office administration; Take overall responsibility for logistical arrangements; Facilitate the procurement of goods and services and ensure sufficient supplies of consumables. Provide support to Deputy Director General with the administration and management of the Budget. Ensure proper information and document management.
<b><u>ENQUIRIES</u></b>	:	Ms K Ngomani (012) 315 - 8661
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	:	27 October 2008
<b><u>POST 41/30</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK REF: 08/379/CFO</u></b>
<b><u>SALARY</u></b>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Relevant experience in Finance Knowledge of Treasury Regulation and Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Good interpersonal skills; Ability to work under pressure and be self-motivated.
<b><u>DUTIES</u></b>	:	Electronic Payments of accounts on BAS; Compiling and capturing of journals and receipts on BAS; Reconciliation of accounts.
<b><u>ENQUIRIES</u></b>	:	Mr M Mugodo ☎ 012 357 8747
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Director-General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	:	27 October 2008

## DEPARTMENT OF MINERALS AND ENERGY

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

**FOR ATTENTION** : Mr H Marakalala / Mr I Tshabalala

**CLOSING DATE** : 24 October 2008

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

## OTHER POST

**POST 41/31** : **ADMIN CLERK: SUBSIDISED TRANSPORT**

**SALARY** : R76 194 per annum

**CENTRE** : Head Office (Pta)

**REQUIREMENTS** : A Senior certificate or equivalent qualifications plus 2 years relevant experience  
A valid unendorsed code 8 driver's license. PLUS the following key competencies  
     ☐ Knowledge of: • PFMA • Subsidised Motor Vehicle Transport policies, prescripts and procedures  
     ☐ Skills: • Computer literacy (ms word, excel, outlook power point) • Numeracy • Problem solving • Processing fuel claims • Report writing  
     ☐ Communication: • Good interpersonal and communication skills • Good people management skills  
     ☐ Creativity: • Problem solving • Able to provide guidance to subordinates • Able to work under pressure • Innovative thinker

**DUTIES** : KRA's: • Assist with the reconciliation and verification of subsidies • Administer log sheets • Assist with the compiling of monthly reports • Verify logbook entries for regularities

**ENQUIRIES** : M Masanabo ☎012 317 8080

**NATIONAL YOUTH COMMISSION**

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

- APPLICATIONS** : The Chief Executive Officer, National Youth Commission, Private Bag X938, Pretoria, 0001. Applications can also be submitted at 215 Proes Street, Pretoria 0002.
- FOR ATTENTION** : Ms S Redelinghuys
- CLOSING DATE** : 24 October 2008
- NOTE** : Application should be submitted on Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV and certified copies of qualifications, a valid driver's license, will serve as added advantage. Failure to submit the requested will result in your application not been considered. The National Youth Commission reserves the right not to make the appointment. If you have not heard from us after 2 months after the closing date, consider your application.

**OTHER POST**

- POST 41/32** : **SENIOR SECRETARY COMMUNICATION (REF NO: NYC/SSC/09)**
- SALARY** : R64 410 per annum.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate with appropriate as an Office Assistance, Computer literacy (MS Word, Power – point, Excel, Internet and Intranet), Typing Skills. Interpersonal, organizational and communication skills, Good record keeping skills, Knowledge and understanding of the youth development will be an added advantage.
- DUTIES** : Key Performance Areas: To manage all telephone calls (screening incoming and outgoing calls in the office of the Director and ensuring the efficient flow of information). Render administrative and secretarial support to the Director, i.e. typing, co-ordination of daily activities. Management of electronic diary. Proper preparation and recording of all meetings and appointments, Responding to telephonic queries as and when required. Provide professional support to the Director i.e. maintain filing system, complete transport and subsistence claims, make reservations for travel and follow up on arrangements. Assist in preparing for meetings and presentation – Preparing agendas and minutes and assist with the compilation of reports. Record incoming and outgoing mail – distribute to relevant managers and assist with tracking of documentation
- ENQUIRIES** : Ms Christa Moyo (Tel): (012) 309 7811 or 309 7800

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail response6@pinpointone.co.za. To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: 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 41/33** : **CHIEF DIRECTOR: PRACTICES AND PRINCIPALS**  
Public Sector Anti-Corruption  
The Chief Directorate: Public Sector Anti-corruption supports the national integrity system through the development, implementation and monitoring of anti-corruption policy and strategies, at national and international levels. The Chief Directorate currently has two senior vacancies and wish to invite suitable applicants for the positions of Chief Director: Public Sector Anti-corruption and Director: Anti-corruption Programmes and Projects.
- SALARY** : An all-inclusive remuneration package of R635 874 per annum Annual progression up to maximum salary of R684 708 per annum is possible subject to 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A bachelor's degree in Social Science, Political or International Relations. Successful candidate will be one who can demonstrate extensive experience in policy development as well as strategic and management practice. An added advantage will be evidence of a thorough understanding of the national, regional, sub-regional and international anti-corruption frameworks. Furthermore, tested ability to establish and maintain networks with civil society, the public sector and international public organisations on anti-corruption matters.
- DUTIES** : Enhancement integrity within the public sector, building a national consensus in the fight against corruption, promoting national anti-corruption values and interests at regional and international levels and establishing an efficient anti-corruption monitoring and evaluation system. Establish vibrant anti-corruption partnerships, to ensure the participation of and outreach to non-state actors in the anti-corruption policy processes and ensure that communication supports the optimal participation of the public sector and non-state actors.
- ENQUIRIES** : Dr E Kornegay, tel. 012-336 1053
- CLOSING DATE** : Monday, 20 October 2008
- POST 41/34** : **DIRECTOR: ANTI-CORRUPTION PROGRAMMES AND PROJECTS**
- 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

		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.
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year degree or equivalent qualification. Demonstrate the ability to translate national and international policy instruments into operational terms. Extensive programme management experience including the design and implementation of projects with multiple stakeholder participation is a key requirement. Must have a thorough understanding of the national and international anti-corruption frameworks.
<b><u>DUTIES</u></b>	:	Translate national, international and regional instruments into measurable projects. Develop and implement national anti-corruption programmes. Guide the National Anti-corruption Programme. Develop institutional capacity in the public sector to prevent and combat corruption. Ensure implementation of anti-corruption bi/tri-lateral agreements and international instruments.
<b><u>ENQUIRIES</u></b>	:	Dr E Kornegay, tel. 012-336 1053
<b><u>CLOSING DATE</u></b>	:	Monday, 20 October 2008
<b><u>POST 41/35</u></b>	:	<b><u>DIRECTOR: PRACTICES AND PRINCIPALS</u></b> Directorate: Planning, Monitoring and Evaluation Reporting directly to Chief Director: Planning, Monitoring and Evaluation, the incumbent will ensure the development, maintenance and compliance to the DPSA Monitoring and Evaluation Framework to enhance the implementation of policies.
<b><u>SALARY</u></b>	:	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 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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification or equivalent. Working experience/knowledge of Monitoring and Evaluation, policy development, maintenance and capacity development. Proven writing skills. Proven management competencies. Competent knowledge in computer application. Good communication, presentation and networking skills.
<b><u>DUTIES</u></b>	:	Maintain the conceptual Monitoring and Evaluation Framework for DPSA. Develop and implement tools for use in the implementation of the framework. Facilitate the development, approval and implementation of monitoring and a Multi-Year evaluation Plan for DPSA. Develop, approve and implement Monitoring and Evaluation Capacity Development Programme. Develop, approve and implement a strategy to enhance popular participation within planning, monitoring and evaluation within the DPSA. Manage the Monitoring and Evaluation Policy Unit to ensure that an efficient and effective service is delivered through the efficient and effective utilisation of resource.
<b><u>ENQUIRIES</u></b>	:	Mr Henk Serfontein, tel. 012- 336 1210
<b><u>CLOSING DATE</u></b>	:	Monday, 20 October 2008

#### **OTHER POSTS**

<b><u>POST 41/36</u></b>	:	<b><u>ASSISTANT DIRECTOR: PLANNING, MONITORING AND EVALUATION ANALYSIS</u></b> Reporting directly to Deputy Director: Analysis, the incumbent will assist with the development of systems that will enable the establishment and maintenance of an integrated and participatory monitoring and evaluation system within the DPSA and the integrated Government Wide Monitoring and Evaluation Framework (GWM&E).
<b><u>SALARY</u></b>	:	R174 243 per annum. Annual progression up to a maximum salary of R202 287 per annum is possible subject to satisfactory performance
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification and/or equivalent working experience/knowledge of research, analysis and report writing in Monitoring and Evaluation. Competent report writing, analysis and fluency in English.
<b><u>DUTIES</u></b>	:	Provide assistance for the analysis and the publishing of regular reports related to Human Resources and Governance matters in order to facilitate decision-making. Provide assistance with the development, implementation and maintenance of a monitoring and evaluation system. Assist the DPSA and G&A Cluster to monitor and evaluate the impact of their programmes.
<b><u>ENQUIRIES</u></b>	:	Mr Henk Serfontein, tel. 012-336 1210
<b><u>CLOSING DATE</u></b>	:	Monday, 20 October 2008

<b><u>POST 41/37</u></b>	:	<b><u>LIBRARY ASSISTANT</u></b>
<b><u>SALARY</u></b>	:	R76 194 per annum. An annual progression up to a maximum salary of R88 464 per annum is possible, subject to satisfactory performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification and two years of relevant working experience. Computer literacy (MS Word, Excel, PowerPoint) with working knowledge of an automated library and information system. Familiarity with computerized library systems. Must have the ability to interpret and analyze written requests for information. Excellent communication (written and verbal), customer relations and interpersonal skills. Demonstrate a willingness to develop in the field of information management, administrative and formal office management. Experience on INMAGIC and SABINET will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist the Knowledge officer in executing various library duties, including daily maintenance. Provide general administrative support for the effective functioning of the library. Manage the circulation desk/counter. Deal with internal and external telephonic requests/queries. Assist with receipt and dispatch of Inter-library-loan requests to affiliated libraries. Physical processing of materials.
<b><u>ENQUIRIES</u></b>	:	Ms N Rampedi, tel no (012) 336 1139
<b><u>CLOSING DATE</u></b>	:	Wednesday, 22 October 2008

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- 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** : 24 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"

## OTHER POST

- POST 41/38** : **STATE ACCOUNTANT (BOOKKEEPING)**  
Directorate: Financial Administration
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Diploma or bachelors Degree in Accounting PLUS sufficient experience in Government Financial Accounting. ☐ Knowledge and understanding of the PFMA and Treasury Regulations. ☐ Knowledge and understanding of the LOGIS and BAS. Competencies needed: ☐ Communication (verbal and written) skills. ☐ Computer literacy. ☐ Problem-solving skills. ☐ Planning and organising skills. ☐ Analytical Skills. ☐ Liaison Skills. ☐ Client orientation skills. ☐ Financial Management skills. ☐ Presentation skills. ☐ Customer care skills. Attributes: ☐ Friendly and trustworthy. ☐ Accuracy. ☐ Confidence. ☐ Ability to work under pressure. ☐ Ability to work in a team and independently. ☐ Assertiveness. ☐ Self starter.
- DUTIES** : Key Responsibilities: ☐ Clear BAS bank exceptions online on a weekly basis. ☐ Investigate balances in relevant ledger accounts and pass necessary journals. ☐ Liaise with relevant stakeholders in order to obtain necessary source documents. ☐ Attend to payments rejected by the banks and enquiries related to payments. ☐ Perform monthly closure on BAS before due date.
- ENQUIRIES** : Mrs R Henning Tel: (012) 312 7780



## STATISTICS SOUTH AFRICA

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

- APPLICATIONS** : Applications may be posted to the Recruitment Manager, Statistics South Africa, Private Bag X44, Pretoria, 0001 • Delivered at 170 De Bruin Park Building, corner Andries and Vermeulen Streets, Pretoria.
- CLOSING DATE** : 24 October 2008,
- NOTE** : Required documents: • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of qualifications, and identity document. NB: Applicants risk being disqualified for failing to submit all the required documents. Important note: • If you do not hear from us within three-months after the closing date, please regard your application as unsuccessful • Correspondence will be entered into with short listed candidates only • Statistics South Africa reserves the right not to make an appointment • Appointment is subject to security clearance, the signing of a performance agreement or plan, verification of the applicant's documents, and reference checking • Applications received after the closing date will not be considered • Please clearly indicate the reference number of the position you are applying for in your application. Short-listed applicants must be willing to undergo a competency exercise as part of the selection process.

## OTHER POST

- POST 41/39** : **QUALITY OFFICERS (REF NO: 069/09/008)**  
(Two permanent positions in ADAPT (Methodology and Standards Division at Head Office Pretoria)  
Person Profile: • This position will suit someone who is dynamic, energetic, self-driven, innovative, results driven and a team player • Good communication and presentations skills • Strong analytical skills. • Meticulous and quality driven • Good interpersonal relations. • Ability to train people. • Hard working and persistent. • Ability to work under pressure and meet deadlines.
- SALARY** : R174 243 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Prerequisites: A relevant 3-year tertiary qualification, At least three years systems development experience • Experience in Microsoft Development Framework .NET 2.0 / .NET 3.0. • Proven experience with relational database concepts, preferably MS SQL Server 2000/2005, Oracle and Sybase. • Report writing experience. • Any formal training or experience in Systems testing and/or Systems Quality Assurance will be an advantage.
- DUTIES** : Key Performance Areas: • Understanding user requirements, design and testing specifications, change requests and business processes as part of the quality assurance process. • Quality assurance of all systems developed. • Development and writing of quality standards and procedures. • Keeping record of all quality checks performed • Implementation of related quality standards. • Writing quality reports. • Training on quality standards and processes. • Research into new quality techniques, standards, methods and technology. • Provide support on projects w.r.t. Systems quality.
- ENQUIRIES** : George Parkins: 012 310 8282

## DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

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

## MANAGEMENT ECHELON

**POST 41/40** : **DIRECTOR: STRATEGIC SUPPORT OFFICE OF THE DEPUTY DIRECTOR GENERAL POLICY & REGULATION**  
(5-Year Contract)

**SALARY** : R557 133 per annum (all inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year tertiary qualification in Natural Sciences with extensive and relevant working experience at management level. Proven strategic management and leadership skills. Strong analytical, interpersonal, communication and co-ordination and financial management skills. An understanding of integrated water resources management and related policy framework.. An understanding of PFMA and Treasury Regulations is highly recommended. A good understanding of the core mandate of the Department and the sector challenges, Computer literacy, Willingness to travel, A valid driver's licence.

**DUTIES** : Key Performance Areas: Provide strategic support to the Deputy Director General: Policy & Regulation by executing the following functions: Compile Branch strategic and business plans, including Branch quarterly and annual performance reports. Analysing performance reports and coordinating support to underperforming programmes. Stakeholder liaison and management. Co-ordinating Branch governance structures and special projects. Overseeing office operations in the office of the DDG including human resource and financial management planning and monitoring. Document management and quality assurance of strategic documents and reports, ministerial documents and parliamentary questions. Ensuring proper co-ordination of management meetings and other DDG's meetings. Representing the DDG in strategic meetings.

**ENQUIRIES** : Dr S Mkhize Tel (012) 336 8801  
**APPLICATIONS** : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001

**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 24 October 2008

**POST 41/41** : **LANDSCAPE ARCHITECTURE**

**SALARY** : R557 133 per annum (All inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Masters degree in Engineering including registration as a Professional Engineer with Engineering Council of South Africa (ECSA), Landscape Architecture, Town Planning or an appropriate recognized tertiary qualification with extensive years of experience. A postgraduate qualification in resource management planning or formal business management/ project management will be an advantage. A Strong technical knowledge and experience in the field of resource management planning with special focus on Water Resource Infrastructure. A strong knowledge of all relevant and related legislation in the field of environmental management. An innovative and creative person with sound organizing, leadership, financial management, planning, interpersonal and communication skills; computer literacy and report writing skills are essential. Proven management and administrative abilities (i.e. "multiple" project(s) management and business management will be key to this post). Participate on Climate Change Matters. Experience in community involvement on projects will be an added advantage (i.e. projects that involve community beneficiation). Be

computer literate: MS Word, MS Excel, MS Project, MS Power Point, etc. Ability to function well under pressure. A valid driver's license. Note: People with disabilities are encouraged to apply.

**DUTIES**

: Key Performance Areas: The successful incumbent will be reporting to the Director. Responsible for managing the Resource Management Planning in support of the Operations Management Regional Offices not excluding technical support for Dam Basin Management. Manage the Public Private Partnership projects which may vary extensively depending on the opportunities identified around the dams / reservoirs. Identify and manage the risks from the Public Private Partnership(s) - PPP projects. Liaising with all the PPP stakeholders as and when required. Act as Project Leader for the projects within the sub-directorate including provincial aquaculture pilot projects. Provide financial (budget and expenditure management) and administration support to the Director as per the sub-directorate outputs. Responsible to manage various resources within the sub-directorate (i.e. financial, human, physical and information resources). Assess, evaluate, develop, manage, protect and ensure the sustainability of resources. Maintains a year planner for the sub-directorate, personnel leave management, work plans for staff and supervision of staff. Provide support to the Director on recruitment and selection. Provide technical inputs for all the projects. Identify and provide guidance on all policy shortfalls within the line function which need to be addressed through the policy process (i.e. technical guidance to the policy developers). Provide reports on all the projects within the sub-directorate. Ensure compliance in all the policies and procedures. Provide full leadership (i.e. promote team building within and beyond the Unit, promote Employment Equity within the Unit and Ensure a culture of good governance, ethics and values, etc).

**ENQUIRIES**

: Ms M.A Mathekgana, Tel: 012 336 8322 / 8485

**APPLICATIONS**

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

**FOR ATTENTION**

: Ms C Mazibuko, ZwaMadaka Building, Room 610

**CLOSING DATE**

: 24 October 2008

**OTHER POSTS**

**POST 41/42**

**INDUSTRIAL TECHNOLOGIST: RESOURCE MANAGEMENT PLANNING**

**SALARY**

: R407 745 per annum (all inclusive salary package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Degree in Engineering, Landscape Architecture, Town Planning, Industrial Technology or an appropriate recognized tertiary qualification with extensive years of experience in the field. The prospective candidate should be registered as a technologist with the Engineering Council of South Africa (ECSA) or an appropriate recognised professional body. A postgraduate qualification in resource management planning or a formal business/ project management will be an added advantage. Strong technical knowledge and experience in the field of resource management planning with special focus on Water Resource Infrastructure. An innovative and creative person with sound organizing, leadership, financial management, planning, interpersonal and communication skills; computer literacy and report writing skills are essential. Proven management and administrative abilities (i.e. "multiple" project(s) management and business management will be key to this post). Experience in community involvement on projects will be an added advantage (i.e. projects that involve community beneficiation). The prospective candidate should have a lot of experience and specialised in this area to enable him/her to perform independently. Be computer literate: MS Word, MS Excel, MS Project, MS Power Point, etc. Ability to function well under pressure. Note: People with disabilities are encouraged to apply.

**DUTIES**

: Key Performance Areas: The incumbent will report to the Sub-directorate Head. Provide technical support to the Operations Management on the development and management of the Resource Management Plans for various dams / reservoirs and dam basin management. Ensure that the RMPs are developed in accordance with the required standards. Ensure proper implementation of the approved dam RMPs in the Regional Operations Management areas in alignment with the operational EMPs where necessary not excluding all issues which may affect the dam basin management. Act as Project leader for some of the projects within the sub-directorate where necessary. Provide technical support to the provincial aquaculture pilot projects. Be able to work as a project team member in the Public Private Partnerships in the sub-directorate. Engage in the social and ecological issues relating to dam to the RMPs. Compile technical reports where necessary on various projects. Participate on Climate

		Change Matters. Assist in assessing, evaluating, developing, managing, protecting and ensuring the sustainability of resources. Collection of data, analysing it and take informative decision for implementation at regional level. To identify and provide guidance on all policy shortfalls within the line function which need to addressed through the policy process (i.e. technical guidance to the policy developers).
<b><u>ENQUIRIES</u></b>	:	Ms M.A Mathekgana, Tel: 012 336 8322 / 8485
<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>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/43</u></b>	:	<b><u>DEPUTY DIRECTOR: ENVIRONMENTAL IMPACT MONITORING</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (all inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	M.Sc qualification with specialisation in Natural Sciences with a major in Chemistry or Environmental Engineering or an appropriate recognized tertiary qualification plus extensive experience in the environmental monitoring field. Strong knowledge and experience in "multiple" projects management as well as being able to identify the critical path in a project and produce technical report. Ability to read the designs and maps. Strong knowledge of all relevant and related legislation in the field of environmental management. Interpersonal, problem solving, communication and financial skills. Computer literacy: (MS Word, MS Excel, MS Projects, MS Power Point, etc). Ability to work under pressure and in a team. A valid driver's license. Note: People with disabilities are encouraged to apply.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Reporting to the Director: Integrated Environmental Engineering. The incumbent will be responsible for managing the social and ecological responsibility related to infrastructure development and management as well as assessing the success of mitigation measures for various projects. The environmental impact monitoring (i.e. both potential and existing) of the water resources infrastructure as identified through the EMP RMP and other related studies around the dams. Providing guidance on the outcome of the monitoring results and compliance on the impact as aligned with the EMP, where necessary. Developing the emergency responses (i.e. contingency planning and emergency preparedness) and providing feedback. Managing a number of resources (i.e. finance, human, physical and Information resources) within the sub-directorate. Act as the Project manager for all the projects within the sub-directorate (i.e. responsible for the procurement process of projects based on Supply Chain Management Requirements. Provide financial (budget and expenditure management) and administration support to the Director as per the sub-directorate outputs. Providing guidance and support to the risk management champions based on the on-going monitoring outcome. Developing monitoring reports in accordance with the stipulated requirements. Evaluating and reviewing environmental management obligations and organizational management structure and reporting procedures. Maintaining a year planner for the sub-directorate, personnel leave management, recruitment and selection, work plans for staff and supervision of staff. Providing technical inputs for all the projects. Ensuring compliance in all the policies and procedures. Participating on Climate Change Matters. Identifying and providing guidance on all policy shortfalls within the line function which need to be addressed through the policy process (i.e. technical guidance to the policy developers) – continual improvement. Providing full leadership (i.e. promote team building within and beyond the Unit, promote Employment Equity within the Unit and Ensure a culture of good governance, ethics and values, etc)
<b><u>ENQUIRIES</u></b>	:	Ms M.A Mathekgana, Tel: 012 336 8322 / 8485
<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>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/44</u></b>	:	<b><u>INDUSTRIAL TECHNOLOGIST: INTEGRATED DEVELOPMENT</u></b>
<b><u>SALARY</u></b>	:	R407 745 per annum (all inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree in Engineering or Natural Sciences, or an appropriate recognised tertiary qualification with extensive experience in the field. A postgraduate qualification will be an added advantage. Strong technical knowledge and experience in the field of integrated development with special

focus on Water Resource Infrastructure. Strong knowledge of environmental and related legislation in the field. An innovative and creative person with sound organizing, leadership, financial management, planning, interpersonal and communication skills. Computer literacy and report writing skills. Ability to read designs and maps. Proven management and administrative abilities (i.e. "multiple" project(s) management and the ability to identify a critical path in projects). Experience in development projects will be an added advantage (i.e. projects that involve community beneficiation). Ability work under pressure and in a team. Computer literacy (MS Word, MS Excel, MS Project, MS Power Point, etc). A valid driver's license. Note: People with disabilities are encouraged to apply.

**DUTIES** : Key Performance Areas: Reporting to the Sub-directorate Head the successful candidate will: Provide technical support to the sub-directorate head on design matters where necessary and on the implementation of RoD and EMPs. Provide technical support on the development of EMPs for the Dam Rehabilitation Programme and RoD requirements. Assist in ensuring that the EMPs are developed in accordance with the required standards. Act as Project leader within the sub-directorate where necessary. Manage conflict where necessary during the implementation of both RoDs and EMPs. Provide technical support to some of the Public Private Partnerships within the directorate. Engage in the social and ecological issues relating to the development / construction / project implementation as well as the implementation of the EMPs. Compile technical reports where necessary on various projects. Assist in assessing, evaluating, developing, managing, protecting and ensuring the sustainability of resources on the projects responsible for and in the sub-directorate. Identify the impacts, the project risks, and infrastructure risks and analyse them for recommendation of the available best practices in the development field. Make informative decision for implementation at regional level. Identify and provide guidance on all policy shortfalls that impact on implementation processes within the line function which need to be addressed through the policy process (i.e. technical guidance to the policy makers). Provide full leadership (i.e. promote team building within and beyond the Unit, promote Employment Equity within the Unit. Ensure a culture of good governance, ethics and values, etc).

**ENQUIRIES** : Ms M A Mathekgana Tel 012 336 8322/ 8485  
**APPLICATIONS** : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001  
**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 24 October 2008

**POST 41/45** : **PROFESSIONAL ENGINEER (4 POSTS)**

**SALARY** : R407 745 per annum (all inclusive salary package)  
**CENTRE** : Pretoria (Gauteng), Paarl (Southern Cape), Roosenekal (Limpopo), Jan Kempdorp (Northern Cape)

**REQUIREMENTS** : Candidates must be in possession of an appropriate recognised four-year Degree in Civil Engineering or Mechanical Engineering (B or BSc Eng) or equivalent qualification (as minimum qualification) as prescribed by the Engineering Profession Act (46 of 2000) and must be registered with the Engineering Council of SA as a Candidate Engineer or as a Professional Engineer. Applicants must be willing to travel and to work irregular hours. A valid code EC driver's licence is essential. Computer literacy (familiar with MS Office) and the ability to write technical reports are essential. Applicants must have sound negotiation skills to deal effectively with organised labour, local authorities, other government departments and third party clients.

**DUTIES** : Key Performance Areas: Incumbents will perform their duties on Departmental construction sites throughout the Republic of South Africa. The Pretoria posts will involve head office functions relating to construction work performed on sites. Duties will include supervising of construction activities during the construction of dams, weirs, canals, pump stations and other water supply related structures. Further duties at Jan Kempdorp and in head office will include the management and provision of construction equipment and mechanical equipment. Incumbents will be required to work with related professions, consultants and subcontractors. Duties will also include management of personnel, construction programmes, budgets and expenditure, cash flows, construction equipment and construction materials.

**ENQUIRIES** : Mr JD Baker Tel (012) 336 8445  
**APPLICATIONS** : Director General, Department: Water Affairs and Forestry, Private Bag x313, Pretoria, 0001.  
**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building Room 610  
**CLOSING DATE** : 24 October 2008

<b><u>POST 41/46</u></b>	:	<b><u>ASSISTANT DIRECTOR: HYDROLOGY (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Limpopo Proto CMA, Levuvhu/Letaba Proto CMA
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year tertiary qualification in Hydrology, Geohydrology or other fields related to water resource planning and management. *A related postgraduate qualification will be an added advantage. Recommendations: *Proven liaison and networking skills, especially as they relate to water users. *Innovative thinking and problem solving ability. *Good understanding of the principles of Integrated Water Resources Management (IWRM) and their application at catchments level. *Knowledge of the National Water Act of 1998 and related policies, strategies and guidelines. *Good verbal and written communication skills. *Computer literacy. *Clear understanding of transformation in the Public Service. *Leadership and management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Implement and enforce the National Water Act and other departmental policies and strategies. *Direct and co-ordinate the establishment and regulation of water management institutions. *Actively promote water conservation and efficient water utilisation through the authorisation process. *Contribute to the development and implementation of water management strategies in designated catchments. *Participate in the transformation and restructuring process of the Department. *Assist in the facilitation and co-ordination of the training and career development of staff. *Assist with budgeting and expenditure monitoring processes of the Sub-directorate. *Train and supervise a team of Engineers, Hydrologists and Technicians.
<b><u>ENQUIRIES</u></b>	:	Mrs. MM Komape, tel. (015) 290 1463
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/47</u></b>	:	<b><u>SENIOR ENGINEER (2 POSTS)</u></b> (Water Services Operation and Maintenance, Regulation and Monitoring and Drinking Water Quality Control)
<b><u>SALARY</u></b>	:	R344 052 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*A recognized four-year Bachelor's degree in Mechanical/Civil/Chemical Engineering or equivalent qualifications as prescribed in the Engineering Professions of South Africa Act and registration as an Engineer with the Engineering Council of South Africa (ECASA) plus three years' appropriate experience in the field of the Operation and Maintenance of Water supply Infrastructure. *Knowledge of drinking water quality control. *Knowledge of project and contract management. *Financial background. *Excellent written and verbal communication skills. *Sound knowledge of the acts relating to water infrastructure development. *Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Ensure that the objectives of the strategic framework for water services are effectively and efficiently implemented and maintained by all relevant institutions for delivery water services to end users. *Monitor, regulate and render assistance to Municipalities on the operation and maintenance of water and sanitation infrastructure. *Assist the Director: Operation and Maintenance Regulation in the management of operation and maintenance issues with regard to infrastructure utilisation by Water Services Providers. *Liaise with and support the DWAF District Managers responsible for the water services operation and maintenance, regulation and monitoring programmes. *Evaluate reports from Water Services Providers against operation and maintenance milestones and liaise with the Technical Managers in Water Services Authorities, Water Service Providers and DWAF Districts on non-compliance and proposed corrective actions. *Assist the Water Services Institutions with corrective action to ensure a sustainable supply of water services. *Prepare reports on the operation and maintenance of regulation milestones and key performance areas for submission to Water Services Institutions and DWAF's internal review meetings. *Regulatory function: *Monitoring sector performance (including conformity to national norms and standards) and make regulatory interventions to improve performance and/or to ensure compliance on drinking water quality and effluent water quality. *Undertake multiple, reliable analysis of various water samples, taken at different places and report non-compliance to relevant stakeholders. *Propose corrective action and ensure ratification thereof. *Intervene in all life-threatening incidents. *Report on corrective actions.

**ENQUIRIES** : Mr. MJ Modiba, tel. (015) 290 1430  
**APPLICATIONS** : The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700  
**FOR ATTENTION** : Mr. M.J Nzima  
**CLOSING DATE** : 03 November 2008

**POST 41/48** : **ASSITANT DIRECTOR: ENVIRONMENTAL IMPACT MONITORING (2 POSTS)**

**SALARY** : R217 482 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : B.Sc (Honours) qualification with majors in natural sciences with a major chemistry or environmental engineering for one post and a qualification in the social sciences for another post or an appropriate recognized tertiary qualification. Appropriate experience in the environmental and monitoring field. The ability to read the designs and maps and identify the critical paths in projects. Knowledge and experience in "multiple" project management and technical report writing. Strong knowledge of all relevant and related legislation in the field of environmental management. Computer literacy (MS Word, MS Excel, MS Project, MS Power Point, etc). A valid driver's license. Note: People with disabilities are encouraged to apply.

**DUTIES** : Key Performance Areas: Reporting to the Deputy Director the successful candidate will: Assist in managing the social and ecological responsibility related to infrastructure development and management as well as assessing the success of mitigation measures for various projects. Conduct regular site/technical visits for in the water resource infrastructure as required. Monitor compliance and the impact of the EMP (construction, post construction and operational) where necessary. Generate technical/monitoring reports. Act as junior project manager where necessary for the management of projects within the sub-directorate. Act as an assistant manager on various aspects of the projects. Manage all the resources attached to projects responsible for. Provide strong technical support and link between the managers and lower level posts (officials). Assist in identifying and providing guidance on all policy shortfalls within the line function which need to be addressed through the policy process. Assist in developing the emergency responses (i.e. contingency planning and emergency preparedness) and providing feedback – continual improvement. Participate on Climate Change Matters. Supervises some of the functions. Develop an environmental monitoring checklist as aligned to all the activities at the dams and its management.

**ENQUIRIES** : Ms M.A Mathekgana, Tel: 012 336 8322 / 8485  
**APPLICATIONS** : The Director-General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001  
**FOR ATTENTION** : Ms C Mazibuko, ZwaMadaka Building, Room 610  
**CLOSING DATE** : 24 October 2008

**POST 41/49** : **ASSISTANT DIRECTOR: SURFACE WATER RESERVE REQUIREMENTS RESOURCE DIRECTED MEASURES**

**SALARY** : R217 482 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum of a four-year degree or equivalent in Environmental Management, Aquatic Sciences, Geomorphology, Hydrology or Environmental Engineering plus at least 5 years relevant experience Good knowledge of the water-related and relevant environmental management legislation and policies Sound knowledge of all the aspects and processes of Integrated Water Resources Management Water Quality knowledge related to Reserve requirements, a water quality qualification and experience within DWAF will be to the applicant's advantage Ability to provide technical and scientific guidance on RDM-related projects (in specific, Reserve determinations) and have the ability to manage a wide range of skilled and technical PSPs and stakeholders Proof of good interpersonal skills and the ability to function and manage productively in a multi-disciplinary group of scientists and managers A valid Code 08 driver's license Excellent written, verbal communication and presentation skills The candidate must be computer literate and have good practical experience in software packages such as PowerPoint, Ms Word, Excel and outlook. Practical experience on accessing the intranet will be to the applicant's advantage Administrative management, Supply chain management and Project Management skills is a further pre requisite for this post. Candidate should proof to be Innovative, enthusiastic, creative and ability to use own initiative related to

<b><u>DUTIES</u></b>	:	the Job description Computer literate Able to manage stress and large workloads. Capacity building and mentoring a core - function requirement Key Performance Areas: This position offers the opportunity to work in a challenging and stimulating environment and to make a significant contribution to the sustainable management of water resources in the country. He/she will: Assist the Manager: Surface Water Reserve requirements with the day-to-day project management of RDM-related surface water quality and quantity Reserve functions Manage technical and scientific professional service providers and a multi-disciplinary staff component Integrate other line functions and strategies such as water use, integrated water resource planning, compliance monitoring and enforcement, classification, RQO and monitoring, waste and source-directed measures into the sub-directorate Surface Water Reserve Requirements Assist with the development of RDM technical tools Provide scientific and technical support to internal and external stakeholders on surface water resource protection Administration responsibilities ito staff evaluations and assessments Manage the update of hydrology data and manage a tracking system Training for the regional RDM and Head office staff Travel and do field work from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms B C Weston, Tel (012) 336-8221
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/50</u></b>	:	<b><u>ASSISTANT DIRECTOR: CORPORATE COMMUNICATIONS</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year diploma or degree in Communications or related field plus appropriate experience within the communication field. Appropriate experience in project management. Proficiency in English and excellent writing skills. Willingness to travel and work odd hours. Excellent written and verbal communication, interpersonal, organizing and planning skills. Events management, project management problem solving, analytical and leadership skills. A valid code 08 driver's licence. Computer literacy. Ability to perform under pressure. Knowledge of water and forestry sector will be an advantage. Recommendations: Excellent knowledge media and communication mediums, event and project management. Ability to multitask in a complex environment. Sound knowledge of and experience in administrative and financial management. Familiarity with government communication policies and programmes.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for all Corporate Services communication in the Department, entailing the following: Developing and executing Corporate Services communication strategies and implementation plans. Co-ordinating Services communication activities in the Department. Building and maintaining effective communication links with corporate stakeholders. Designing, implementing, monitoring and evaluating internal communication campaigns, projects and events. Writing articles for internal and external publications. Providing communication and advice to the Corporate Service business units. Managing preferred services providers. Co-ordinating arrangements for the Departmental Family Day and Golf Day.
<b><u>ENQUIRIES</u></b>	:	Mr M Scott, Tel (012) 336 8264
<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>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/51</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN</u></b> (Sustainable Programmes)
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year Engineering Diploma (S or T) in Civil, Survey and Quantity Survey Engineering and/or registration as Engineering Technician in terms of the Engineering Professions of South Africa. Recommendations: *Certificate in Project Management. *At least three years' experience in projects planning and implementation. *Knowledge of relevant legislation: National Water Act and Water Services Act. *Good written and verbal communication skills. *Computer literacy, preferably in MS Word, Excel and PowerPoint. *A valid driver's licence.



<b><u>DUTIES</u></b>	:	Key Performance Areas: *Manage projects and programmes of the water services sector. *Assist and support the Water Services Authorities in the pre-planning, planning and implementation of the water services projects. *Attend all water services sector meetings. *Liaise with other sector departments on infrastructure development programmes. *Produce analytical reports that reflect water service sector projects progress against intended targets. *Evaluate the water services sector technical reports. *Supervise and train subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr NV Matshinyatsimbi (015) 290 1439
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/52</u></b>	:	<b><u>CONTROL INDUSTRIAL TECHNICIAN</u></b> (Water Services Operation and Maintenance)
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification and Registration as Engineering Technician in terms of the Engineering Professions of South Africa Act. Recommendations: *Five years' experience in operation and maintenance of water and sanitation infrastructure. *Project and programme management skills. *Experience in project planning and implementation (water and Sanitation). *Knowledge of relevant legislation: National Water Act and Water Services Act. *Good written and verbal communication skills. *Computer literacy, preferably MS Word, Excel and PowerPoint. *Leadership and management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Ensure that the objectives of the strategic framework for water services are effectively and efficiently implemented and maintained by all relevant institutions for delivering water services to end users. *Develop and maintain a regulatory and monitoring system. *Develop and maintain a regulatory and monitoring process and system in collaboration with the Water Service Institutions. *Must ensure that: *The system adheres to national standards and norms. *Benchmarks for Key Performance Indicators are developed and agreed upon by all parties. *Communication procedures with stakeholders are in place. *Timeframes for monitoring activities are in place. *Roles and responsibilities amongst stakeholders are clearly defined. *The authority of his/her subordinates is clearly defined according to relevant legislation and agreed upon by DWAF and the Water Services Institutions. *An early warning system of non-compliance is in place. *His/her subordinates has access to all relevant information to effectively execute their duties. Evaluation: *Evaluate all the above activities against agreed upon standards and norms and key performance indicators and interpret the performance of service providers. *Take action against non-compliance. *Report to his/her supervisor all the results of his monitoring. *Highlight all non-compliance. *Propose corrective measures to the water service authority and water service provider. *Communicate with service providers where and when assistance is needed. *Intervene where and when required.
<b><u>ENQUIRIES</u></b>	:	Mr. MJ Modiba, tel. (015) 290 1430
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/53</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Limpopo Proto CMA, Levuvhu/Letaba Proto CMA
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year tertiary qualification in Public Administration, Accounting, Financial Management or equivalent qualification coupled with three years' experience in human resources, financial management, supply chain practices and procedures and office services. *Knowledge of WARMS, SAP, PERSAL and SCOA. *Knowledge of relevant legislations, i.e. PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Labour Relations Act, Water Services and National Water Act. *Excellent verbal and written communication skills. *Report writing and presentation skills. *People management skills. *Computer literacy, preferably Microsoft Office, as well as administrative and financial skills, will be advantageous. *Valid driver's licence.

<b><u>DUTIES</u></b>	:	Key Performance Areas: *Co-ordinate general administration activities and ensure compliance with policies and regulations within the respective WMA with respect to overall revenue management, water tariff settings, WRM charges, accounts reconciliation and maintenance, debt management, budget and expenditure management, including reports compilation and reporting. *Creditors management, human resources management, supply chain, asset management and general office services matters. *Provide administration support to technical staff. *Ensure effective implementation of the performance management and development system (PMDS).
<b><u>ENQUIRIES</u></b>	:	Mrs MM Komape, tel. (015) 290 1463
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/54</u></b>	:	<b><u>PRINCIPAL ENGINEER</u></b> Kwazulu-Natal Region
<b><u>SALARY</u></b>	:	R217 482 per annum
<b><u>CENTRE</u></b>	:	Durban Office
<b><u>REQUIREMENTS</u></b>	:	Applicants must have an appropriate recognized four-year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed by the Engineering Professions Act, 2000 (Act 46 of 2000) and be Registered or eligible for Registration as an Engineer with ECSA and have 8 years appropriate experience, including knowledge and experience of hydrology or water resource systems. Good written and verbal skills. Negotiation skills. Knowledge of environmental aspects of water use. Important Notice: The Department of Water Affairs & Forestry (DWAF) is currently undergoing a restructuring process. The KZN region is divided into 3 Water Management Areas and in the future, Catchment Management Agencies will be established to take over responsibility for the management and control of water resources in each of these areas from DWAF. Most of DWAF's KZN staff could then be transferred to any one of these three CMA's offices. This restructuring process and the establishment of CMAs could take anything between one to five years and until that time you will be based in the DWAF office in Durban.
<b><u>DUTIES</u></b>	:	In addition to processing water license applications in terms of the National Water Act 1998, the successful candidate will also be greatly involved in identifying with the aid of the GIS, water users who have not registered, investigate water resource development, environmental requirements of proposed schemes and water conservation. Furthermore, he/she will investigate the lawfulness of water abstractions throughout the Kwa-Zulu Natal Region. The candidates may also travel to Pretoria from time to time to consult with Head Office. Build capacity and mentor young engineers and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr N. Ward (031) 336 2737
<b><u>APPLICATIONS</u></b>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<b><u>FOR ATTENTION</u></b>	:	The Manager (Human Resources)
<b><u>CLOSING DATE</u></b>	:	31 October 2008
<b><u>POST 41/55</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER</u></b> (5-Year Contract)
<b><u>SALARY</u></b>	:	R209 149.60 per annum (all inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification and relevant proven working experience in the office administration and financial management. The following are recommendations Knowledge and understanding of PFMA, Treasury regulations, Provisioning Systems and BAS; Ability to work in multidisciplinary environment, team and under pressure; Confidentiality and travelling.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will render general office administration, financial, personnel and provisioning support to the Directorate: Filing, faxing photocopying, scanning and binding of documents. Compile general office correspondences such as submissions, memorandum, EE Plan invitations and notice. Management of the diary and all incoming and outgoing correspondence. Receiving and dispatching circulars to all members in the directorate. Monitoring and record keeping of expenditure, budget and data capturing on excel. Control and maintain procumbent, consultant payments, Vas2's, S&T itinerary and all other payments. Asset management and inventories for the directorate. Responsible for updating of personnel files, leave forms, arranging traveling arrangements, meetings/ workshops/ conferences,

		venues, and minute taking. Organise training for employees. Control and ordering of stationery, office furniture and equipment, telephone accounts office keys and other consumables. Ensure maintenance of the fax machine, photocopier, printers, computer and other office equipment.
<b><u>ENQUIRIES</u></b>	:	Mr T C Ndou, Tel (012) 336 7012
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/56</u></b>	:	<b><u>HEALTH AND SAFETY OFFICER (WORKING FOR WATER)</u></b> (5-year contract)
<b><u>SALARY</u></b>	:	R195 217.60 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate three-year degree or National Diploma in Health and Safety or equivalent qualification. *Strong leadership and management capabilities. *Knowledge of investigation procedures. *Computer literacy. *Extensive knowledge of all applicable legislation: Public Service Act, Compensation of Injuries and Diseases Act, *Environmental Management Act, National Water Act and CARA. *A valid driver's licence. *Willingness to travel to remote operational areas.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Manage the Safety, Health and Environmental (SHE) risk function in accordance with the Programme Standards and Legislation. *Determine safety, health and loss control objectives, policies and strategies. *Identify risk exposure and develop initiatives to prevent or minimise loss and waste resources. *Control quality, follow up and manage accident records. *Monitor and evaluate safety and health norms and standards. *Promote safety and health through competency checks, safety and health programmes and training. *Represent the Region in National Health and Safety meetings or initiatives and other forums. *Provide a professional risk management advisory service to management and staff performance.
<b><u>ENQUIRIES</u></b>	:	Mr. W Roux, tel. (015) 290 1359
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/57</u></b>	:	<b><u>BIOLOGICAL CONTROL OFFICER (WORKING FOR WATER) (2 POSTS)</u></b> (5-year contract)
<b><u>SALARY</u></b>	:	R195 217 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Groblersdal and Tzaneen WFW Offices
<b><u>REQUIREMENTS</u></b>	:	*An appropriate three-year diploma or degree in Natural Sciences, Forestry and Environmental Sciences. *Valid driver's licence. *Computer literacy. *Knowledge of the Conservation of Agricultural Resources Act and National Environment Management Act. *GIS knowledge and experience. *Appropriate Project Management experience in invasive alien plant control. *Experience in bio-control/water weeds management will be added advantage.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Manage the biological control programme in Limpopo Province including: *Recollecting and distributing biological control agents (aquatic and terrestrial). *Develop an Annual Plan of Operation for the section. *Establishing and protecting release sites. *Reporting, monitoring and evaluating the bio-control programme. *Developing biological control networks and partnerships in the region. *Making presentations of information to interest groups. *Working as part of a national team to further develop the programme.
<b><u>ENQUIRIES</u></b>	:	Mr. W Roux, tel. (015) 290 1359
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/58</u></b>	:	<b><u>PRINCIPAL ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MONITORING</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	B.Sc qualification with majors in natural sciences or environmental management/sciences or an appropriate recognized tertiary qualification. A postgraduate degree in this field will be an added advantage. Appropriate

	experience in the environmental and monitoring field. Computer literacy (MS Word, MS Excel, MS Project, MS Power Point, etc). Strong knowledge of environmental legislation and policies. Good communication (both verbal and written), negotiation, and interpersonal skills. Project management, conflict management and financial management Ability to function well under pressure. Note: People with disabilities are encouraged to apply. A valid driver's license is required.
<b><u>DUTIES</u></b>	: Key Performance Areas: Provide support to the Assistant Director on all line functions matters within the sub-directorate. Conduct regular site/technical visits for the water resource infrastructure as required for existing and new infrastructure within a particular geographical area. Generate technical/monitoring reports. Provide support to the risk management champions where necessary. Be able to work as a project team member in the contingency planning and emergency preparedness and providing feedback continual improvement. Assist in reviewing environmental performance to identify opportunities for enhancing environmental best practices at the dams/reservoirs. Assist in the development of an environmental monitoring check list as an operational tool. Assist in monitoring the social and ecological issues arising during the water resource infrastructure operations, construction and upgrading. Participate on Climate Change Matters.
<b><u>ENQUIRIES</u></b>	: Ms M.A Mathekgana, Tel: 012 336 8322 / 8485
<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>CLOSING DATE</u></b>	: 24 October 2008
<b><u>POST 41/59</u></b>	: <b><u>PRINCIPAL ENVIRONMENTAL OFFICERS: INTEGRATED DEVELOPMENT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R174 243 per annum
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: A Bachelor's degree in Engineering, Environmental Management, Natural or Physical Sciences in one post and a degree in Social Sciences respectively, or appropriate equivalent qualification to each of the two posts or related field with relevant experience. Project management knowledge (i.e. ability to manage multiple projects) and experience. Ability to identify the critical paths in projects. An innovative and creative person with sound organizing, leadership, financial management skills. Planning, interpersonal skills and good communication skills (both verbal and written). Computer literacy and report writing skills. Good understanding of environmental and related legislation. Ability to function well under pressure. A valid driver's license is an added advantage. Note: People with disabilities are encouraged to apply.
<b><u>DUTIES</u></b>	: Key Performance Areas: The candidate will be responsible for the water resource infrastructure impact management tasks within specific geographical area/projects. Provide technical support on new and old projects with respect to the infrastructure designs and implementation through the Impact assessment process. Provide support on the implementation of the Environmental Management Plans of various dams for both. Independently handling complex matters on site associated with allocated resources. Review environmental performance to identify opportunities for enhancing environmental best practices during construction or upgrading of dams/reservoirs. Provide reports on all allocated projects within the sub-directorate. Assist in developing the emergency responses (i.e. contingency planning and emergency preparedness) and providing feedback – continual improvement during construction and upgrading of water resource infrastructure. Assist in managing the social and ecological issues arising during the construction and upgrading of infrastructure. Assist in managing conflict among various stakeholders along the environmental management function or the implementation of RoD as well as the EMPs. Provide support where necessary on water resource protection.
<b><u>ENQUIRIES</u></b>	: Ms M.A Mathekgana, Tel: 012 336 8322 / 8485
<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>CLOSING DATE</u></b>	: 24 October 2008
<b><u>POST 41/60</u></b>	: <b><u>PRINCIPAL HYDROLOGIST: SURFACE WATER RESERVE REQUIREMENTS</u></b> (Resource Directed Measures)
<b><u>SALARY</u></b>	: R174 243 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A minimum of a four year degree or equivalent in environmental management, aquatic Sciences, Geomorphology, Hydrology or Environmental Engineering plus at least 3 years relevant experience in this field. The candidate must have knowledge of water related and relevant environmental management legislation and policies. The candidate must show that he/she is familiar with the Reserve and other functions within the CD:RDM Candidates with hydrological, hydraulic, water quality and GIS qualifications and experience will have an advantage. The candidate must be able to interpret technical and scientific documents and have the ability to assist with the management of smaller projects. The Candidate must have the ability to work productively in an environment consisting of multi disciplinary internal and external DWAF staff and stakeholders. The candidate must be computer literate and have good practical experience in software packages such as PowerPoint, Ms Word, Excel and outlook. Practical experience on accessing the intranet will be to the applicant's advantage. Good communication and writing skills is also a requirement. The candidate must be technical and scientifically supportive to its management and must have the ability to act as mentor to junior staff. It will be to the candidate's advantage if he/she has a code 08 driver's license. The successful candidate must further demonstrate to be innovative, enthusiastic and creative and have the ability to manage stress and large work loads.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Specific duties pertaining to this position will be amongst others, implementing tool related with surface water Reserve methodologies, conducting low confident Reserves, integrate Reserve determinations with other DWAF line functions, organising field trips and assist with the preparation of the required supportive technical information. Assist as study manager with the higher confident Reserves and liaise with the regional offices in terms of capacity building requirements, license application and provide general technical and scientific support. The successful candidate will be expected to liaise closely and provide technical support to other RDM staff and support management with the day to day operations within RDM. This post requires substantial travelling that could result in being out of the office for sometimes a week at a time. The candidate will participate in mentor programs for interns.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B C Weston, Tel (012) 336-8221
	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
	:	24 October 2008
<b><u>POST 41/61</u></b>	:	<b><u>PRINCIPAL HYDROLOGIST: RESOURCE QUALITY AUDIT (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A 4-year degree in Ecological Science/ GIS/ Aquatic Ecology/ Environmental Sciences, plus relevant experience in water resource management, and knowledge of the National Water Act, and other relevant legislation and policies. Ability to manage in a multi-disciplinary development environment and work with a wide range of stakeholders. The candidate must be innovative, motivated with strong interpretive and comprehensive skills. A valid code 08 driver's licence. Excellent written and verbal communication skills. Preference will be given to candidates with experience in water sector and in the execution of water resource management related projects.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful incumbent will provide scientific and technical co-ordination and support to Resource Quality Audit objectives. Participate in and co-ordinate projects that are aimed at developing, implementing and improving RQO strategies and guidelines for the determination and setting RQO for SA significant resources. Ensure scientific development of monitoring systems, developing and setting of Resource Quality Objectives (RQO) through stakeholder participation of water use sector and public. To coordinate and facilitate all Resource Quality Audit related functions in a specific geographical study area (study manager for a specific area). Liaise and inform regional (CMA) offices and other government department officials of the development, use and implementation of the national RQO monitoring system. To assist in development and execution of the annual business plan of the Sub-directorate: Resource Quality Audit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Manamela, Tel (012) 336 8410
	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610

<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/62</u></b>	:	<b><u>SENIOR ENGINEER (2POSTS)</u></b> Kwazulu-Natal Region
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Durban Office
<b><u>REQUIREMENTS</u></b>	:	Applicants must have an appropriate recognized four-year Bachelor's degree in Civil Engineering or equivalent qualification as prescribed by the Engineering Professions Act, 2000 (Act 46 of 2000) and be Registered or eligible for Registration as an Engineer with ECSA and have 4 years appropriate experience.
<b><u>DUTIES</u></b>	:	In addition to processing water license applications in terms of the National Water Act 1998, the successful candidate will also be greatly involved in identifying with the aid of the GIS, water users who have not registered, investigate water resource development, environmental requirements of proposed schemes and water conservation. Furthermore, he/she will investigate the lawfulness of water abstractions throughout the Kwa-Zulu Natal Region. The candidates may also travel to Pretoria from time to time to consult with Head Office.
<b><u>ENQUIRIES</u></b>	:	Mr N. Ward (031) 336 2737
<b><u>APPLICATIONS</u></b>	:	Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<b><u>FOR ATTENTION</u></b>	:	The Manager (Human Resources)
<b><u>CLOSING DATE</u></b>	:	31 October 2008
<b><u>NOTE</u></b>	:	Important Notice: The Department of Water Affairs & Forestry (DWAF) is currently undergoing a restructuring process. The KZN region is divided into 3 Water Management Areas and in the future, Catchment Management Agencies will be established to take over responsibility for the management and control of water resources in each of these areas from DWAF. Most of DWAF's KZN staff could then be transferred to any one of these three CMA's offices. This restructuring process and the establishment of CMAs could take anything between one to five years and until that time you will be based in the DWAF office in Durban.
<b><u>POST 41/63</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN</u></b> (Water Services Development and Monitoring)
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year Engineering Diploma (T- or S-stream) and/or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act plus at least a year's experience in the field of projects development after completion of the primary qualification. Recommendations: *Knowledge in the monitoring and evaluation of the development sector. *Good written and verbal communication skills. *Computer literacy. *A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Analyse and integrate all regional water sector relevant information for reporting (meta data). *Ensure monthly water sector data is quality checked and captured. *Perform projects site visits (spot checks) *Assist in provision of monitoring and evaluation audits and reports of the outputs and outcomes of the water sector programme. *Assist in ensuring that water services projects meet required standards (impact assessment). *Assist with the preparation of monthly and quarterly regional reports as per operational plan. *Provide feedback to Water Services Authorities on the implementation of their water services projects.
<b><u>ENQUIRIES</u></b>	:	Mr. NV Matshinyatsimbi (015) 290 1439
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/64</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN</u></b> (Water Services Operation and Maintenance)
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification and registration as Engineering Technician in terms of the Engineering Profession of South Africa (ECASA). Recommendations: *Five

		years' experience in operation and maintenance of water and sanitation supply schemes. *Project and programme management skills. *Experience in infrastructure planning and implementation (water and sanitation). *Knowledge of relevant legislation: National Water Act and Water Services Act. *Good written and verbal communication skills. *Computer literacy, preferably MS Excel, Word and PowerPoint. *Leadership and management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Ensure that the objectives of the strategic framework for water services are effectively and efficiently implemented and maintained by all relevant institutions for delivery of water services to end users. *Oversee and regulate Water Services Institutions on the following: *Compliance with minimum norms and standards. *Performance on efficient utilisation of resources. *Monitor the following activities: Service delivery, technical effectiveness and infrastructure utilisation. Reporting: *Timeously alert the relevant authorities on non-compliance that could preclude the agreed upon performance. *Propose corrective action and support the implementation thereof. *Prepare reports for management review meetings. *Intervention: *Propose corrective action on non-compliance, and steps of intervention to DWAF's management on continuous basis.
<b><u>ENQUIRIES</u></b>	:	Mr. MJ Modiba, tel. (015) 290 1430
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/65</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate or equivalent qualification plus five years' experience in fleet management. *Excellent administrative, organisational, interpersonal and communication skills. *Computer literacy. *Valid driver's licence. *Relevant certificates in fleet management. *Ability to work under pressure and in a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Allocate and manage subsidised vehicles. *Manage asset register for subsidised vehicles. *Control logsheets and record keeping. *Regular inspection of all subsidised vehicles. *Manage people.
<b><u>ENQUIRIES</u></b>	:	Ms. ME Lekganyane, tel. (015) 290 1317
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/66</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R145 920 per annum
<b><u>CENTRE</u></b>	:	Limpopo Proto CMA (3 Posts), Levuvhu/Letaba Proto CMA (1 Post)
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year diploma/degree in Hydrology, Civil Engineering or other fields relevant to water resource management. *Knowledge of GIS will be an added advantage. *Knowledge of the National Water Act, 1998. *A valid driver's licence. Recommendations: *Computer literacy in MS Office. *Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *General office administration for the registration of water use in terms of the National Water Act of 1998. *Handle enquiries and other communication with water users. *Gather and process information from water use applications. *File and retrieve various registration and licensing documents. *Compile section 32 and section 33 applications for approval. *Manage, control and verify water uses. *Perform general office duties.
<b><u>ENQUIRIES</u></b>	:	Mrs AD Maumela, tel. (015) 290 1358 or Mr MA Munzhedzi, tel. (015) 290 1213
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/67</u></b>	:	<b><u>SENIOR SECRETARY GRADE IV</u></b> Directorate: Water Services Regulation
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate and Secretarial Diploma or have at least four years appropriate working experience. Good telephone etiquette, inter-personal

		relations and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. Experience and knowledge in taking minutes. Ability to organize and prioritise work. Knowledge of Ms Word, Ms Excel, Ms Powerpoint, Ms Outlook and Internet coupled with sound typing skills. Willingness to work after hours when required. Filing skills and ability to keep record of flow of documents.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (Fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments.
<b><u>ENQUIRIES</u></b>	:	Ms R. Naiker, Tel (012) 336 6511
<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>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/68</u></b>	:	<b><u>HYDROLOGIST: SURFACE WATER RESERVE REQUIREMENTS</u></b> (Resource Directed Measures)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of a four year degree or equivalent in environmental management, aquatic Sciences, Geomorphology, Hydrology or Environmental Engineering. The candidate must have some background knowledge on the water act and related environmental legislation. Applicants who have a hydrological and hydraulic qualifications will have an advantage. The candidate must familiarise itself with principles of water resource protection and thus Resource Directed Measures in the DWAF. Further to this the applicant must show that he/she has the potential, willingness and enthusiasm to be capacitated in the technical aspects of the Reserve and related functions and to gain these skills in a short period of time. Proven ability to practically apply knowledge of water and environmental legislation and policies will be an added advantage for the applicant. Good interpersonal skills, and the ability to liaise with other technical staff, directorates and departments is essential. Applicant must be computer literate and it will be to the applicant's advantage to have a code 8 driver's license. This post requires substantial travelling that could result in being out of the office for sometimes a week at a time.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Main duties will involve the determination of the Reserves at a desktop level. Assist with the preparation of the technical templates. Assist with the update of the RDM data base, preparation of maps, obtaining specialist documents; download required technical information from the intra and internet and general assistance to senior staff and management. This position will require the participation in an active skills development program to enable the fast tracking of the candidate's skills and knowledge.
<b><u>ENQUIRIES</u></b>	:	Mrs Julie van der Merwe. (012) 336-7128
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/69</u></b>	:	<b><u>SENIOR INDUSTRIAL TECHNICIAN (3 POSTS)</u></b> (Sustainable Programmes, Water Services Development Monitoring, and Implementation Monitoring P & R)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification and/or registration as Engineering Technician in terms of the Engineering Profession of South Africa Act. Recommendations: *Project



<b><u>DUTIES</u></b>	:	management. *Good written and verbal communication skills. *Computer literacy, preferably in MS Word, Excel and PowerPoint. *A valid driver's licence. Key Performance Areas: *Assist and support Water Services Authorities in the implementation of the water services projects. *Verify the active water services sector project data. *Maintain projects history information. *Prepare progress reports of the water services projects. *Evaluate the water services sector technical reports. *Attend sector technical meetings and visit active projects. *Prepare payment certificates.
<b><u>ENQUIRIES</u></b>	:	Mr NV Matshinyatsimbi, tel.(015) 290 1349
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. MJ Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/70</u></b>	:	<b><u>DEVELOPMENT EXPERT</u></b> (Implementation and monitoring of P&R)
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year Engineering Diploma (S or T) or equivalent qualification and/or registration as Engineering Technician in terms of the Engineering Profession of South Africa Act. Recommendations: *Project management. *Good written and verbal communication skills. *Computer literacy, preferably in MS Word, Excel and PowerPoint. *A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Scrutinise consultant and contractor payment certificates. *Assist in the compilation of the term contract documentations. *Perform general contract administration duties relating to the implementation of water services projects. *Maintain projects history information. *Prepare progress reports on the water services projects budget allocation and expenditures. *Perform projects site visits as per technical specifications on the technical reports. *Attend sector technical meetings. *Ensure contractual compliance by the implementing agents.
<b><u>ENQUIRIES</u></b>	:	Mr ZM Maligana, tel. (015) 290 1236
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/71</u></b>	:	<b><u>CHIEF WATER CONTROL OFFICER (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Limpopo Proto CMA (2 Posts), Levuvhu/Letaba Proto CMA (2 Posts)
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate or Grade 10 with four years' appropriate experience. *Valid driver's licence. *Experience in water allocation at Government water schemes/irrigation scheme level. *Knowledge of various water measurement devices. The following departmental courses must be successfully completed: Water Measurement Course, Water Distribution Course, Water Test Course, Water Resource Management Course and Dam Control Course. *A mathematical background. *Good verbal and written communication skills, both in Afrikaans and English. *Computer literacy. *Appropriate experience in Catchment Management will be a recommendation. Certified proof of the above requirements must be submitted.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Supervise water control officers in the respective catchments. *Identify and investigate possible unlawful water works in their areas by using GPS, maps and satellite images. *Monitor and control water abstraction. *Undertake inspection of dams in accordance with dam safety legislation. *Assist with water registration and issuing of water licenses. *Travel extensively in the execution of duties. *Support water utilisation and water resource strategy. *Manage and supervise subordinates. *Train and evaluate subordinates. *Promote Occupational Health and Safety on an ongoing basis. *Promote job satisfaction and optimal utilisation and development of subordinates. *Interact with water users and farmers in their respective areas. *Assist in various water-related tasks. *Assist in budget control.
<b><u>ENQUIRIES</u></b>	:	Mrs. AD Maumela, tel. (015) 290 1358 or Mr. MA Munzhedzi, tel. (015) 290 1213
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008

<b><u>POST 41/72</u></b>	:	<b><u>HYDROLOGIST</u></b>
<b><u>SALARY</u></b>	:	R117 501 per annum
<b><u>CENTRE</u></b>	:	Limpopo Proto CMA
<b><u>REQUIREMENTS</u></b>	:	*An appropriate recognised three-year tertiary qualification in Hydrology, Earth Science, Geohydrology or other fields relevant to water resource planning and management. *Good understanding of the principles of Integrated Water Resources Management (IWRM). *Liaison, presentation and negotiation skills pertaining to water use sectors. *Computer literacy. *Good verbal and communication skills. *Ability to work under pressure. *A valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Ensure equitable allocation of water resources. *Review and recommend issuance of water use license authorisations. *Ensure effective and efficient use of water. *Provide technical support to the establishment of Water Management Institutions. *Ensure capacitated and informed stakeholder support. *Provide scientific support to water use registration and authorisations. *Prepare technical reports on the state of water resources and use. *Support and promote departmental programmes, such as 2020 Vision, Water and Arbor Week, etc. *Promote water conservation and water demand management measures.
<b><u>ENQUIRIES</u></b>	:	Mrs AD Maumela, tel. (015) 290 1358
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/73</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE III</u></b> Sub-Directorate: Environmental Impact Monitoring
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent. A related administration and procurement course will be an added advantage. Working experience in an office administration and both secretarial and technical support environment. Experience in a financial environment and knowledge of administration systems is an advantage. Computer literacy. Good interpersonal, communication, numerical, planning and organizational skills. The following will be an added advantage: A valid driver's license. Ability to function well under pressure. Note: People with disabilities are encouraged to apply.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for providing administration support to the entire sub-directorate. Managing the correspondence register by receiving and distributing documents, typing documents, compiling and submitting claims for approval, liaise with stakeholders with regard with to queries (i.e. procurement and administration) and dissemination of information. Making logistical arrangements for meetings and workshops. Assist in the budget for the sub-directorate, procurement of goods (i.e. processing S&T, petty cash claims / VA2's / Order Invoices and payment certificates and maintaining asset register (i.e. pool equipments) and services for the sub-directorate, make travel arrangements and performing any other office administration related activities and manage the filing system of the sub-directorate. *Logsheet verification prior to submission for approval. Responsible for the record management in respect of expenditures. Inventory lists for sub-directorate Managing stationery for the sub-directorate. Assist the Director's office with tasks within the agreed framework between the Sub-directorate and the director's office. Provide support to the sub-directorate on data collected and management.
<b><u>ENQUIRIES</u></b>	:	Ms M.A Mathekgana, Tel: 012 336 8322 / 8485
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/74</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GR. III</u></b> (Forestry)
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate or equivalent qualification plus relevant experience. *Experience in budgetary control. *Good written and verbal communication skills. *Filing system skills. *Computer literacy (MS Word, Excel, PowerPoint and

		Outlook). *Knowledge of human resource matters and Government procurement procedures. *Demonstrate initiative. *Ability to manage large workloads.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Render general office administration, financial, personnel and provisioning support to the Assistant Director: Forestry Development and Oversight. *File, print and bind documents, fax, photocopy, type and draft letters and memos. *Send and open e-mail. *Plan diaries. *Distribute circulars and journals. *Maintain the library within the directorate. *Monitor and keep record of expenditure, budget data on Excel and early warning system reports. *Control and maintain the procurement and asset management functions. *Be responsible for traveling arrangements, control S&T, itinerary and leave forms. *Arrange meetings, workshops and venues and write minutes. *Collect and control stationery. It will be expected of the successful candidate to maintain confidentiality.
<b><u>ENQUIRIES</u></b>	:	Mrs. HM Tshivhase, tel. (015) 519 3300
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/75</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE III</u></b> Sub-Directorate: Resource Management Planning
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent. A related administration and procurement course will be an added advantage. Working experience in an office administration and both secretarial and technical support environment.. Experience in a financial environment and knowledge of administration systems is an advantage. Computer literacy. Good interpersonal, communication, numerical, planning and organizational skills. A valid driver's license will be an added advantage. Ability to function well under pressure. Note: People with disabilities are encouraged to apply.
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for providing administration support to the entire sub-directorate. Managing the correspondence register by receiving and distributing documents, typing documents, compiling and submitting claims for approval, liaise with stakeholders with regard with to queries (i.e. administration and procurement) and dissemination of information. Making logistical arrangements for meetings and workshops. Assist in the budget for the sub-directorate, procurement of goods (i.e. processing S&T, petty cash claims / VA2's / Order Invoices and payment certificates and maintaining asset register (i.e. pool equipments) and services for the sub-directorate, make travel arrangements and performing any other office administration related activities and manage the filing system of the sub-directorate. *Log sheets verification prior to submission for approval. Responsible for record management in respect of expenditures. Inventory lists for sub-directorate. Manage stationery for the sub-directorate. Assist the Director's office with tasks within the agreed framework between the Sub-directorate and the director's office. Provide support to the sub-directorate on data collected and management.
<b><u>ENQUIRIES</u></b>	:	Ms M.A Mathekgana, Tel: 012 336 8322 / 8485
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/76</u></b>	:	<b><u>SENIOR WATER CONTROL OFFICER (6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Limpopo Proto CMA (3 Posts), Levuvhu/Letaba Proto CMA (3 Posts)
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 or equivalent qualification plus relevant experience. *Valid driver's licence. The following departmental courses must be successfully completed: Water Measurement Course, Water Distribution Course, Water Test Course, Water Resource Management Course and Dam Control Course. *A mathematical background. *Good verbal and written communication skills, both in Afrikaans and English. *Computer literacy. *Appropriate experience in Catchment Management will be a recommendation. *Certified proof must be submitted of the above requirements.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Be responsible for using GPS, maps and satellite images. *Identify and investigate possible unlawful water works in their areas. *Monitor and control water abstraction. *Undertake inspection of dams in

		accordance with dam safety legislation. *Assist with water registration and issuing of water licenses. *Travel extensively in the execution of duties. *Support water utilisation and water resource strategy. *Assist in catchment area management and monitor water use in the area. *Manage and supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. LIA Nyatlo, tel. (015) 290 1358
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/77</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK GRADE III</u></b> National Water Resource Planning
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Candidates must be in possession of a Senior Certificate or equivalent, typing as fully passed subject in matric, computer literacy and relevant experience.. The following will serve as recommendations: Language and good communication skills (written and verbal) as well as accuracy. Knowledge of BAS system and experience in supply chain management (inventory control).
<b><u>DUTIES</u></b>	:	Key Performance Areas: The successful candidate will be responsible for the following: to provide support services to the Chief Engineers and and their engineering staff, check and process accounts rendered by consultants, control monthly budget expenditure on studies, typing, filing documents, completing overtime claim forms, answering quires, making photocopies, binding documents, telephonic, completion of S &T claims, accomodation and flight requests and supply chain management.
<b><u>ENQUIRIES</u></b>	:	Mr P J Booyse, Tel: 012 336 7671
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria. 0001.
<b><u>FOR ATTENTION</u></b>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/78</u></b>	:	<b><u>CLEANER II (WORKING FOR WATER)</u></b> (5-year contract)
<b><u>SALARY</u></b>	:	R76 149.56 per annum (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Albasini Offices
<b><u>REQUIREMENTS</u></b>	:	*ABET or Grade 8 (standard 6). *Relevant experience. *Ability to operate cleaning equipment. *Ability to work in a team and maintain good interpersonal relationships. *Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Clean and create an orderly working environment. *Operate cleaning machines. *Ensure that the boardroom, offices and kitchen are clean and tidy. *Prepare tea and other refreshments. *Wash dishes. *Load and offload of goods. *Assist with other duties as and when requested.
<b><u>ENQUIRIES</u></b>	:	Mr. W Roux, tel. (015) 290 1458
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr M J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008
<b><u>POST 41/79</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION CLERK GR I</u></b>
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	*Grade 12 certificate or equivalent qualification plus relevant experience. *Exposure to the asset control function will be an advantage. *Computer literacy (in spreadsheet). *Good written and verbal communication skills. *Interpersonal skills. *Valid driver's licence.
<b><u>DUTIES</u></b>	:	Key Performance Areas: *Maintain and update the asset register. *Verify movable assets. *Compile documents for disposal committee. *File all assets documents. *Report on disposal items to the committee.
<b><u>ENQUIRIES</u></b>	:	Mr. RE Nelwamondo, tel. (015) 290 1337
<b><u>APPLICATIONS</u></b>	:	The Chief Director, Department of Water Affairs and Forestry, Private Bag X 9506, Polokwane, 0700
<b><u>FOR ATTENTION</u></b>	:	Mr. M.J Nzima
<b><u>CLOSING DATE</u></b>	:	03 November 2008

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : The application forms must be forwarded for the attention of Ms G Gcwabe at the following address: HR Manager, Department of Agriculture, P/Bag X0040, BHISHO, 5605 or hand deliver to Room 1108, 11<sup>th</sup> Floor Dukumbana Building, Bhisho. Enquiries: 040 - 609 3403
- CLOSING DATE** : 24 October 2008
- NOTE** : Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, ID and Curriculum Vitae must accompany these forms. Candidates must quote on their application, the number of this circular as well as the relevant reference number of the post and the centre(town) for which they are applying. This must be clearly indicated. Candidates requiring additional information must direct their enquiries telephonically to the person indicated in paragraph 1 above. No incomplete applications , nor faxed or late applications will be considered. Should you not receive any response from the Department within 60 days of the closing date, please regard your application as being unsuccessful. The Department reserves the right not to make an appointment. Candidates appointed to certain positions will be subjected to security clearance.

**OTHER POSTS**

- POST 41/80** : **MANAGER: ICT INFRASTRUCTURE**
- SALARY** : R407 745 per annum (total all inclusive MMS package to be restructured in Accordance with the rules of Middle Management System (MMS)
- CENTRE** : Bhisho
- REQUIREMENTS** : An appropriate three year Bachelor's degree/Diploma or equivalent (NQF 6) qualification in Information Technology. Relevant work experience (5) five years (including supervisory) in information Technology. Valid drivers license is essential Essential requirements: Ability to communicate with and understand the needs of non- technical internal clients. Good interpersonal skills. Understanding the inter-relations between socio-economic development and political trends in governments functions, excellent communication and/or IT skills, ability to work and think independently, Legislative prescripts, ability to work outside regular hours and to travel on a regular basis
- DUTIES** : KPAs: The successful candidate will be responsible for: Assist GITO to manage the Information & Communication Technology resources in the Department Assist in change management functions related to ICT resources Facilitate the procurement processes of all ICT equipment, software and systems Assist GITO in the development, maintenance, implementation and evaluation of the ICT Strategy, Business Plans, Operational Plans, Policies and Procedures Assist the Office of GITO and other Directorates in the Back office management of Transversal Systems Assist in the preparation of reports for the Directorate Assist in the drawing up of the budget and aligning the Budget, Strategy, APP and Operational Plans Promote effective Management of Information Technology as a strategic resource Assist in the management and monitoring of Service Level Agreements (SLAs) and relationships with Service Providers including SITA Identify training needs and make recommendations to ensure productive use of existing and new systems and technology Rendering advice on all aspects relating to information systems and technology to the Department Ensuring security of all IT infrastructure Ensuring the availability, integrity, access, storage and security of all data within the
- POST 41/81** : **MANAGER: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R407 745 – 472 758 per annum (total all inclusive MMS package to be restructured in accordance with the rules of Middle Management System (MMS)
- CENTRE** : East London
- REQUIREMENTS** : A relevant 3 year B.Comm Degree or National Diploma (NQF 6) Finance/Commerce plus 3-5 years relevant experience coupled with supervisory experience. Ability to interact at a strategic and operational level. Knowledge of Current SCM practices. Good interpersonal and negotiation skills. People Management and empowerment. Thorough knowledge of: Asset Management, Supply Chain Management, Tenders, Procurement, Fleet Services and well as office services. Must have the ability or understanding to grasp the Public Service Regulatory Framework including PFMA.

**DUTIES** : KPA's: Manage Supply Chain Management functions of the district including Asset Management, Tender and Contracts, Demand Management and Contract and Vendor Render secretarial duties to the Departmental Bid Evaluation Committee Advise Management on the best practices of the SCM Compile management reports on SCM to Senior Manager and other Relevant organs of the state.

**POST 41/82** : **CHIEF FARM MANAGER (SECURITY SERVICES)**

**SALARY** : R145 920 – 169 410 per annum

**CENTRE** : Dohne

**REQUIREMENTS** : The applicant must be in possession of a minimum qualification of Grade 10 (NQF 2) with minimum of five (5) years experience as a security officer in the private section or 5 years experience as security guard in the public sector. In possession of fire aim training and licence. Accredited by SIRA grade B or D or E or any combination training. Must be registered with the Private Sector Security Industry Act, 2001 (Ac5 No.56 of 2001). Must be fluent in two official languages Where English is one of them. Must be computer literate

**DUTIES** : KPAs: Will report directly to Senior Manager Develop security measures to ensure safety and protection of government assets both fixed and biological Manage security personnel and its budget Fully implement the biological asset management policy of the department in collaboration with the Asset Management Unit Control the movement of assets both in and out of all research satellite stations Ensures all fixed and biological assets are secured at all times Application of security measures and procedures with the assistance of the Senior Managers Interaction with the security agencies with the aim of enhancing the security system of the directorate through the office of the Senior Manager projects Collect, analyse and process development-related Data Facilitate the development process with sustainable resources in mind technology and the transfer thereof.

**POST 41/83** : **SENIOR ADMINISTRATION OFFICER: OFFICE SERVICES**

**SALARY** : R145 920 – 169 410 per annum

**CENTRE** : Bhisho

**REQUIREMENTS** : An appropriate bachelor's degree or equivalent qualification (NQF 6) plus three years experience or Senior Certificate (NQF 4) plus six years relevant experience.

**DUTIES** : KPA: Compilation of monthly, quarterly and annual reports Provide registry services Management of cleaning services Provide telephone and cellular phone services Assist with catering services.

#### **DEPARTMENT OF ROADS AND TRANSPORT**

*The Department of Roads and Transport is an equal affirmative action employer, females and disabled persons are encouraged to apply.*

**APPLICATIONS** : Please forward your applications to the Superintendent-General, Department of Roads and Transport Amathole District, Private Bag X 9009, East London 5200. Hand delivered applications should be submitted at No. 32 Dyer Street Arcadia, East London.

**CLOSING DATE** : 24 October 2008

**NOTE** : Applications: Applications must be submitted on form Z.83, obtainable from any Public Service department, and should be accompanied by a comprehensive C.V. together with originally certified copies of qualifications and identity document. Note: If you have not received any response within two months of the closing date, please accept that your application has been unsuccessful. Faxed or e-mail applications will not be considered.

#### **OTHER POSTS**

**POST 41/84** : **PROVISIONING ADMIN CLERK (REF 12987/1)**

Component: Demand Management

**SALARY** : R64 410 per annum

**CENTRE** : King Williamstown

**REQUIREMENTS** : Grade 12 or equivalent qualification with 0-2 years experience. Computer Literacy, Knowledge and understanding of Supply Chain Management, PFMA, Knowledge of BAS / LOGIS will be an added advantage. Good interpersonal relationship. Be able to work under pressure

**DUTIES** : Assist in conducting needs assessment and analysis for procurement of goods and services. Draft Specification documents for quotation and bids for End

		Users Perform Secretariat Services to the Bid Specification Committee. Compilation and Management of Procurement Plan for the Department. Registration of Suppliers and Maintenance of Supplier Database and Filing of documents
<b><u>ENQUIRIES</u></b>	:	Mrs. Mbewu at 043 704 6669/ 079 528 5871
<b><u>POST 41/85</u></b>	:	<b><u>PROVISIONING ADMIN CLERK (2 POSTS) (REF 129887/2)</u></b> Component: Acquisition Management
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	King Williamstown
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 0-2 years experience. Computer Literacy. Knowledge and understanding of Supply Chain Management, PFMA. Knowledge of BAS / LOGIS will be an added advantage. Good interpersonal relationship. Be able to work under pressure
<b><u>DUTIES</u></b>	:	Receive, check procurement documents and issue orders to the End Users. Assist in Bid Evaluation, Award and Administration. Compilation and submission of Departmental Utilisation report. Perform Secretariat duties to the Bid Evaluation and Award Committees and filing of document
<b><u>ENQUIRIES</u></b>	:	Mrs. Mbewu at 043 704 6669/ 079 528 5871
<b><u>POST 41/86</u></b>	:	<b><u>ACCOUNTING CLERK (REF 12987/3)</u></b> Component: Logistics Management (Stores and Warehouse Management)
<b><u>SALARY</u></b>	:	R 64 410 per annum
<b><u>CENTRE</u></b>	:	King Williamstown
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 0-2 years experience. Computer Literacy. Knowledge and understanding of Supply Chain Management, PFMA. Knowledge of BAS / LOGIS will be an added advantage. Good interpersonal relationship. Be able to work under pressure
<b><u>DUTIES</u></b>	:	Receive and issue stock from the stores .Capture relevant documentation for stock and asset on LOGIS. Retrieve and submit LOGIS monthly reports .Maintain stock Ledgers for the Stores and Warehouses and filing of documents.
<b><u>ENQUIRIES</u></b>	:	Mrs. Mbewu at 043 704 6669/ 079 528 5871
<b><u>POST 41/87</u></b>	:	<b><u>ACCOUNTING CLERK (REF 12987/4)</u></b> Component: Logistics Management (Office Services)
<b><u>SALARY</u></b>	:	R 64 410 per annum
<b><u>CENTRE</u></b>	:	King Williamstown
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 0-2 years experience. Computer Literacy. Knowledge and understanding of Supply Chain Management, PFMA. Knowledge of BAS / LOGIS will be an added advantage. Good interpersonal relationship. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Perform Office Management services. Develop and maintain database for Communication systems {Land line and mobile telephones}; Develop and maintain database for labour saving devices; Develop and maintain database for immovable {GIAMA}.Supervise hygienic and cleaning services. Facilitate minor and major repairs on the buildings. Allocate office space to Departmental Officials and supervise General Assistants.
<b><u>ENQUIRIES</u></b>	:	Mrs. Mbewu at 043 704 6669/ 079 528 5871
<b><u>POST 41/88</u></b>	:	<b><u>ACCOUNTING CLERK (REF 12987/5)</u></b> Component: Asset Management
<b><u>SALARY</u></b>	:	R64 410 per annum
<b><u>CENTRE</u></b>	:	King Williamstown
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 0-2 year's experience. Computer Literacy. Knowledge and understanding of Supply Chain Management, PFMA. Knowledge of BAS / LOGIS will be an added advantage
<b><u>DUTIES</u></b>	:	Assist in compilation and maintenance of Assets Registers. Receive barcodes and allocate Assets. Facilitate transfer of assets amongst the users. Verify, reconcile physical assets with the Assets Register and BAS. Update Inventory lists and identify unused and redundant assets for disposal. Compilation of disposal lists for approval. Draw BAS Reports .Filing of documents.
<b><u>ENQUIRIES</u></b>	:	Mrs. Mbewu at 043 704 6669/ 079 528 5871

**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** : 24 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 41/89** : **SPECIALIST: TRANSFORMATION REF NO: 70054241**  
This is a 3 Year Fixed Term Performance Based Contract  
Directorate: Strategy and Innovation

**SALARY** : R407 745 – R472 758 per annum (total package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant post graduate qualification or equivalent NQF qualification. Compliance with Security Clearance by National Intelligence Agency (NIA). Minimum of 3-5 years in a role relating to organisational transformation and managing projects. Written and verbal communication, presentation skills, analytical and conceptual reasoning, diversity management, interpersonal and communication skills.

**DUTIES** : This role focuses on assisting the department to design, develop and implement leading edge transformational service delivery solutions. It largely focuses on the identification , developing business cases and implementation of strategic initiatives within the department. The transformation projects processed by this role focus on: departmental strategy development, process reengineering, shared services strategies and designs, outsourcing advisory services and legislative regulations. Transformation Strategy Management. Compliance to Legislative Regulations. Process and quality assurance. Administrative responsibilities. Coordination of sub-directorate budget. Liaise with the Chief Executive Officer, GSSC General Managers, GSSC Senior Managers/Supervisors/Team Leaders, Other departments HOD, Executive Team Members.

**ENQUIRIES** : Zukiswa Ncunyana (011) 689-8450

**NOTE** : GSSC is an equal opportunity employer. All appointments will be made in accordance with the equity targets of the department. Preference for this position will be given to a female candidate.

**GAUTENG TREASURY**

*Join the dynamic team that ensures prudent financial management in the Gauteng province! Gauteng Treasury values our employee and believes in providing opportunities through skills development and empowerment. We value recognizing and rewarding employees and treating them fairly and equally.*

**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** : 22 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 41/90** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REFNO: 70054252**  
Directorate: Internal Finance

**SALARY** : R344 052 pa, which includes a car, housing and medical allowance and pension benefits. Other benefits include: Opportunity to further studies in field related to the department's mandate, excellent skills development programme, 22 paid



	:	vacation leave days per annum, resettlement benefits, 13th cheque, performance bonus and excellent awards.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	A relevant three year tertiary qualification and 2-3 years experience in financial management or accounting fields. Knowledge and understanding of the legislative framework.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: ensuring and monitoring compliance to relevant financial management legislation, policies and regulations, conduct revenue and expenditure management, ensure departmental planning processes are aligned with budgetary requirements, ensuring budgetary control, submitting reports, preparing annual financial statements, and providing strategic leadership to the business unit.
<b><u>ENQUIRIES</u></b>	:	Robert Tsotetsi, Tel: 011 355 8636

#### **DEPARTMENT OF HEALTH**

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

#### **MANAGEMENT ECHELON**

<b><u>POST 41/91</u></b>	:	<b><u>DEPUTY CEO REF NO: 70054185</u></b> Directorate: CEO
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R581 880 per annum (All inclusive package) Pretoria Academic Hospital A recognised postgraduate degree or equivalent qualification. Strong conceptual skills, wide knowledge of the health sector and its networks, The incumbent must be creative, have high energy levels and the ability to develop people. Envisaged is a dynamic, self motivated with high levels of initiative. Good interpersonal skills, presentation and communication skills, PFMA, Valid driver's licence.
<b><u>DUTIES</u></b>	:	Assist the CEO in developing and implementing the strategic goals and objectives of the Department. Giving direction and leadership to organizational staff towards the achievement of the strategy and its annual goals and objectives, leading the management team in the development and execution of the organisation's operational plans, which includes affective stakeholder relations management, financial management, human resources management as well as process and systems. Foster good relations between the organization and academic institutions.
<b><u>ENQUIRIES CLOSING DATE</u></b>	:	Dr M E Kenoshi, Tel No: (012) 354-2222 24 October 2008
<b><u>POST 41/92</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE MANAGEMENT &amp; LOGISTICS REF NO: 70054183</u></b> Directorate: Human Resources Management & Logistics
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R540 429 per annum (All inclusive package) Pretoria Academic Hospital Significant experience in either public or private sector as a middle/ senior manager with at least Bachelor degree in Administration or Human Resource or equivalent RVQ 13 qualification. Preference will be given to applicants with a post graduate degree in HR Management. Must be strategic thinker and be able to solve complex and difficult challenges. Be able to work across boundaries and understand a range of business process. Understand the key business drivers and ensure HR process and systems, deliver the required business outcomes. Lead by example in the development of organizational culture that foster the building of collaborative relationship. Be an excellent communicator and demonstrate strong leadership abilities. Value team work and embrace and drive changes.
<b><u>DUTIES</u></b>	:	Provide strategic Management and Leadership within the Directorate. Management of all processes within the directorate HRM, IT, Administration and Logistics. Monitoring the implementation of policies and practice within the

hospital. Ensure compliance with PFMA ACT. Provide an effective, efficient and economical management & utilization of resources allocated within the directorate. Ensure proper management of the programmes facilities and logistical services. Identify and promote different systems and application for optimal content management, and knowledge sharing. Ensure forward looking information and communication management.

**ENQUIRIES**  
**CLOSING DATE**

: Dr. M.E Kenoshi, Tel No: (012) 354-2222  
: 24 October 2008

**POST 41/93**

: **DIRECTOR NURSING SERVICES REF NO: 70054184**  
: Directorate: Nursing

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

: R540 429 per annum (All inclusive package)  
: Pretoria Academic Hospital and Johannesburg Hospital  
: Registration with SA Nursing Council, Post basic qualification in Nursing, At least ten years experience as a qualified nurse, Computer literacy . Diploma / Degree in Nursing Admin and at least 5 years experience in Nursing Management at a Tertiary Hospital will be a strong recommendation. Financial Management skills, Operational Management skills, Labour relation skills, Communication and negotiation skills will be an advantage. Excellent planning, leading, organising, problem solving and co-ordinating skills. Ability to work in a team , long hours and under pressure, Driver's license.

**DUTIES**

: The provision of an efficient, integrated, transformed , nationalized management in line with Gauteng Health Department vision and in support of District Health Services. Effective management of comprehensive quality patient/ client care services in line with Gauteng Health Departments vision. Management to ensure that all received policies, circulars are available and implemented. Adapt and establish internal policies specific to institution. Effective and efficient management of allocated resources. To ensure that Nursing standards and norms are set and implemented and evaluated at Clinical level in line with operational Acts & Regulations. To establish and utilize an effective information systems. To ensure effective management of total holistic patient care in line with institutional budget. Integration of services: arrange and participate in meetings with institutional managers network with colleagues. To ensure that Nursing standards and norms are set, Implemented according to Act & Regulations. Management of staff in line with the Performance management and development systems, with a focus on Quality assurance. Fostering a team that is outcome driven.

**ENQUIRIES**

: Dr. M.E Kenoshi, Tel No: (012) 354-2235 or Ms. K. Soorjy, Tel No: (011) 488-3794

**CLOSING DATE**

: 24 October 2008

**OTHER POSTS**

**POST 41/94**

: **SPECIALIST REF NO: 70054189**  
: Directorate: Obstetrics and Gynaecology

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

: R344 052 – R398 805 per annum (All Inclusive package)  
: Coronation Hospital  
: Registered with the HPCSA as a Specialist in Obstetrics and Gynaecology. In possession of current registration.

**DUTIES**

: Clinical duties of a specialist obstetrician and gynaecologist. After hour's duties as required by the institution and department. Active participation in the university academic programme. Formal and informal under and post graduate teaching and training. Management of secondary and tertiary level problems in obstetrics and gynaecology. Previous experience in an academic and training hospital would be a recommendation as well as research and peer review publications.

**ENQUIRIES**  
**CLOSING DATE**

: Dr. N. Pirani, Tel No: (011) 470 9091  
: 24 October 2008

**POST 41/95**

: **PRINCIPAL MEDICAL OFFICER REF NO: 70054188**  
: Directorate: Obstetrics and Gynaecology

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

: R344 052– R398 805 per annum (all inclusive package)  
: Coronation Hospital  
: Registered as a Medical Practitioner with the HPCSA, In possession of current registration.

**DUTIES**

: Clinical duties at an Academic University hospital. Assistance with supervision and training of medical and midwife students. Priority will be given to candidates

		with previous experience in Obstetrics and Gynaecology. After hours duties as required by the department.
<b><u>ENQUIRIES</u></b>	:	Dr.N. Pirani, Tel No: (011) 470 9091
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/96</u></b>	:	<b><u>SENIOR MEDICAL OFFICER REF NO: 7005192</u></b> Directorate: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	R217 482– R 252 483per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Coronation Hospital
<b><u>REQUIREMENTS</u></b>	:	Registered as a Medical Practitioner with the HPCSA. In possession of current registration.
<b><u>DUTIES</u></b>	:	Clinical duties at an Academic University hospital under full consultant supervision and training. Assistance with supervision and training of medical and midwife students. After hours duties as required by the department.
<b><u>ENQUIRIES</u></b>	:	Dr. N. Pirani, Tel No: (011) 470 9090
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/97</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL) REF NO: 70054196</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R205 563 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC. Experience as a Unit Manager will be a recommendation. Competency as a Professional Nurse.
<b><u>DUTIES</u></b>	:	Render holistic nursing services in General Wards. Implement Policies and protocols developed for the specific area to ensure quality patient care. Ensure that nursing care is delivered to patients in a cost effective, efficient and equitable manner in the unit. Observe all related Best Practices of nursing. Participate actively in the staff development activities.
<b><u>ENQUIRIES</u></b>	:	M.Mmethi, Tel No: (012) 529 3426
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/98</u></b>	:	<b><u>CHIEF CLINICAL TECHNOLOGIST REF NO: 70054186</u></b> Directorate: Nephrology
<b><u>SALARY</u></b>	:	R145 920 per annum (plus benefits).
<b><u>CENTRE</u></b>	:	Pretoria Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	B - Tech Clinical Technology (Nephrology). HPCSA registration as Clinical Technologist (Nephrology). Operational managerial experience. Experience in student training.
<b><u>DUTIES</u></b>	:	Manage and supervise the Dialysis clinical technologists. Provide practical and theoretical training to students. Effective management of staff performance according to set standards e.g. PMDS. Evaluation of new products and equipment according to prescribed protocols. Maintain the Nephrology department budget to provide effective and efficient monetary constraint. Maintain and update statistics. Ensure total quality patient care delivery according to the mission and vision of Pretoria Academic Hospital for 24 hours.
<b><u>ENQUIRIES</u></b>	:	Regina Monageng, Tel No: (012) 354 - 1688/2210
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/99</u></b>	:	<b><u>CHIEF RADIOGRAPHER (4 POSTS) REF NO: 70054288</u></b> Directorate: X-Ray
<b><u>SALARY</u></b>	:	R145 920 – 169 410 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree or Diploma in Diagnostic Radiography/ B Tech-Radiographer. Registration with HPCSA as a Radiographer. 4 years experience post qualification as a Radiographer. Good communication skills, ability to work under pressure. Knowledge of radiation control legislation. Must be prepared to work shifts, public holidays and work in special rooms. CT scanner experience will be an advantage.
<b><u>DUTIES</u></b>	:	Provide 24 hours of radiographic service. Supervise, develop and train radiographers in all aspects of service delivery in line with the Batho Pele Principles. Participate and advice the Assistant Director Radiography in policy making and making for service improvement. Perform radiographic procedures and other delegated duties. Supervise subordinates or other support personnel within the department. Give technical and professional advice on radiographic and radiation related matters. Implement QA measures in all areas of work. Participate and facilitate in continuous professional development as required by

		the HPCSA. Compilation of reports. Keep record and statistics for planning and staffing requirements.
<b><u>ENQUIRIES</u></b>	:	Ms E. More, Tel No: (011) 933 - 9361
<b><u>CLOSING DATE</u></b>	:	23 October 2008
<b><u>POST 41/100</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 2 PN –A 3 REF NO: 70054292</u></b> Directorate: HAST
<b><u>SALARY</u></b>	:	R144 174 – 167 139 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in Nursing. Registration with South Africa Council as a Professional Nurse. 3 years experience as a general nurse and primary health care. Applicable experience in management and supervisory skills. Primary health care certificate will serve as an advantage.
<b><u>DUTIES</u></b>	:	Responsible for excellent nursing care. Manage department, compile duty rosters and ensure that protocols are in place. Work with other service providers. Compile monthly report and statistics. Provide support, management and referral system for all HAST departments in managing affected patients and families (in hospital and community). Ensure that accreditation standard are met and applied. Supervision and performance evaluation of personnel. Staff training and self development are essential. Rotating through different hospitals where palliative care services are rendered. Willingness to travel into the communities.
<b><u>ENQUIRIES</u></b>	:	Mr. Msibi, Tel No: (011) 933 -9082
<b><u>CLOSING DATE</u></b>	:	23 October 2008
<b><u>POST 41/101</u></b>	:	<b><u>SENIOR PHYSIOTHERAPIST REF NO: 70054197</u></b> Directorate: Allied Services
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Hospital
<b><u>REQUIREMENTS</u></b>	:	B.Sc Physiotherapy or equivalent qualification. Registration with the Health Professions Council of South Africa. Minimum of 3 years experience. Knowledge of Health related policies and applicable labour policies.
<b><u>DUTIES</u></b>	:	Provide adequate and appropriate physiotherapy to patients. Liaise with other members of the medical team. Supervise and co –ordinate the work of junior physiotherapists and support staff. Participate in professional development activities of the department. Keep records and accurate statistics. Provide supervision of students.
<b><u>ENQUIRIES</u></b>	:	Ms Serobatse, Tel No: (012) 521 3430
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/102</u></b>	:	<b><u>PROFESSIONAL NURSE REF NO: 70054293</u></b> Directorate: HAST
<b><u>SALARY</u></b>	:	R117 501 – 136 419 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree/ Diploma in nursing. Registration with South African Nursing Council as a Professional Nurse. 2 years experience as a general nurse. Knowledge/ experience of HIV/ AIDS, TB program will serve as an advantage.
<b><u>DUTIES</u></b>	:	Implementation of HAST program. Implement provincial and national guidelines. Co-operate with other service providers. Compile monthly report and statistics. To provide support, management and referral system for all HAST department in managing affected patients and families (in hospital and community). Rotate through service points.
<b><u>ENQUIRIES</u></b>	:	Mr. Msibi, Tel No: (011) 933 - 9082
<b><u>CLOSING DATE</u></b>	:	23 October 2008
<b><u>POST 41/103</u></b>	:	<b><u>SENIOR OCCUPATIONAL THERAPIST REF NO: 70054195</u></b> Directorate: Allied Services
<b><u>SALARY</u></b>	:	R117 501 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Hospital
<b><u>REQUIREMENTS</u></b>	:	Tertiary qualification in Occupational Therapy. Registration with the Health Professions Council of South Africa as Occupational Therapist. 3 – 4 years appropriate experience in the field of Psychiatry ( full time service in a well established Psychiatric Unit).
<b><u>DUTIES</u></b>	:	Render and manage an occupational therapy services that complies with the standards and norms as indicated by Health Policies including Mental Health Care Act. Implement all aspects of allocated financial management tasks as indicated in sectional guidelines and government policies. Participate in the

formulation and review of sectional strategies as required. Participate in continuous professional development and facilitate that of subordinates according to the regulations of the Health Professions Council of South Africa and governmental regulations in the sub –section. Manage allocated human resources, including supervision and performance appraisal, according to regulations of the Department, public service and Health Professions Council of South Africa.

**ENQUIRIES** : Mrs R Best, Tel No: (012) 521 5896  
**CLOSING DATE** : 24 October 2008

**POST 41/104** : **JUNIOR PHYSIOTHERAPIST (4 POSTS) REF NO: 70054187**  
 Directorate: Physiotherapy

**SALARY** : R94 326 per annum (plus benefits).  
**CENTRE** : Pretoria Academic Hospital  
**REQUIREMENTS** : B.Sc Physiotherapy or recognised equivalent qualification. Registration with the HPCSA. Ability to work in a multidisciplinary team. Computer skills a recommendation.

**DUTIES** : Implementing of Physiotherapy services. Treatment and management of allocation patients. Perform record-keeping and data-collection. Input into budget, take care of and control equipment. Participation in evaluation systems PMDS. Participation and presenting of continuing education for all relevant parties. Practise evidence- based Physiotherapy Techniques.

**ENQUIRIES** : Esme. van Niekerk, Tel No: (012) 354-1645/1652  
**CLOSING DATE** : 24 October 2008

**POST 41/105** : **MATERIAL RECORDING CLERK: ASSET MANAGEMENT REF NO: 70054296**  
 Directorate: Procurement

**SALARY** : R94 326 – 109 515 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Hospital  
**REQUIREMENTS** : Standard 10 (Grade 12) certificate. Two years working experience in Asset Management. Computer literacy (Ms Word and Ms Excel). Knowledge of SAP, BAUD and will be an advantage

**DUTIES** : Assist with reconciliation of BAUD, BAS and SAP. Compilation of manual Asset Register. Asset verification, supervising sub-ordinates, Bar coding of Asset and capture transactions on BAUD systems. Moving of Assets. Disposal, finding of source documents and Record keeping. Compile and maintain the registers for asset (Maintenance, suspense and disposed assets). Do asset verifications and investigate the unverified. Assist with disposal and reconciliation of assets.

**ENQUIRIES** : Mr. S. Khosa, Tel No: (011) 933 - 9117  
**CLOSING DATE** : 23 October 2008

**POST 41/106** : **PHARMACIST ASSISTANT REF NO: 70054152**  
 Directorate: Allied Service

**SALARY** : R94 326 – 109 515 per annum (plus benefits)  
**CENTRE** : Tshepong TB Hospital  
**REQUIREMENTS** : Qualifies post basic pharmacist Assistant, registration with SA Pharmacy Council and extensive experience. Good communication, interpersonal skills, a dedicated and committed person, Must be computer literate.

**DUTIES** : Dispensing of medication to patients under direct and indirect supervision of a pharmacist. Perform the following functions according to standard operating procedures. And policies: stock (drug) procurement, receiving of stock, stock control, organization of the pharmacy stores, issuing of stock to wards, security of medication. Provisioning of pharmaceutical service with regard to drug supply management. Accurate record and basic analysis of data collected.

**ENQUIRIES** : Ms S Dolo, Tel No: (012) 373 5033  
**CLOSING DATE** : 24 October 2008

**POST 41/107** : **PROVISIONING CLERK REF NO: 70054154**  
 Directorate: Procurement

**SALARY** : R76 194 – 88 464 per annum (plus benefits)  
**CENTRE** : Tshepong TB Hospital  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification certificate. Computer literacy, knowledge of Supply chain policies and prescripts. Attendance of SAP training, knowledge of P FMA, Treasury Regulations and Finance circular 34 of 2006.

<b><u>DUTIES</u></b>	:	Procurement of different commodities to classification and completion of RLSO1. Invitation of quotations for bench marking , capturing of requisition of SAP system. Handling of internal stock, VA2's and assist in completing monthly reports such as lease equipment register. Apply corrective methods of procurement as outlined in Supply chain manual. Filling of procurement requisition, liaise with the Region, GSSC for stock requisition and assist in stock taking stores. Maintenance and submission of vendor registration form to GSSC.
<b><u>ENQUIRIES</u></b>	:	Ms O.K Moteme, Tel No: (012) 373 5033 x 206
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/108</u></b>	:	<b><u>SWITCHBOARD OPERATOR REF NO: 70054151</u></b> Directorate: Administrative
<b><u>SALARY</u></b>	:	R64 410 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshepong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualifications. Knowledge and experience in switchboard operation and at least one (1) year relation duties. Computer literacy as well as excellent communication skills. Good telephone etiquette and interpersonal relations skills.
<b><u>DUTIES</u></b>	:	Manage and operate the switchboard. Attend to visitor, staff and clients. Provide telephonic technical support to all users. Allocate calls to technicians and escalate unresolved calls. Write reports and maintain records. Reports switchboard faults to service providers/ supervisors. Co-ordinate the installation of lines/extensions. Issue/close pin codes to staff. Process telephone accounts. Maintain telephone director. Check monthly payments of account. Any other ad hoc tasks that the manager or supervisor may delegates as extra duties. Print telephone bills per extension and submit to the heads of sections. Be prepared to work shifts if need arise.
<b><u>ENQUIRIES</u></b>	:	Mr JN Mamaila, Tel No: (012) 373 5033 x 201
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 41/109</u></b>	:	<b><u>NURSING ASSISTANT (3 POSTS) REF NO: 700525431</u></b> Directorate: Outreach & School Health Services
<b><u>SALARY</u></b>	:	R59 400 – 84 687 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Hammanskraal, Odi & Soshanguve Areas
<b><u>REQUIREMENTS</u></b>	:	Matric certificate. Registration with SANC as a Nursing Assistant. Experience in District Health Services will be a recommendation – salary link to experience. Interest in children and youth. Interest in Youth and School Health Service. Valid code 08 driver's license with driving experience.
<b><u>DUTIES</u></b>	:	Assist in rendering comprehensive Primary Health Care (PHC) services. Total patient/ client care in the clinical, community and outreach services from the clinics. Assisting of Professional Nurses in the rendering of youth and school health services.
<b><u>ENQUIRIES</u></b>	:	Mrs AMJ Schutte, Tel No: (012) 319 5601
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/110</u></b>	:	<b><u>CLEANER II (2 POSTS) REF NO: 70054155</u></b> Directorate: Cleaning Service
<b><u>SALARY</u></b>	:	R47 787 – 53 316 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshepong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic Education / Abet training with appropriate experience in cleaning. Good interpersonal and communication skills. Ability to read ,write and work in a team. Skills to handle equipment such as vacuum cleaners, knowledge of cleaning methods and materials. Must be prepared to work shifts(weekend and night duty).
<b><u>DUTIES</u></b>	:	Provide a daily service to offices, wards, bathrooms and other rooms. Cleaning furniture and equipment ,washing floor and walls and filling of water decanters. Insure effective and efficient use of cleaning equipment and materials. Willingness to assist work related matters including the working of shifts as delegated by supervisors.
<b><u>ENQUIRIES</u></b>	:	Ms. O.K Moteme, Tel No: (012) 373 5033 x 206
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>POST 41/111</u></b>	:	<b><u>HOUSEHOLD (2 POSTS) REF NO: 70054326</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R47 787 – 53 316 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Chris Hani Baragwanath Hospital
	:	Standard 6/ ABET level 3 certificate. Must be able to operate the cleaning equipment and machines. Ability to work as a team and under pressure. Ability to read and write. Must be prepared to work shifts which includes, fixed, after hours, night duty and public holidays. Knowledge of the Batho Pele Principles. Experience as a Household Worker will be an advantage.
<b><u>DUTIES</u></b>	:	Relieve in the residences when requested by supervisor and comply with the rotation roster. Cleaning of residences (bathroom, toilets, passages and stairs). Assisting sub-ordinates with cleaning and maintaining residences. Reporting of all maintenance problems inside and outside of residence. Adhere to all legal instructions given to you by a senior staff member
<b><u>ENQUIRIES</u></b>	:	Mr. S. Holtzkampf, Tel No: (011) 933 9862
<b><u>CLOSING DATE</u></b>	:	23 October 2008
<b><u>POST 41/112</u></b>	:	<b><u>PROPERTY CARETAKE REF NO: 70054153</u></b> Directorate: General Services
<b><u>SALARY</u></b>	:	R47 787 – 53316 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshepong TB Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet with relevant experience. The following will serve as recommendations. Good interpersonal and communication skills and able to work in a team. Skilled in gardening.
<b><u>DUTIES</u></b>	:	Key performance areas: Performance of general gardening and maintenance work in departmental grounds. Prepare soil, plant trees, shrubs and grass the switchboard. Attend to visitor, staff and clients. Provide telephonic technical support to all users. Allocate calls to technicians and escalate unresolved calls. Write reports and maintain records. Reports switchboard faults to service providers/ supervisors. Co-ordinate the installation of lines/extensions. Issue/close pin codes to staff. Process telephone accounts. Maintain telephone director. Check monthly payments of account. Any other ad hoc tasks that the manager or supervisor may delegates as extra duties. Print telephone bills per extension and submit to the heads of sections. Be prepared to work shifts if need arise.
<b><u>ENQUIRIES</u></b>	:	Mr JN Mamaila, Tel No: (012) 373 5033 x 201
<b><u>CLOSING DATE</u></b>	:	24 October 2008
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 41/113</u></b>	:	<b><u>HOUSEHOLD WORKER (4 POSTS) REF NO: 70054329</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R42 663 – 47 583 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 6/ ABET level 3 certificate. Must be able to operate the cleaning equipment and machines. Must be able to read and write. Ability to work as a team and under pressure. Must be prepared to work shifts which includes, fixed, after hours, night duty and public holiday. Knowledge of the Batho Pele Principles. Experience as a Household Worker will be an advantage.
<b><u>DUTIES</u></b>	:	Cleaning of residences (bathroom, toilets, passages, stairs etc.). Reporting of all maintenance problems inside and outside of residence. Adhere to all legal instructions given to you by a senior staff member.
<b><u>ENQUIRIES</u></b>	:	Ms S Holtzkampf, Tel No: (011) 933 9862
<b><u>CLOSING DATE</u></b>	:	23October 2008

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF SPORT AND RECREATION**

<b><u>APPLICATIONS</u></b>	:	Forward your application, stating the reference number and the name of the publication in which you saw this advertisement, , Private Bag X24, Mayville, 4058 or place application clearly marked to Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 Jan Smuts, Highway House, Mayville, Durban in the application vacancies box provided.
<b><u>FOR ATTENTION</u></b>	:	Mrs AL Ally
<b><u>CLOSING DATE</u></b>	:	20 October 2008
<b><u>NOTE</u></b>	:	Applications must be submitted on the form Z83 obtainable from any Public Service department or the website <a href="http://www.dpsa.gov.za/documents/forms/employ.pdf">www.dpsa.gov.za /documents/forms/employ.pdf</a> and should be accompanied by certified copies of qualifications, driver's license, ID document together with comprehensive curriculum vitae. Faxed applications will NOT be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified. Due to the large number of applications, only shortlisted candidates will be contacted. Should you not hear from us within three months of the closing date, please regard your application as unsuccessful.

**MANAGEMENT ECHELON**

<b><u>POST 41/114</u></b>	:	<b><u>FACILITIES MANAGER REF NO DSR035</u></b>
<b><u>SALARY</u></b>	:	R540 429 – R581 880 p.a. inclusive flexible remuneration package
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg –
<b><u>REQUIREMENTS</u></b>	:	Required to sign a performance agreement, financial disclosure, may be subjected to security clearance and a competency test • Matric • Degree/diploma or equivalent qualification in management • 3 – 5 years' Sport/Public Service Management experience and experience in a Local Government environment • A valid code 08 driver's licence.
<b><u>DUTIES</u></b>	:	Skills required: • Compliance with the provisions of all relevant legislation • Project/financial management • Facility management • HRM • Computer literacy (info extraction, presentation and data capturing) • Good interpersonal relation/communication/public relations skills • Management/supervisory skills • Problem solving/conflict management • Multi-task, meet deadlines and work beyond normal hours. Key responsibilities: • Manage the liaison with the various LG structures, national and provincial sister departments/structures and federations to facilitate the provision, construction and upgrading of facilities • Undertake the provision and development of sport and recreation facilities in municipalities, schools and communities • Ensure adequate and appropriate facilities per district • Develop policies/service level agreements for provision and sustenance of facilities • Facilitate the establishment of appropriate structure • Facilitate the building, upgrading and renovation of facilities • Provide support for the maintenance of facilities • Coordinate interventions on provision of sport equipment and related machinery for operations and maintenance of facilities • Facilitate the establishment and capacitating of project steering committees • Provide training to members • Coordinate capacity building initiatives for municipalities and community support structures for provision of facilities • Manage and monitor the establishment of appropriate facilities project management structures • Coordinate other national and provincial initiatives on the provision of facilities (MIG & EPWP) • Participate in internal and external strategic formations, planning and interventions • (Promote investing in community infrastructure • Promote poverty alleviation, fighting unemployment • Represent the Department at high level facilities and infrastructure development meetings • Ensure creation of job opportunities • Monitor and evaluate progress in the implementation of facilities projects • Initiate and manage the development of a provincial facilities plan and targets • Coordinate and manage processes of effective and efficient packaging and delivery of new projects within the allocated area • Prepare an implementation plan and compliance with departments policies and funding agreements • Coordinate the PIA's processes • Ensure availability of required documentation and budget • Ensure appointment of Project Managers in all projects • Participate in internal and external strategic formation, planning and interventions, and manage operations of the component • Manage processes of monitoring and evaluation of the implementation and handover of projects • Submit strategic advice to the HOD and Ministry •



Arrange the launching and handing over of facilities which include participation of guests • Conduct assessments of sports facilities projects conformation and compliance with norms, standards and sector conditions • Manage promotion of project sustainability (ownership, upgrading, operations and maintenance of facilities) • Advocate the prioritization and maintenance of facilities by municipalities and federations • Participate in IDP processes, engagements and sector planning within DSR (all components/units) • Monitor and ensure that District and local formations participate in all IDP Forums and initiatives • Ensure that municipalities include the costs of facilities maintenance in their IDP's • Manage utilization of resources of the component • Manage the budget of the component including transfer payments to municipalities and other beneficiaries as a responsibility manager • Monitor compliance of bids with legislation and other Government imperatives • Perform approval of project business plans • Prepare input to cabinet memos regarding facilities • Conduct asset management and human resource management and development.

**ENQUIRIES** : Mr S.B. Singh, tel. (031) 360 6349.

#### **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** : 24 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 POSTS**

**POST 41/115** : **DEPUTY CHIEF ENGINEER: ROADS, PAVEMENT, TRAFFIC ENGINEERING, ACCESS CONTROL, ROADSIDE DEVELOPMENT AND EXPROPRIATIONS (3 POSTS)**

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 CENTRE** : R344 052 per annum (inclusive flexible remuneration package)  
: Regional Office, Pietermaritzburg (Ref. No. P242/2008)  
: Regional Office, Ladysmith (Ref. No. P246/2008)  
: Regional Office, Durban (Ref. No. P247/2008)

**REQUIREMENTS** : \*A fully professionally qualified Engineer in Civil Engineering, plus a minimum of 6 years professional experience, obtained after registration with the Engineering Council of South Africa, in the road infrastructure development, construction and maintenance of the road network. \*A valid driver's license (minimum code B). Knowledge, Skills, Training And Competencies Required: \*Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. \*Knowledge of project and financial management. \*Understanding of Departmental strategies and related business plans. \*Expert knowledge of administrative policies, practices, budgeting and managerial functions. \*Knowledge of Public Service reporting procedures and work environment. \*Computer literacy. \*Knowledge of construction and engineering environment, including traffic engineering. \*Knowledge of the provincial road infrastructure and applicable standards. \*Knowledge of Surveying. \*Knowledge

		of structural design: road, river and rail. *Knowledge of staff development processes. *Ability to interpret legislation and departmental policies and the research, policy formulation and management thereof. *Project Management / Management skills. *Planning and organising skills. *Problem solving skills. *Verbal and written communication skills. *Motivation and negotiation skills. *Presentation and facilitation skills. *Analytical, creative and innovative thinking skills. *Interpersonal relations. *Strong leadership skills. *The ideal candidate should be committed to organizational objectives and strategies, as well as demonstrate interest in road construction, maintenance and other related fields and be receptive to new ideas and suggestions. *He / she should also be open and transparent, reliable and a team player.
<b><u>DUTIES</u></b>	:	*Provide structural, road and pavement design services in the Region. *Provide traffic engineering services in the Region. *Provide access control services in the region. *Render roadside development services in the region. *Provide expropriation services in the region. *Conduct road network assessments in the region. *Co-ordinate environmental assessments in the region. *Manage contracts in the region. *Manage the general conduct and output of the staff under his / her control.
<b><u>ENQUIRIES</u></b>	:	Mr W S Bennett (Pietermaritzburg) Tel. No.: 033 845 5800 Mr S Mothilal (Ladysmith) Tel no: 036 638 4400 Mr S C Majola (Durban) Tel no: 031 700 2222
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs S McCarthy It is the intension of this Department to fill these posts with a person from the Disabled Community or an African Female.
<b><u>POST 41/116</u></b>	:	<b><u>DEPUTY MANAGER: ADMINISTRATIVE SUPPORT SERVICES (COMMUNICATION CHIEF DIRECTORATE) (REF NO DOT 240/2008)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R344 052 per annum Head Office, Pietermaritzburg *A Degree/ National Diploma plus a minimum of 3 years experience or Senior certificate plus a minimum of 6 years experience. *Practical demonstration of knowledge and skills. Ability to communicate in English and IsiZulu. Knowledge, Skills, Training And Competencies Required: * Knowledge of administrative procedures applicable to the public service. *Knowledge of Financial and Human Resources Management policies and practices and relevant legislations. *Knowledge of computer based implementation information systems. *Knowledge of Public service reporting procedures and work environment. *Knowledge of planning and organizing. *Knowledge of Public Service Regulations. *Knowledge of Training and Development. *Knowledge of Labour Relations Act. *Skills in interpretation and application of policy. *Research, policy formulation and managerial skills. *Ability to develop training material. *Problem solving and analytical thinking skills. *Strategic planning and co – ordination skills. *Computer skills. *Team buildings skills. *Excellent communication skills (verbal, written and networking). *Project Management skills. *Presentation and facilitation skills. *Motivation and negotiation skills. The ideal candidate should have sound interpersonal relations, maintain confidentiality, be policy development and improvement oriented as well as team work orientated. * He/she should also be receptive to suggestions and ideas, show assertiveness and have leadership qualities, be an innovative thinker and be able to work under pressure.
<b><u>DUTIES</u></b>	:	*Manage all administrative functions within the Chief Directorate and administrative support services component with a view towards effective and efficient service delivery. *Liaise between the office of the Chief Directorate and various chief directorates and directorates. *Manage the resources of the component. *Support the Chief Directorate with the facilitation of the day to day business matters including the drafting of correspondence. *Dissemination of relevant legislation and information with a view towards keeping officials informed and thereby enhancing service delivery and compliance thereto. *Facilitate events and other functions for the Chief Directorate, including procurement. *Co – ordinating of events / projects for the Chief Directorate.
<b><u>ENQUIRIES FOR ATTENTION NOTE</u></b>	:	Mr S E Mkhize Tel no: 033 355 8040 Ms P B Gumede It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female.
<b><u>POST 41/117</u></b>	:	<b><u>ASSISTANT MANAGER: CUSTOMER CARE (CHIEF DIRECTORATE: PUBLIC &amp; FREIGHT TRANSPORT) (REF NO P237/2008)</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pietermaritzburg
	:	*Diploma/National Diploma or equivalent qualification plus a minimum of 3 years clerical/ admin experience.* or Senior Certificate plus a minimum of 6 years supervisory & admin experience.*A valid driver's licence (minimum code B) Knowledge, Skills And Competencies:_*Knowledge of Public Legislation. *Knowledge of PFMA, Public Services Act, policies and regulations, Batho Pele Principles, *Knowledge of Public Transport Dynamics, *Knowledge of Information Systems. *Computer Literacy, *Communication (verbal & written) and presentation skills, *Problem solving and decision making skills* Leadership skills, * Ability to interpret and apply policy, *Interpersonal relations skills. *The ideal candidate should be honest, reliable, transparent, responsible, accountable, efficient, be willing to work under pressure and he/she must be teamwork orientated.
<b><u>DUTIES</u></b>	:	*Provide administrative support to the registrar and PTLB and liaise with relevant stakeholders and continuously update them on registration and licensing requirements. *Develop counter operation policies and procedures and facilitate development for staff. *Co ordinate registration and licensing services at the counter and provide capacity building of regional staff on an ongoing basis. *Improve registration and permits administration. *Supervisor revenue collection at counter section.
<b><u>ENQUIRIES FOR ATTENTION NOTE</u></b>	:	Mr ST Sibuyi Tel no: 033 3419500
	:	Ms N Khanyile
	:	It is the intension of this Department to fill this post with a person from the Disabled Community or an African Female
<b><u>POST 41/118</u></b>	:	<b><u>CHIEF INDUSTRIAL TECHNICIAN: GROUND SURVEY (2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R145 920 per annum
	:	Cost Centre, Hluhluwe ( Ref. No. P244/2008)
	:	Pietermaritzburg Region (Ref. No. P245/2008)
<b><u>REQUIREMENTS</u></b>	:	Degree / National Diploma in Survey, plus A minimum of 3 years technical / scientific experience, plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: *Knowledge of Land Survey Act 8 of 1997 and Survey Regulations as well as all amendments. *Knowledge of Technical Manual for Highways (TMH11) and specifications supplied by technical experts. *Knowledge of Professional and Technical Surveyors Act regarding registration, training requirements of all students. *Knowledge of design specifications. *Knowledge of environmental legislation. *Good written and communication skills. *Leadership and research skills. *Computer skills. *The ideal candidate should be teamwork orientated, thorough, innovative and have enthusiasm.
<b><u>DUTIES</u></b>	:	*Manage resources within the component. *Supervise volume calculations for construction of roads and quarries. *Plan mapping services for the construction and rehabilitation projects, local road projects, road structures and quarries for the Cost Centre and its consultants. *Manage road logging requirements and quarries, provincial road declarations and de-declarations, district road network and information maintenance, accesses and encroachment applications and control. *Manage survey and design survey for construction and rehabilitation projects. Manage Global Positioning systems services. *Compile cadastral information.
<b><u>ENQUIRIES FOR ATTENTION NOTE</u></b>	:	Ms T K Maphumulo (Cost Centre, Hluhluwe) Tel no: 036 638 4400
	:	Ms A Lazarova (Pietermaritzburg Region) Tel no. 033 845 5800
	:	Mr R Marillier
	:	It is the intension of this Department to fill these posts with a person from the Disabled Community or an Female.
<b><u>POST 41/119</u></b>	:	<b><u>ARTISAN FOREMAN (REF NO: DOT 239/2008)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R117 501 per annum
	:	Area Office, Kokstad
<b><u>REQUIREMENTS</u></b>	:	A N3 Mechanical certificate / diploma; plus Trade Test Diploma in Earthmoving Equipment Mechanic, Construction Plant Mechanic, Diesel Mechanic or Tractor Mechanic; plus 3, plus 3 years relevant experience as Artisan on Earthmoving Plant and Equipment; plus a valid driver's licence (minimum code C1).Knowledge, Skills, Training And Competencies Required: * In-depth knowledge of planned and periodic maintenance and repairs of plant equipment. *A wide knowledge of Oil Analysis procedures. *Knowledge of transport regulations. *Knowledge of safety regulations. *Knowledge of administration processes. *Knowledge of procurement procedures. *Knowledge of delegation of authority. *Knowledge of disciplinary procedures / Labour relations. *Knowledge of PMDS procedures. *Knowledge of PFMA. *Knowledge of computer programs (excel Word etc).

		<p>*Knowledge of PJC computer system. *Literacy and numeracy skills. *Advance driving (Certificate of competency) skills. *Intermediate operating equipment skills. *Basic Language skills. *Basic typing skills. *Basic project and financial management skills. *Basic training and mentorship skills. *Basic first aid skills to attend to minor injuries. *Intermediate ability to interpret and apply policies. *Intermediate communication and negotiating skills. *Basic analytical and innovative skills. *Intermediate problem solving skills. *Intermediate and accurate diagnosis of defects. *Advance interpretation of oil analysis returns. *Intermediate Supervisory/Management skills. *Intermediate planning and organizing skills. *Basic interpersonal skills. *Intermediate computer literacy.</p>
<b><u>DUTIES</u></b>	:	<p>*Ensure high performance standard of plant, equipment and vehicles is attained through the correct management principles to maximize plant availability. *Ensure that mechanical administrative function is carried out procedurally, effectively and efficiently for correct updated information. *Exercise control over human resource management to ensure that disciplined and developed subordinate staff produces acceptable quality standard of work. *Manage monthly budget allocations to ensure that expenditure is within the operational projection plan. *Execute data capturing of mechanical plant returns under his/her control into the mechanical plant and job costing system. (PJC) *Manage safety in the workplace to ensure implementation of safety regulations as per OHS Act and environmental Act to eliminate injuries at work and pollution to the environment</p>
<b><u>ENQUIRIES</u></b>	:	Mr L Pillay, Tel no: 033 845 5800
<b><u>FOR ATTENTION</u></b>	:	Ms P B Gumede
<b><u>NOTE</u></b>	:	It is the intension of this department to fill this post with a person from the Disabled Community or an African Female.
<b><u>POST 41/120</u></b>	:	<p><b><u>DESKTOP PUBLISHER (REF NO: P243/2008)</u></b>          Kindly note that this is a re-advertisement, Applicants who applied previously and who still wish to be considered are at liberty to re-apply.</p>
<b><u>SALARY</u></b>	:	R76 194 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	<p>*A Senior Certificate with a minimum of 3 years experience in the field of desktop publishing or graphic designing; plus a diver's licence and willingness to travel, work after hours and over weekends. Knowledge, Skills, Training And Competencies Required: *Extensive computer knowledge. *Knowledge in drawing DTP programmes. *Knowledge of scanning documents. *Knowledge of DTP equipment. *Knowledge of organisation structure, Department's strategic plan ad Department's standards. *Knowledge of specialised desktop publishing equipment. *Knowledge of Public Service Regulations, Labour Relations Act and Public Finance Management Act. *Customer relations skills. *Organisational skills. *Ability to work under pressure and stress as well as with speed and accuracy. *Liaison and service delivery skills. *Computer skills. *Creative skills. *The ideal candidate should be neat, polite, reliable, meticulous and believe in teamwork.</p>
<b><u>DUTIES</u></b>	:	<p>*Design and produce business cards, flyers, calendars, invitation cards, complimentary slips, year planners, certificates and other publications as and when assigned by the Supervisor. *Prepare publications: design, layout formatting and dissemination of all departmental material. *Co-ordinate the publication of information packages. *Provide ad hoc activities within the Department e.g. scanning of documents, sourcing of information within the Department and making information available to the Resource Centre for storage and retrieval. *Interact with various role-players within the Department and monitor and ensure compliance to desktop publishing services standards.</p>
<b><u>ENQUIRIES</u></b>	:	Mr S E Mkhize Tel no: 033 355 8040
<b><u>FOR ATTENTION</u></b>	:	Mrs S McCarthy
<b><u>NOTE</u></b>	:	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 EDUCATION**

*The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below:*

- APPLICATIONS** : Applications should be mailed to: The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning.
- CLOSING DATE** : The closing date for the receipt of all applications is 16:00 on Thursday 23 October 2008. No applications received by the Division: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies of all qualifications and RSA ID-document, as well as valid drivers license where required. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. NB! Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. incomplete and/or unsigned applications will not be considered. NB!! if you are currently in service, please indicate your PERSAL number at the top of form Z83. Applications may also be placed in the application container located at the Security Desk, Upper Ground, Building No 5 of the Riverside Government Complex. Note: \*The filling of posts will be done in terms of the Department's approved Employment Equity Plan. \*Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. \*The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

**OTHER POST**

- POST 41/121** : **SENIOR SECRETARY: BRANCH MANAGER'S OFFICE POST REF NO C13/451**
- SALARY** : R117 501 per annum
- CENTRE** : Head Office, Nelspruit (Branch: Systems and Planning)
- REQUIREMENTS** : Grade 12 or equivalent certificate with Typing as a passed full subject plus sufficient appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Candidates may be expected to participate in a typing test as part of the selection process.
- DUTIES** : Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.
- ENQUIRIES** : Ms KC Sibiyi, Tel (013) 766 5048

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

**APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735.

**CLOSING DATE** : 31 October 2008

**NOTE** : Applications must be accompanied by Z83, certified copy of ID, certificates and comprehensive CV with three (3) contactable referees. Failure to submit the requested documents will result in your application not being considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security clearance. NB: It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualification Authority.

**OTHER POST**

**POST 41/122** : **CHIEF TRAINING OFFICER: INFORMATION COMMUNICATION & TECHNOLOGY (ICT) TRAINING: HUMAN RESOURCE DEVELOPMENT**  
**INTERNAL REF: G38139**

**SALARY** : R174 243 per annum

**CENTRE** : Mafikeng

**REQUIREMENTS** : An appropriate three-year Bachelor's Degree or National Diploma in Information Technology or Computer Studies. Certificate in Education and Training Development Practitioner/Training Officer (ETDP/TO). Relevant experience of training facilitation. A valid driver's license. Competencies: Knowledge of Public Service Regulations, Skills Development policies and strategies. Labour Relations Act, Information systems. Assessment & evaluation methods. Skills in Training Material development; Verbal and written communication; Planning and organization; Presentation and facilitation; Computer Skills; Supervision; Networking; Monitoring and evaluation.

**DUTIES** : Conduct training needs analysis. Presentation of Information Communication & Technology (ICT) programmes. Develop and periodically review unit standard based Information Communication & Technology training material. Develop and Implement training plan. Evaluate the impact of training through impact assessment. Compile monthly and quarterly reports. Manage the Information Communication & Technology Training Unit.

**ENQUIRIES** : Ms. Tselane Letseli, Tel. (018) 387 8522

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

*The Western Cape Education Department (WCED) is an equal opportunity, affirmative action employer committed to effective and efficient service delivery. It is the intention to promote employment equity with the filling of these posts. An indication by applicants with regard to their group designation will expedite the processing of applications. Excess staff on the same level, will receive preference, if they meet the post requirements. Persons with disabilities are welcome to apply and an indication in this regard on the application form will be appreciated.*



- APPLICATIONS** : Please forward your application, quoting the relevant post number, to: JobVest Response Handling, Private Bag X15, Tyger Valley 7536 or hand-deliver to: JobVest, 5th Floor, 47 on Strand, Strand Street, Cape Town
- CLOSING DATE** : 24 October 2008.
- NOTE** : Required documentation: Applications must be submitted on a duly completed application form (Z 83), which must be signed by the applicant. These forms are obtainable from any Public Service Department or the Client Services Walk-in Centre of the WCED Head Office. Important Note: The post number must be indicated on the application form. The application form must be accompanied by an updated Curriculum Vitae with certified copies of all qualifications, together with full particulars of the applicant's identity document number, employment record, training, experience, knowledge and skills, as well as the names and telephone numbers of three persons, willing to act as referees. Failure to submit the requested documents/information will result in the application not being considered. No faxed, E-mailed, or late applications will be accepted or considered. Applicants are kindly reminded to make sufficient provision for the time that they will need to ensure that their application(s) is/are received by JobVest on or before closing date for the receipt of applications. CVs and supporting documents will not be returned. Note: It will also be expected of shortlisted candidates to be available for interviews on a date, time and place as determined by the WCED.

**MANAGEMENT ECHELON**

- POST 41/123** : **DIRECTOR: QUALITY ASSURANCE**  
Directorate: Quality Assurance
- SALARY** : All-inclusive remuneration package: R540 429 – R581 880 per annum. (This remuneration package consists of a basic salary and flexible portion). The successful candidate will be required to enter into a five (5) year contract subject to annual performance agreements.
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate, recognised 3-year post matric qualification with 6 - 10 years' management experience. Competencies: Knowledge: Advanced knowledge of Information Management, modern systems of governance and administration; Knowledge of the latest advances in public management theory and practice, policies of the government of the day, Constitutional, legal and institutional arrangements, inter-governmental and international relations, communication, media management, public relations, public participation and public education. Skills: High level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills; Report writing skills; Outstanding planning, organizing and people management skills; Analytical skills; M&E tools development skills and Computer literate. Personal attributes: A highly developed interpretative and conceptualisation / formulation ability; The ability to render advice and guidance; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.
- DUTIES** : KPA's: Line Management: Manage the development of the M&E and organisational PM systems; Manage the application of the M&E and organisational PM systems and reporting. Strategic Management: To define and review the purpose, objectives, priorities and activities of the Directorate; Development and management of the strategic and business plans for the Directorate; To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Capital Management: Participation in the recruitment of staff; Motivate, train and guide

staff; Manage the performance, evaluation and rewarding of staff; Monitor information capacity; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan; Promote sound labour relations and manage and promote the maintenance of discipline. Financial Management: Active participation in the budgeting process; Preparing of the Annual and Adjustment Budgets; Direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Tender and procurement procedures; Ensuring that full and proper records of the financial affairs are kept.

**ENQUIRIES** : Ms S Mafanga-Kibi at (021) 467 2051.

#### **OTHER POSTS**

**POST 41/124** : **DEPUTY DIRECTOR: INTERNAL AUDIT**  
Directorate: Internal Audit

**SALARY** : All-inclusive remuneration package of R407 745 – R 472 758 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate, recognized 3-year post matric qualification with a minimum of 5 years appropriate management experience in an Internal Audit environment. • A valid drivers' licence. Competencies: Exceptional analytical and decision-making skills; Results orientation with solid process improvement skills; Strong prioritisation skills and ability to meet deadlines; Excellent written and verbal communication skills; Solid interpersonal skills; Strong skills in project management and engagement closure; Experience and interest in recruitment and professional development; Client liaison and the ability to identify clients' needs; Staying abreast of current business, economic developments and technology; Display teamwork, integrity and leadership; Innovative thinking.

**DUTIES** : Project Management: Develop the risk-based 3 year strategic and 1 year operational plan; Develop a project plan, scheduling audit assignments; Monitor progress on execution of operational plans; Ensure proper co-ordination with related assignments; Review and approve the developed and recorded plan for each engagement; Determine appropriate resources to achieve objectives; Overall supervision and final review of the work performed; Communicating results to stakeholders; Monthly progress reporting; Quarterly reporting to the Audit committee; Liaison with other service providers to prevent duplication of audit effort; Provide input into the overall allocation of the internal audit budget; Provide input into the audit methodology maintenance and development. Staff Management: Supervision and manage individual performance development plans; Coaching, on the job training and continued professional development of staff; Assist in recruitment of staff.

**ENQUIRIES** : Mr I Sader at (021) 483-6826.

**POST 41/125** : **STATISTICIAN**  
Directorate: Research Services

**SALARY** : All-inclusive remuneration package of R344 052 – R398 805 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A Masters degree in Statistics, Mathematics or Demography with appropriate experience. Competencies: Knowledge: Applied Research Methodologies; Computer Aided Data Manipulations; Working knowledge of SPSS and/or STATA. Skills: Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape Province; Well-developed research writing skills, innovative -, problem solving -, analytical -, Presentation -, Conflict resolution -, Sound organisational and planning skills; Sound interpersonal skills; Computer literacy. Personal attributes: Diplomatic; Able to work under extreme pressure, to work according to very tight time frames and to relate to people at various levels.

**DUTIES** : The key performance areas are: Designing studies using sampling methods that allow for generalisation of findings; Developing data collection techniques; Processing and analysing data; Interpreting results and indicating the reliability of findings; Presenting and explaining results and advising on strategy.

**ENQUIRIES** : Dr A Siyengo at (021) 467 2023/4.

**POST 41/126** : **RESEARCH ANALYST (2 POSTS)**  
Directorate: Research Services

**SALARY** : All-inclusive remuneration package of R344 052 – R 398 805 per annum  
**CENTRE** : Cape Town



<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post matric qualification with 5 years' management experience in the education research environment. Competencies: Knowledge: Advanced knowledge of Research processes and modern systems of governance and administration; Knowledge of the following: Education system; NCS; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Policy Development; Project co-ordination; Working knowledge of SPSS and/or STATA. Skills: Strong research, conceptual and formulation skills; Strong leadership, team building and strong interpersonal skills; Outstanding planning, organisational and people management skills; Computer literacy; Communication skills (verbal and written); Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Presentation skills. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service providers; Innovative; Pragmatic; Creative; Self motivated; Assertive.
<b><u>DUTIES</u></b>	:	KPA's: Identification and initiation of research initiatives; Undertaking and supervision of research activities; Creation of partnerships to do research on behalf of the WCED; Management of research programme; Co-ordination of the research activities; Quality Assurance of all research activities; Publishing and reporting on research findings; Client and stakeholder liaison; Human Capital Management; Financial Management.
<b><u>ENQUIRIES</u></b>	:	Dr A Siyengo at (021) 467 2023.
<b><u>POST 41/127</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS</u></b> Directorate: Labour Relations
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post matric qualification with experience in collective bargaining, dispute resolution, misconduct, conflict resolution, training and policy formulation; valid driver's licence. Competencies: Knowledge of: The South African Collective Bargaining regulatory framework for the Public Service and Education Sector; Disciplinary, Grievance and Dispute Resolution procedures, conditions of service dispensation applicable to public service employees and educators; Collective and individual employment matters; Financial management and administration in relation to the compilation and management of budgets; Staff management practices. Skills in: Advance level strategic conflict management, dispute prevention and resolution; Presentation skills and ability to represent the department in dispute, grievance and arbitration matters; High level negotiating skills; strategic planning skills; Project Management skills; Ability to develop policy on labour relations and / human capital management matters; Management; Good writing skills (compile complex and high level documents); Computer literacy; Specialist facilitation skills; Organising skills; Interpersonal skills; Ability to work under pressure and meet tight deadlines; Liaison skills; Analytical skills; Advanced oratory skills. Personal attributes: Diplomatic; Flexible; Assertive; Ability to work under pressure and comply with tight time frames; Ability to relate to people at various levels.
<b><u>DUTIES</u></b>	:	KPA's: Provision of a labour relations advisory service; Formulation of labour relations policies; Monitoring, evaluation, and reporting on the labour relations climate in education; Effective management of disciplinary, dispute and grievance resolutions processes; Initiate and Promote Labour Relations awareness within education; Serve as presiding officer or initiator at complex disciplinary proceedings; Operational planning and work organisation; staff performance management, IDP, training and development, staff planning (recruitment, selection, leave management, well-being etc.); Financial management of the unit; Monitor, control and report on the expenditure of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr S Faker at (021) 467 2846.
<b><u>POST 41/128</u></b>	:	<b><u>DEMOGRAPHER</u></b> Directorate: Infrastructure, Learner Transport, Equipment and LTSM Planning
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate B degree (Town planning, Sociology, Demography, Geography, Statistics, Economics or related fields); Minimum 5 years relevant work experience. Competencies: Experience: Supervisory experience, research and presentation experience as well as Town Planning expertise (Sociology,

Demography, Geography, Statistics). Knowledge: Advanced knowledge of demographic theories, research methods and information sources; demographic analysis and reporting, research methodologies, population estimation and projection computer modeling; Knowledge of current political, economic, social and cultural aspects of life in the Western Cape; policies and legislation, educational policies and principles; strategic planning; community planning and geography of the Western Cape. Skills: Strong analytical and systems thinking skills. Skills in research, Proficiency in MS Office applications, GIS, database, modeling, analysis forecasting and statistical software applications; Excellent oral and written communication skills; Outstanding planning and organisational skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership. Personal Attributes: A highly developed interpretative and conceptualisation/formulation ability; The ability to render advice and to persuade and influence, to handle conflicts; to lead and direct teams of professionals and service providers.

**DUTIES** : KPA's: Acquire, adapt, design and/or develop methodologies, analytical tools and instruments with specific reference to demographics, migration patterns, economic and town planning, learner enrolment and population and learner trends; Collect, analyse and interpret information; Co-ordinate with other governmental departments and relevant institutions to develop information; Provide statistics and do projections; Prepare, maintain, and provide adequate documents, reports, and other materials related to demographic and learner populations and concentration trends; Examine and advise on the effect of population change, migration, human settlement and economic growth on educational needs and policy.

**ENQUIRIES** : Ms Nametso Tlatsane at (021) 467 9340.

**POST 41/129** : **DEPUTY DIRECTOR: INTERNAL HUMAN CAPITAL MANAGEMENT**  
Directorate: Internal Human Capital Management

**SALARY** : All-inclusive remuneration package of R 344 052 – R 398 805 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate, recognised 3-year post matric qualification or equivalent; valid driver's licence. Competencies: Knowledge of the relevant Acts, Regulations, Policy Documentation and Collective agreements applicable to the work. Skills: interpersonal skills; communication; report writing and analytical skills; problem solving; facilitation, training and presentation skills; good organising skills; project administration and implementation skills; demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); GroupWise; Internet.

**DUTIES** : KPA's: Develop and interpret the implementation of national and departmental specific Human Capital policy as well as input into national and provincial policy; Human Capital Planning for the department; Human Capital Information and Knowledge Management; Human Capital Monitoring, Evaluation and Reporting; Human Capital Research and Product Development; Recruitment and Selection; Management of the component, its objectives, budget and human resources.

**ENQUIRIES** : Ms S Cyster at (021) 467-2479/80.

**POST 41/130** : **DEPUTY DIRECTOR (5 POSTS)**  
Directorate: Internal Human Capital Administration

**SALARY** : All-inclusive remuneration package of R 344 052 – R 398 805 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate, recognised 3-year post matric qualification with 3 - 5 years' management experience. Competencies: Knowledge: Expert knowledge of relevant Employment of Educators Act and Public Service Acts 1994 and, PS Regulations 2001 (as amended), Policy documents, Public Finance Management Act. Skills: Managerial skills, Leadership skills, Interpersonal skills, Communication skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Computer (GroupWise, Internet, PERSAL), and good written and oral communication skills. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Drive; Self-motivated / disciplined and co-operative; Creative; Team player; Innovative; Strong organiser; Resolve conflict.

**DUTIES** : KPA's: Administration of Recruitment, selection and placement (Appointments on Persal), Remuneration and service conditions, Processing of performance management system, Maintaining the establishment, Rendering an exit management service and Providing human capital information (inclusive of statutory reporting).

**ENQUIRIES** : Mr N Daniels at (021) 467 2477

<b><u>POST 41/131</u></b>	:	<b><u>DEPUTY DIRECTOR</u></b> Directorate: Management Accounting (Budget Monitoring)
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with more than 5 years' management experience; valid drivers' licences. Competencies: Knowledge of: Advanced knowledge of budget process in the public service; Treasury Regulations; delegations of the Accounting Officer in terms of the PFMA; departmental policies and procedures • development of operational plans; financial systems; LOGIS; BAS; PERSAL and Public Service Legislation and procedures. Skills: Written and verbal communications; motivational; interpretation of prescriptions; ganizational; planning; liaison; financial management; report writing; data capturing; analytical thinking; computer literacy; numerical skills. Personal attributes: Responsible; reliable; orderly; systematic; self-motivated; innovative; good human relations; remain calm under pressure; focused; disciplined; focused on achieving targets.
<b><u>DUTIES</u></b>	:	KPA's: Analyse expenditure for compilation of the monthly In-year Monitoring (IYM) reports; compilation of monthly IYM report; provide financial information for the quarterly performance reports; compile the annual appropriation statements, including virements; analyse policies and advise programme managers on achieving organisational goals; provide management advice on the budget • respond to ad hoc queries from internal and external sources; perform managerial tasks; manage policy issues; communicate on managerial level.
<b><u>ENQUIRIES</u></b>	:	Mr El Meyer at (021) 467 2663.
<b><u>POST 41/132</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with 3-5 years relevant managerial experience in bookkeeping and related finance functions; Completed articles with a accounting/audit firm will be an added advantage. Competencies: Knowledge of all relevant legislation and policies applicable to the work. Skills: Strong conceptual and formulation skills; Strong leadership skill and the ability to display thought leadership; Team building and strong interpersonal skills; Excellent written and verbal communication skills; Presentation skills. Personal attributes: An interpretative and conceptualization/ formulation ability; The ability to provide guidance, to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; The ability to lead and direct a team of professionals; Self confident and innovative.
<b><u>DUTIES</u></b>	:	KPA's: Effective management which includes effective, economic and transparent use of resources, delegation of power; proper risk management, design and implementation of internal controls, including audit, proper systems, processes and procedures, segregation of duties and financial management training; Implement processes to identify, follow-up and recovery of thefts and losses, irregular, and fruitless and wasteful expenditure; Responsible for reporting requirements which includes the design, implementation and maintenance of accounting systems; Compile financial statements; Respond to audit queries and ensure implementation of Auditor-General and internal audit recommendation; Provide support to senior managers and other staff members on financial issues; Responsible for the facilitation and co-ordination of month and year-end closure of accounting books; Trial balance maintenance and monitoring, by ensuring clearing and reconciliation of suspense, control and revenue accounts; Ensure the effective and efficient use of the BAS system; Ensure proper recording and safekeeping of financial records.
<b><u>ENQUIRIES</u></b>	:	Ms RM Matli at (021) 467 2680.
<b><u>POST 41/133</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS PLANNING AND STRATEGY</u></b> Directorate: Business Planning and Strategy
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised minimum 3-year post matric qualification plus 3 to 5 years management experience within a business / strategy environment. Competencies: Knowledge: Advanced knowledge of business and strategic management processes and of government planning processes and cycles; Sound knowledge and understanding of departmental operations; Advanced

		knowledge of: Modern systems of governance and Administration; Knowledge of Communication, media management, public relations, public participation and public education; Project management processes. Skills: Strong analytical and systems thinking skills; Strategic planning, monitoring and evaluation skills; Strong conceptual and formulation skills; Strong leadership skills; Team building and strong interpersonal skills; Excellent communication skills – including high-level writing skills; Outstanding planning, organisational and people management skills; Sophisticated computer skills. Personal attributes: Have a highly developed interpretative and conceptualisation/ formulation ability; the ability to render advice and guidance; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; the ability to persuade and influence; to handle conflict; lead and direct teams of professionals and service providers; Be innovative, pragmatic and creative.
<b><u>DUTIES</u></b>	:	KPA's: Line Management: Facilitate the departmental strategic and operational planning processes; compile strategy documents and reports; ensure alignment of departmental policies, strategic planning and budget processes; ensure the efficacy of the strategic review processes; facilitate the monitoring and quarterly reviews of the Department's performance against the annual performance plan; facilitate the drafting and publication of departmental annual report; investigate and ensure the implementation of alternative service delivery options; plan and co-ordinate special curriculum and institutional programmes; facilitate the departmental service delivery improvement plan(s). Human Capital Management: Recruit; motivate, train and guide staff; to achieve and maintain excellence in service delivery; manage the performance, evaluation and rewarding of staff; monitor information capacity building; compilation of a human capital plan, a service delivery improvement programme, and an information resources plan; promote sound labour relations and actively manage and promote the maintenance of discipline. Financial Management: Preparing of the Annual and Adjustment Budgets; direct responsible for the efficient, economic and effective control and management of the budget and expenditure; tender and procurement procedures; all aspects of the Sub Directorate's finances; ensuring that full and proper records of the financial affairs are kept in accordance with prescribed norms and standards.
<b><u>ENQUIRIES</u></b>	:	Ms AMJ Schlebusch at (021) 467 2054
<b><u>POST 41/134</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL HUMAN CAPITAL DEVELOPMENT (TEACHER AND PUBLIC SERVICE DEVELOPMENT)</u></b> Directorate: Internal Human Capital Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum Cape Town An appropriate, recognised minimum 3-year post matric qualification with at least 8 years teaching experience and 3 – 5 years management experience in the public sector. Recommendations: Experience in skills and teacher development environment and programmes, Project management experience; Financial Management Experience; a valid driver's license. Competencies: Knowledge of all relevant legislation applicable to the work. Skills: Strong managerial and leadership Skills; Excellent written and oral communication skills, strong innovative and strategic thinking skills, public speaking, negotiation skills, decision making; facilitation and presentation skills, project management skills, financial management skills; organizing abilities, problem solving, Computer literacy; Groupwise. Personal attributes: Ability to work under pressure and meet deadlines; Self motivated and disciplined and co-operative; strong organiser; resolve conflict; polite and patience, receptiveness to suggestions.
<b><u>DUTIES</u></b>	:	KPA's: Manage and facilitate the Human Resource Development of the WCED through; managing bursary schemes for public service staff and educators; Liaise with HEIs and manage NPDE and ACE programmes and other qualification programmes for serving under qualified educators; Manage the NTA and other excellence award programmes; Manage and co-ordinate the CPTD System; Liaise and co-ordinate the pre-service training programmes through the bursary scheme for IPET; Co-ordinate participation in the PTA programmes and serves on related forums; Manage mentorship-, internship- and learnerships programmes; Manage the School Business Management Training Programmes; Management of Financial Resources in sub- directorate by monitoring budget levels for sub –directorate, authorizing expenditure i.r.o. departmental delegations regarding advertisements , S & T, equipments purchases and skills development; Recommending budget levels for new financial years; Management of Human Capital, i.e. the recruitment and selection, develop action plans, training, manage staff performance, applies discipline and monitoring work-flow of staff.

<b><u>ENQUIRIES</u></b>	:	Mr Eddie Kirsten at (021) 467 2557.
<b><u>POST 41/135</u></b>	:	<b><u>DEPUTY DIRECTOR: WORKPLACE SKILLS PLAN (WSP)</u></b> Directorate: Internal Human Capital Development
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R 344 052 – R 398 805 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised minimum 3-year post matric qualification with teaching Qualification with at least 8 years teaching experience and 3 – 5 years management experience in the public sector. Recommendations: Experience as skills development facilitator; experience in a skills development environment and programmes, Project management experience; Financial Management Experience; a valid driver's licence. Competencies: Knowledge of all relevant legislation applicable to the work as well as National Skills Development Strategy; JIPSA/ASGISA; National Human Resource Development Strategy; SAQA Act, HEQ Framework; HRD Strategic Framework; Public Finance Management Act; National Policy Framework on Teacher Education and Development; CPTD Design; Employment Equity Act. Skills: Strong managerial and leadership Skills; Excellent written and oral communication skills, strong innovative and strategic thinking skills, public speaking, negotiation skills, decision making; facilitation and presentation skills, project management skills, financial management skills; organizing abilities, problem solving, Computer literacy; Groupwise Personal attributes: Ability to work under pressure and meet deadlines; Self motivated and disciplined and co-operative; strong organizer; resolve conflict; polite and patience, receptiveness to suggestions.
<b><u>DUTIES</u></b>	:	KPA's: Skills Development Facilitator for the WCED; Manage the development and implementation of policies with regard to the WSP;- Manage and facilitate the HRD regarding the WSP for the Department; Manage human resources and supervision of staff; Manage the WSP Budget and the budget of the sub directorate.
<b><u>ENQUIRIES</u></b>	:	Mr Eddie Kirsten at (021) 467 2557.
<b><u>POST 41/136</u></b>	:	<b><u>ASSISTANT DIRECTOR (2 POSTS)</u></b> Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R217 482 – R252 483 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised minimum 3-year post matric qualification with 3 years appropriate experience in an Internal Audit environment; A valid driver's licence. Competencies: Exceptional analytical and decision-making skills; Results orientation with solid process improvement skills; Excellent written and verbal communication skills; interpersonal skills, including the ability to interface with all levels within the organisation; Strong skills in project management and engagement closure; Client liaison and the ability to identify client's needs. Stay abreast of current business, economic developments and technology standards relevant to the client's business; Display teamwork, integrity and leadership; Problem solving skills.
<b><u>DUTIES</u></b>	:	KPA's: Provide input for the development of the risk based roll out of the 3 year strategic and 1 year operational plan; Provide input for the development of the project plan and scheduling assignments; Determine appropriate resources to achieve objectives; Develop and record the plan for each engagement; Develop/review audit programs; Supervise the execution of fieldwork and preliminary review of the work performed by the internal auditors; Draft audit findings; Obtain auditee's comments on the audit findings; Prepare regular progress reports on assigned audit areas; Prepare final audit reports; Administration of assigned budget per audit area; Provide input into budget distribution for annual operational plan; Provide input into the audit methodology maintenance and development; Supervisory functions; Supervision of internal auditors; Conclude and manage individual performance development plans for staff; coaching and on the job training and professional development of staff.
<b><u>ENQUIRIES</u></b>	:	Mr I Sader at (021) 483 6826
<b><u>POST 41/137</u></b>	:	<b><u>RESEARCH ASSISTANT</u></b> This post was previously erroneously advertised on Salary Level 8. Candidates who previously applied need not re-apply, as their applications would be considered. Directorate: Research
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town

<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised minimum 3-year post matric qualification plus 3 to 5 years' experience in the education research environment. Competencies: Knowledge: Advanced knowledge of Research processes and modern systems of governance and administration; Knowledge of the following: Education system; NCS; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Policy Development; Project co-ordination. Skills: Strong research skills; Team building and strong interpersonal skills; Excellent communication skills (verbal and written); Computer literacy; analytical thinking; Strategic thinking; Ability to conceptualise and implement policy; Monitoring, evaluation and reporting; Presentation skills and problem solving skills. Personal attributes: A highly developed interpretive and conceptualization/ formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self motivated; Assertive.
<b><u>DUTIES</u></b>	:	KPA's: Undertaking education research projects; Compiling and disseminating research reports; Advocating the strengthening of inter-sectoral consultation regarding research; Monitoring and reporting on education development trends in the Western Cape; Liaise with academic institutions regarding research initiatives and partnerships; Documenting the process and the results of research projects; Client liaison; Human Capital Management; Financial Management.
<b><u>ENQUIRIES</u></b>	:	Dr A Siyengo at (021) 467 2023
<b><u>POST 41/138</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICY CO-ORDINATION</u></b> Directorate: Policy Co-ordination
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Postgraduate qualification in policy analysis methodology; 3 – 5 years experience within a policy development environment. Competencies: Experience: Supervisory experience; research and presentation skills, the ability to communicate at a senior management level, to work independently as well as working with confidential documentation. Knowledge: Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the WC; the latest advances in public management theory and practice, public policy analysis and public policy development processes; strategy development, strategy management and strategy monitoring and review processes; modern systems of governance and administration; Constitutional, legal and institutional arrangements governing the South Africa public sector; communication, media management, public relations, public participation and public education. Skills: Strong conceptual and formulation skills; Strong leadership skills and the ability to display thought; Team building and strong interpersonal skills; Outstanding planning, organizing and people management skills • Presentation skills; Excellent communication skills (written and verbal); Computer literate. Personal Attributes: A highly developed interpretative and conceptualisation/ formulation ability • The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances • The ability to persuade and influence • The ability to lead and direct teams of professionals and service providers.
<b><u>DUTIES</u></b>	:	KPA's: The successful candidate will be responsible and accountable for the following tasks, namely: Develop indicators and systems with regard to all policy issues; Identify needs for policies, guidelines, norms and standards in respect of all practices and provide advice in the development thereof; Give inputs in the development of provincial policy positions; Develop measures to monitor and evaluate policy implementation; Conduct policy evaluation; Develop and implement strategies to communicate policy matters; Conduct macro level policy research; Facilitate communication of policies through appropriate tools.
<b><u>ENQUIRIES</u></b>	:	Adv. Lynn Coleridge at (021) 467 2055 / 2081
<b><u>POST 41/139</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS</u></b> Directorate: Labour Relations
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised minimum 3-year post matric qualification with major subjects in Labour Relations and/or Labour Law and/or Industrial Psychology; valid codes B or EB driver's licence Recommendations: Extensive experience regarding the grievance and dispute process, collective bargaining as well as the HR regulatory framework with regard to public service, in dealing and/or

		managing discipline/misconduct in the workplace; Knowledge of related statutes in the Education Sector; The ability to work under pressure, to reason clearly and logically; Good written and communication skills in at least two of the official languages of the Western Cape; Willingness to travel frequently and work irregular hours; Proven computer literacy skills. Personal attributes: Excellent negotiation and facilitation skills; Good interpersonal skills.
<b><u>DUTIES</u></b>	:	KPA's: Management and processing of grievances, disputes and misconduct cases; Supervise functions of labour relations officers; exercise financial control; investigate matters and represent the WCED; Preside at misconduct hearings (CS educators and Public Service); Represent the WCED at various collective bargaining structures, train line functionaries in labour relations matters, • draft, implement and monitor operational labour relations policies • keep abreast of change and developments in labour relations and build capacity in order to facilitate labour peace in the institutions managed by the WCED Personnel
<b><u>ENQUIRIES</u></b>	:	Ms A Jacobs at (021) 467 2848 or Mr R Jansen at (021) 467 2863
<b><u>POST 41/140</u></b>	:	<b><u>PROJECT MANAGER ICT (TELECOMS)</u></b> Directorate: Knowledge Management
<b><u>SALARY</u></b>	:	R174 243 – R 202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post matric qualification with 5 years experience in ICT/ project management. Competencies: knowledge: Proven knowledge of: Project Management best practices, theory and methodology; Budgeting and cash flow; Supply Chain Management; E-government and enterprise ICT programmes/projects; Applicable legislation. Skills: Strong research skills; Strong conceptual and formulation skills; Eexceptional written and verbal communication skills; Well-developed project management skills; innovative problem solving skills; analytical skills; Strategic thinking and planning skills; Presentations skills; Negotiation skills; Sound organisational and planning skills; Sound interpersonal skills; Computer proficiency; Training skills. Personal attributes: Ability to manage change and crisis; The ability to work and make decisions under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers and be a team player.
<b><u>DUTIES</u></b>	:	KPA's: Develop, interpret and apply policy practice and procedure; Ensure compliance with national and provincial ICT project management policy, framework and standards; Develop policy/ guidelines for project management. Plan, organize and controls activities of project leaders, system analysts, developers and network technologist in the development and/ or implementation of computer based systems and in the design and/ or implementation of network infrastructure technologies and/ or projects, Appropriate communication and escalation of project plan, definition, status etc; Organize and lead project workshops; Provide professional advice and assistance; develop project definition reports and high-level project plans; Ensure focus for resources on project milestones and delivery according to plan; Co-ordinate projects; Participate in the process of programme/project allocation.
<b><u>ENQUIRIES</u></b>	:	Ms SH Mafanga-Kibi at (021) 467 2051
<b><u>POST 41/141</u></b>	:	<b><u>ASSISTANT DIRECTOR (PLANNER): INFRASTRUCTURE</u></b> Directorate: Infrastructure, Learner Transport, Equipment and LTSM Planning
<b><u>SALARY</u></b>	:	R174 243 – R 202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3 year post matric qualification plus 3 years experience in managing the planning of infrastructure. Competencies: Experience: Supervisory experience; the ability to communicate at senior management level, to work independently as well as in a team. Knowledge: knowledge of modern systems of governance and administration; infrastructure/asset management planning processes; policies and legislation; ; educational policies and principles, communication, media management, public relations, public participation and public education; infrastructure planning theories, research methods and information sources; programme and project management processes; the built environment including relevant legislation and regulations; Skills: Strong analytical and systems thinking skills, operational planning, monitoring, reporting and evaluation skills; Strong conceptual and formulation skills. Strong leadership skills and the ability to display thought leadership; Team building and strong inter-personal skills; Excellent written and oral communication skills; Outstanding planning, organisational and people management skills; Advanced computer literacy skills; Strong presentation skills

		in the application of infrastructure/asset management planning tools and techniques; Excellent budgeting and finance management skills; Strong change control management skills; Built environment expertise (architecture, engineering, quantity surveying, project management); Skills in negotiation and conflict management. Personal Attributes: The ability to render advice and guidance; The ability to handle pressurised circumstances; The ability to persuade and influence; The ability to handle conflict.
<b><u>DUTIES</u></b>	:	KPA's: Assist in setting Norms & Standards; informing policy on general issues regarding provision of educational facilities; managing integrated change control at macro planning level; determining and confirming future education infrastructure needs (taking into account current supply and gaps); obtaining approval of Infrastructure Plan; identifying land and site, closure or rationalisation of schools; identifying requirements for leasing of accommodation for public schools on private property and office accommodation. Promote the application of norms and standards in respect of school plans and design; Investigate alternative solutions and options; collect and analyse relevant data and information; Develop and update Infrastructure/Asset Management Plan and assist in obtaining approval; Do cost estimating. Perform all the managerial tasks with regards to the sub-directorate including: motivate, train, mentor and guide subordinates; performance and evaluation of subordinates, maintenance of discipline within the division; policy issues with regard to the functions of the components under his/her command (finance, admin, and governance); Communicate on managerial level with regard to the functions of the component.
<b><u>ENQUIRIES</u></b>	:	Ms Nametso Tiatsane at (021) 467 9340.
<b><u>POST 41/142</u></b>	:	<b><u>ASSISTANT DIRECTOR (PLANNING)</u></b> Directorate: Management Accounting (Planning)
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with 3 - 5 years' appropriate experience; Valid drivers' licence. Competencies: Knowledge of: Advanced knowledge of budget process in the public service; Treasury Regulations; delegations of the Accounting Officer in terms of the PFMA; departmental policies and procedures; development of operational plans; financial systems; LOGIS; BAS; PERSAL and Public Service Legislation and procedures. Skills: written and verbal communications; motivational; interpretation of prescriptions; organisational; planning; liaison; financial management; report writing; data capturing; analytical thinking; computer literacy; numerical skills. Personal Attributes: Responsible; reliable; orderly; systematic; self-motivated; innovative; good human relations; remain calm under pressure; disciplined; focused on achieving targets.
<b><u>DUTIES</u></b>	:	KPA's: Costing of new/revised policies and determine the financial implications of the roll-out thereof; analyse the economic factors that impact on the budget; cost and manage the personnel budget of the WCED; determine the funding of the various institutions through the set funding norms and standards for each sector; perform all the operational tasks with regard to the component; manage policy issues with regard to the functions of the components under his/her command; communicate on managerial level with regard to the functions of the component.
<b><u>ENQUIRIES</u></b>	:	Mr PJ Kitschoff at (021) 467 2665
<b><u>POST 41/143</u></b>	:	<b><u>ASSISTANT DIRECTOR (ACCOUNTS)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with 3 - 5 years' appropriate experience. Competencies: Specific competencies: Extensive knowledge of Debt Collection & Inter-departmental claims. Good understanding of the PFMA, National Treasury Regulations, Provincial Treasury Instructions, GRAP and GAAP. Core competencies: Good knowledge and application of the Prescription Act; Ms Excel; policy development. Generic competencies: Knowledge of policy development and procedures. Skills: Strong conceptual and formulation skills; Strong leadership skill and the ability to display thought leadership; Team building and strong interpersonal skills; Excellent written and verbal communication skills; Presentation skills; Personal attributes: Ability to interact and liaise with external service providers; to multi-task, deal with ambiguity and manage under rapidly changing and pressurized environment and to lead and manage a team of professionals; Must be self driven, a team player



		and meet dead lines at all cost; Strong sense of duty; Self confident and innovative.
<b><u>DUTIES</u></b>	:	KPA's: Ensure correct and timely take-on of debts; Ensure collection and follow up of all outstanding departmental debts including claims recoverable; Timely refer overdue recoverable debts to State Attorney; Timely write off irrecoverable debts; Compile monthly reports; Ensure monthly reconciliation and age analysis of the debt, claims recoverable, and debt suspense accounts are performed; Provide accounts receivable information for AFS compilation; Research and keep up to date with latest best practices in debt collection; Maintain good liaison with appointed BPO service providers; Assist management with external and internal audit queries and implementation of audit recommendation; Ensure compliance to all applicable prescripts and regulations. Supervise staff members, ensuring discipline and orderliness in work performance; Evaluate work performance of sub-ordinates and provide on-the-job training.
<b><u>ENQUIRIES</u></b>	:	Ms C Govender at (021) 467 2683
<b><u>POST 41/144</u></b>	:	<b><u>ASSISTANT DIRECTOR (ACCOUNTING)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric with emphasis on Accounting and/or Auditing with 3-5 years experience; Drivers license is essential. Competencies: Specific competencies: Computer literacy e.g. MS Office; Ability to do presentations. Core competencies: Knowledge: • Ability to Monitor, evaluate and report; Ability to effectively communicate (written and verbal) on a high level; Ability to motivate; Strategic thinking and planning; Ability to analyse, conceptualise and implement policy; Conflict resolution; Ability to solve problems Generic competencies: Knowledge of: Project Management and co-ordination; Policy development and analysis; Risk management process and techniques; Budget processes; Financial Management; National and Provincial instruments and legislation. Skills: Research and development skills; Analytical thinking and decision making skills. Personal attributes: Self-driven; Self-confident and innovative; Ability to work under pressure; Foster teamwork.
<b><u>DUTIES</u></b>	:	KPA's: Manage and perform inspections to evaluate and report on the effectiveness of the Departments internal control; Allocate and manage audit assignments; Develop a plan for each assignment; Establish audit scope and objectives that should be sufficient to satisfy the objectives of the assignment; Determine appropriate resources to achieve assignments objectives; Develop work programs that should achieve assignment objectives; Evaluate working papers and co-ordinate resources to complete work documents; Monitor and measure progress, perform remedial actions when needed and ensure that objectives are met; Review audit report and consult with the relevant role players in connection with the draft audit.
<b><u>ENQUIRIES</u></b>	:	Mr S Malan at (021) 467 2266
<b><u>POST 41/145</u></b>	:	<b><u>ASSISTANT DIRECTOR (BUSINESS PLANNING) 2 POSTS</u></b> Directorate Business Planning and Strategy
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with appropriate experience in a business management environment as well as at least 3 years relevant experience in strategic management processes. Competencies: Knowledge of departmental strategies and sound knowledge and understanding of departmental operations; Knowledge of the policies of the government of the day, with specific reference to the HCDS as well as global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills: Excellent communication skills (written and oral); Computer literate in MS Word, Excel, e-Mail, Internet, PowerPoint and MS Project; Outstanding planning, organising and people management skills; A high level in-house advisor with strong conceptual and formulation skills and strong leadership skills and the ability to display thought leadership; Team building and strong interpersonal skills; Should have an appetite for hard work, the ability to work independently. Personal attributes: A highly developed interpretative and conceptualisation / formulation ability. The ability to render advice and guidance; The ability to multi-task, and to deal with pressurised circumstances. The ability to persuade and influence; The ability to lead and direct teams of professionals and service providers.

<b><u>DUTIES</u></b>	:	KPA's: Facilitate the departmental strategic and operational planning processes. Compile strategy documents and reports; Ensure alignment of departmental policies, strategic planning and budget processes; Ensure the efficacy of the strategic review processes; Facilitate the drafting and publication of departmental annual report; Investigate and implement alternative service delivery options.
<b><u>ENQUIRIES</u></b>	:	Ms A Schlebusch at (021) 467 2054.
<b><u>POST 41/146</u></b>	:	<b><u>ASSISTANT DIRECTOR (GOVERNANCE AND APPLICATION MANAGEMENT)</u></b> 2 contract posts available (12-month contract posts subject to a 3-month probation period related to performance) Directorate: Internal Human Capital Management Recruitment and Selection Centre
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 243 per annum plus 37% in lieu of benefits Cape Town An appropriate, recognised 3-year post-matric qualification with 3 to 5 years relevant experience or Senior Certificate with 6 - 10 years' appropriate experience. Recommendation: Valid driver's licence. Competencies: Knowledge of all relevant legislation and policies applicable to the work. Skills: managerial skills; leadership skills; project management; interpersonal skills; report writing and analytical skills; problem solving; facilitation, training and presentation skills; good organisational skills; demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); GroupWise; Internet; good written and verbal communication skills. Personal attributes: Ability to work under pressure and meet deadlines; Responsible; Drive; Self motivated / disciplined and co-operative; Creative; Team player; innovative; Strong organizer; Resolve conflict; Polite and patience; Receptiveness to suggestions; ability to maintain confidentiality.
<b><u>DUTIES</u></b>	:	KPA's: Governance: Manage the formulation, evaluation, implementation and monitoring of transversal policies; ensure proper development, implementation and compliance of new and amended departmental policies and procedures; ensure compliance to policies; consultation/liaise with other relevant role players on transversal matters; provide support to all staff on the interpretation of policies and prescripts; handle complicated/advanced enquiries/clients; render support, training and advice regarding procedures, policies, requirements and general prescripts; manage the completion of all relevant documentation as prescribed; conduct research into relevant services/products/tools; compile status reports; conduct benchmarking research in the different component to generate products and tools; develop products and tools for use by Line Managers; manage task in the form of project and administer the budget programme for the recruitment and selection centre. Application management: manage the smooth running of the recruitment process; perform the secretariat and monitoring function during selection, interviews; draft submission for the filling of posts; manage the verification of all qualifications process and regular updating of new information on the system; monitor employment equity statistics against the appointments made and compile reports; execute analysis regarding trends in appointment of permanent staff against contract appointments and comparison of similarities as well as influential factors thereon; training/development of staff; manage the work flow; ensure the achievements of performance targets, standards and quality; performance management of staff.
<b><u>ENQUIRIES</u></b>	:	Mr D Flandorp at (021) 467 2085
<b><u>POST 41/147</u></b>	:	<b><u>LABOUR RELATIONS OFFICER 2 POSTS</u></b> Directorate: Labour Relations
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 920 – R169 410 per annum plus benefits Cape Town An appropriate, recognised 3-year post-matric qualification with major subjects in Labour Relations and/or Labour Law and/or Industrial Psychology; valid codes B or EB driver's licence. Recommendations: Willingness to travel frequently and work irregular hours; must have the ability to work under pressure, to reason clearly and logically; good written and verbal skills; broad knowledge of personnel and labour relations matters; knowledge of statutes applicable to both Public Service and Educators; ability to speak, read and write in at least two official languages.
<b><u>DUTIES</u></b>	:	KPA's: Represent the WCED at both grievance and dispute committee meetings i.e. individual and collective); investigate and represent WCED at misconduct hearings; advise management on issues pertaining to employment law and

		labour relations; provide support functions to line functionaries in respect of labour relations, including misconduct and disputes; pro-active conflict intervention; promotion of labour peace; liaison with trade unions; conflict resolution over wide spectrum; Training of clients of the WCED on labour related matters; Attend any labour related meetings; if required; Preside over disciplinary matter when required (training will be provided); Report writing and writing of submissions with insight.
<b><u>ENQUIRIES</u></b>	:	Mr R Jansen at (021) 467 2863 or Ms I Sinclair at (021) 467 2416
<b><u>POST 41/148</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (INFRASTRUCTURE PLANNING) 2 POSTS</u></b> Directorate: Infrastructure, Learner Transport, Equipment and LTSM Planning
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with a minimum of 1-2 years' relevant work experience. Recommendation: Experience: administration of infrastructure in public sector. Competencies: Knowledge: Knowledge of modern systems of governance and administration. Policies and legislation of the government of the day; constitutional, legal and institutional arrangements; Public relations, public participation and public education; programme and project management processes; the built environment including relevant legislation and regulations. Skills: Analytical and systems thinking skills; Written and oral communication skills; Planning, organising and people management skills; Computer literacy skills. Personal Attributes: The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; The ability to handle conflict.
<b><u>DUTIES</u></b>	:	KPA's: Provide administrative support and assist with: consolidation of the 5-10 year WCED Infrastructure planning (including Infrastructure Budget); compilation of Service Level Agreement between Directorate Infrastructure Planning and Directorate Operational Support; setting of Norms & Standards, e.g. Space, site, size, etc and obtain approval; Continual maintenance & updating of NEIMS; determine and confirm future education infrastructure resource needs (taking into account current supply and gaps); investigate alternative solutions and options in order to develop WCED Infrastructure Plan and obtain approval; cost estimating for infrastructure needs.
<b><u>ENQUIRIES</u></b>	:	Ms Nametso Tiatsane at (021) 467 9340
<b><u>POST 41/149</u></b>	:	<b><u>ADMINISTRATIVE OFFICER</u></b> Directorate: Internal Human Capital Development Cape Teaching & Leadership Institute (CTLI) – Kuils River
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate and 3 – 5 years' relevant experience in the key performance areas. Recommendations: Excellent written and oral communication skills in two of the three languages of the Western Cape Province; Sound financial management MS Office Package (MS Word, MS Excel, MS Power-point); Ability to work accurately under pressure and meet deadlines; Ability to operate fax, photocopying machine, data projector, scanner, laptop and PC; 3 – 5 years experience and knowledge of the structures within the education department; Sound people management skills. Competencies: Knowledge: Constitution of RSA/PGWC; Public Service Act and regulations; Skills development Act; SPMDS; Financial Administration; Procurement Administration. Skills: Strong organiser; Interpersonal skills; Analytical skills; Conflict resolution. Personal Attributes: Self motivated, creative, innovative and responsible; Problem solver and decision maker; Disciplined and co-operative; Team player innovative; Resolve conflict, polite and patience; Confidentiality.
<b><u>DUTIES</u></b>	:	KPA's: Financial Administration; Provisioning Administration; Registry & Messenger Service; Administrative systems; Manage human resources and supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms Nobantu Pasiya at (021) 900 5022
<b><u>POST 41/150</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (DATABASE) 2 POSTS</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town

<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification or senior certificate plus 5 years appropriate experience in Procurement Management. Recommendations: Computer literacy in MS Word and Excel; Knowledge of Supply Chain Management practices, processes and procedures; Knowledge of Preferential Procurement as well as financial legislation; Knowledge of LOGIS and Sourcelink; Good verbal and written communication skills in at least two of the official languages of the Western Cape Province; Driver's license. Personal attributes: Ability to work within a team as well as independently whilst focussing on achieving targets; prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadlines; Disciplined, orderly, systematic, communicate effectively and maintain good interpersonal relations.
<b><u>DUTIES</u></b>	:	KPA's: Develop, maintain and update database regarding general information and service delivery status; Registration of suppliers on a database; Registration of suppliers on Logis; Supervision of Staff.
<b><u>ENQUIRIES</u></b>	:	Mr JT Solomons at (021) 467 2818
<b><u>POST 41/151</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (PERFORMANCE) 2 POSTS</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification or Senior Certificate plus 5 years appropriate experience in Procurement Management. Recommendations: Computer literacy in MS Word and Excel; Knowledge of Supply Chain Management practices, processes and procedures; Knowledge of Preferential Procurement as well as financial legislation; Knowledge of LOGIS and Sourcelink; Good verbal and written communication skills in at least two of the official languages of the Western Cape Province; Driver's license. Personal attributes: Ability to work within a team as well as independently whilst focussing on achieving targets; Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadlines; Disciplined, orderly, systematic, communicate effectively and maintain good interpersonal relations.
<b><u>DUTIES</u></b>	:	KPA's: Monitor performance of all operations in progress in the Supply Chain; Ensure that Supply Chain is functioning optimally; Monitor progress of tasks in terms of time-frames; Ensure that legislative requirements are met and make recommendations in respect of deviations; Initiate amendments to policy; Exercise regular inspection and follow-up within the Supply Chain and recommend procedural changes when necessary; Perform impact studies with regard to the successful/unsuccessful implementation of policies from the point of view of suppliers; Provide SCM advice to Responsibility Managers; Oversee submissions and letters; Responsible for the collection, storage, analysis and dissemination of statistical data; Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Mr JT Solomons at (021) 467 2818
<b><u>POST 41/152</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (PLANNING) 2 POSTS</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 to R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification or Senior Certificate plus 5 years appropriate experience in Procurement Management. Recommendations: Computer literacy in MS Word and Excel; Knowledge of Supply Chain Management practices, processes and procedures; Knowledge of Preferential Procurement as well as financial legislation; Knowledge of LOGIS and Sourcelink; Good verbal and written communication skills in at least two of the official languages of the Western Cape Province; Driver's license. Personal attributes: Ability to work within a team as well as independently whilst focussing on achieving targets; Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadlines; Disciplined, orderly, systematic, communicate effectively and maintain good interpersonal relations.
<b><u>DUTIES</u></b>	:	KPA's: Obtain 3 year procurement plans from all users; Analyse procurement requirements of previous years; Compare current year requirements with previous years; Obtain the user requirements annually; Perform needs analysis in consultation with users; Determine needs standard for various post levels; Consolidate into one single procurement plan for the WCED; Bring the procurement plan in line with the strategic needs time-frames of the WCED strategic plan; Oversee submissions and letters; Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Mr JT Solomons at (021) 467 2818

<b><u>POST 41/153</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (BID COMPILER)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 to R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification or Senior Certificate plus 5 years appropriate experience in the purchasing field, dealing with bids, compiling specifications, bid document compilation and Supply Chain Management. Recommendations: Proficient in figures with Mathematics or Accountancy on matric or tertiary level; Computer literacy in MS Word and Excel; Knowledge of Supply Chain Management practices, processes and procedures, Knowledge of Preferential Procurement as well as financial legislation, Knowledge of LOGIS and Sourcelink; Good verbal and written communication skills in at least two of the official languages of the Western Cape Province; Drivers license. Personal attributes: Ability to work within a team as well as independently whilst focused on achieving targets; Ability to prioritize and organize work whilst functioning under pressure to handle high volumes and meet strict deadlines; Disciplined, orderly, systematic, communicate effectively and maintain good interpersonal relations.
<b><u>DUTIES</u></b>	:	KPA's: Compile bid specifications; Compile bid documents in line with the approved procurement goals; Submit draft specifications to the Specifications Committee; Compile memoranda to the Bid Committee and delegated official motivating the request to invite tenders; Submit requests to the Government Printer to advertise the bids in the Government Tender Bulletin and arrange for advertisement in other approved media (where required); Assist with the opening of bids; Maintain the bids received register; Issue letters of acceptance to the successful bidder and compile the Service Level Agreements (SLAs); Do price queries and price and quantity adjustments with bidders; Verify supplier bank details and registration on the Western Cape Supplier Database and Companies and Intellectual Property Registration Office (CIPRO) website; Consult with National Treasury regarding restriction/blacklisting of bidders; Approval of Procurement Advices on LOGIS; Authorise Procurement Advices, generate orders on LOGIS, separate orders and compile order packages for follow-up of delivery.
<b><u>ENQUIRIES</u></b>	:	Mr RL Africa at (021) 467 2819
<b><u>POST 41/154</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (BID EVALUATOR) 2 POSTS</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 to R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognized 3-year post-matric qualification (preferably in the legal field) or Senior Certificate plus 5 years appropriate experience in the purchasing field. Recommendations: Proficient in figures with Mathematics or Accountancy on matric or tertiary level; Computer literacy in MS Word and Excel; Knowledge of Supply Chain Management practices, processes and procedures, Knowledge of Preferential Procurement as well as financial legislation, Knowledge of LOGIS and Sourcelink; Good verbal and written communication skills in at least two of the official languages of the Western Cape Province; Drivers license. Personal attributes: Ability to work within a team as well as independently whilst focussed on achieving targets; Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadlines; Disciplined, orderly, systematic, communicate effectively and maintain good interpersonal relations.
<b><u>DUTIES</u></b>	:	KPA's: Assist with the opening of bids; Scrutinize bids received, analyze the offers in terms of the advertised specifications and bid evaluation criteria and compile comparative schedules; Do site inspections of suppliers and submit reports; Apply the preferential procurement policy; Consult with end users regarding best offers and alternatives; Submit bids to the Evaluation Committee and participate in the evaluation process; Compile memoranda to the Bid Committee and delegated persons regarding the award, rejection or cancellation of bids; Inform unsuccessful bidders and non-compliant bidders of the reasons for being unsuccessful or non-compliant; Assist with price queries and enquiries regarding price or quantity adjustments; Verify supplier bank details and registration on the Western Cape Supplier Database and Companies and Intellectual Property Registration Office (CIPRO) website; Consult with National Treasury regarding restriction/blacklisting of bidders; Approve Procurement Advices on LOGIS, generate orders, compile order packages with delivery vouchers for follow-up of delivery.
<b><u>ENQUIRIES</u></b>	:	Mr RL Africa at (021) 467 2819

<b><u>POST 41/155</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ASSET MANAGEMENT 7 POSTS</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification or Senior Certificate plus 5 years appropriate experience in Procurement and/or Supply Chain Management with knowledge of Asset Management. Recommendations: Proficient in figures, with mathematics or accountancy passed as a subject at senior certificate or tertiary level; Computer literacy in MS Word and Excel and Power Point; Good verbal and written communication skills in at least two of the official languages of the Western Cape Province; Knowledge interpretation and application of legislation which include: PFMA (Public Finance Management Act), WCED Accounting Officers System and Treasury Regulations; Ability to work within a team as well as independently; Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadlines; Thorough knowledge of tender procedures, contract management, Logis / BAS hands on experience, supervisory skills.
<b><u>DUTIES</u></b>	:	KPA's: Undertake physical stock take of assets and barcoding of items; Maintain an inventory; Administer the process of loss control; processing of forms control, process regarding the receipt and allocation of donations, the maintenance of labour saving devices/ equipment; Disposal of furniture and equipment; Payment of goods and services delivered. Do reconciliation's between all systems, maintain the WCED asset register and individual inventories; manage the maintenance, operational condition and performance standards of all assets, create accruals registers per financial year and align with the asset register, maintain operating leases of the WCED as well as the central operating lease register, serve on Disposal Committees; manage and record losses and report losses to the Lost Control Officer; prepare the disclosure notes for the Annual Financial Statement.
<b><u>ENQUIRIES</u></b>	:	Mr HJ Fisher (021) 467 2804 or Mr D Scholtz (021) 467 2799
<b><u>POST 41/156</u></b>	:	<b><u>STATE ACCOUNTANT (ACCOUNTS) DEBT COLLECTION</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with at least 4 years experience or Grade 12 passed with Accounting with at least 7 years relevant work experience in financial administration. Competencies: Extensive knowledge of all legislation and policies, which is applicable to the work; Ability to work independently. Skills: Good planning and organisational skills; Good accounting skills; Compliance with applicable policies, regulations and instructions; Good communication, managerial and interpersonal skills. Personal attributes: Ability to work under pressure; Analytical and logical thinker; Must be a team player; Strong sense of duty.
<b><u>DUTIES</u></b>	:	KPA's: Ensure correct and timely billing of debtors; Collection and follow up of outstanding state debts; Ensure timely payment by debtors in terms of PFMA prescripts; Ensure quality work outputs and standards according to system descriptions; Ensure clearing of credits from accounts and timely refunding of overpayments by debtors; Write off irrecoverable debts; Provide monthly age analysis and quarterly reports of the debt account; Supervise staff members, ensuring discipline and orderliness in work performance; Evaluate work performance of sub-ordinates and provide on-the-job training; Assist management with audit queries and implementation of audit recommendation; Ensure adherence to all applicable prescripts and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms C Govender at (021) 467 2683
<b><u>POST 41/157</u></b>	:	<b><u>STATE ACCOUNTANT (SALARIES)</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R145 920 – R169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification with at least 4 years experience or Grade 12 passed with Accounting with at least 7 years relevant work experience in financial administration. Competencies: Computer literacy in Windows and MS Office; Strong working knowledge of Persal and BAS; Ability to work independently. Skills: Good planning and organisational skills; Good accounting skills; Compliance with applicable policies, regulations and instructions; Good communication, organisational and interpersonal skills.

		Personal attributes: Ability to work under pressure; Analytical and logical thinker; must be a team player; Strong sense of duty.
<b><u>DUTIES</u></b>	:	KPA's: Ensure that all deductions are paid over correctly; Keep updated with PSCBC and ELRC resolutions for effective implementation; Approve/authorize payment vouchers, Persal/BAS transactions in accordance with delegated powers; Ensure timely and correct pay over of all third party deductions; Ensure quality work outputs and standards according to system descriptions; Ensure monthly binding, proper filing and safekeeping of deductions schedules; Effectively and timely deal with enquiries; Regular follow-up of third party payments returned unpaid by banks; Effectively and timeously resolve all Persal deduction exceptions; Assist management with audit queries; Regular identification of process gaps and recommend improvement to management; Monitor performance and development of staff; Keep proper record of staff leave information.
<b><u>ENQUIRIES</u></b>	:	Mr C Hendricks at (021) 467 2682
<b><u>POST 41/158</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (BUSINESS PLANNING AND STRATEGY) 2 POSTS</u></b> Directorate Business Planning and Strategy
<b><u>SALARY</u></b>	:	R145 920 – R 169 410 per annum plus benefits
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate, recognised 3-year post-matric qualification and at least 3 years relevant experience. Competencies: Knowledge of departmental strategies and sound knowledge and understanding of departmental operations; Knowledge of the policies of the government of the day, with specific reference to the HCDS. Skills: Excellent communication skills (written and oral); Computer literate in MS Word, Excel, e-Mail, Internet, Powerpoint and MS Project. Outstanding planning, organizing and people management skills. Personal attributes: The ability to render advice and guidance; and to multi-task.
<b><u>DUTIES</u></b>	:	KPA's: Assist with the facilitation of the departmental strategic and operational planning processes; compile strategy documents and reports; ensure alignment of departmental policies, strategic planning and budget processes; ensure the efficacy of the strategic review processes; facilitate the drafting and publication of departmental annual report; investigate and implement alternative service delivery options.
<b><u>ENQUIRIES</u></b>	:	Ms A Schlebusch at (021) 467 2054

#### **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.***

<b><u>NOTE</u></b>	:	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 41/159</u></b>	:	<b><u>SENIOR SPECIALIST (PAEDIATRICS) (HEAD OF DEPARTMENT)</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	Remuneration package: R407 745 per annum (a portion of the package can be structured according to the individual's personal needs) plus a non-pensionable scarce skills allowance of 15% of basic annual salary.
<b><u>CENTRE</u></b>	:	Victoria Hospital, Wynberg
<b><u>REQUIREMENTS</u></b>	:	Applications are invited from persons who are registered as Specialist Paediatrician with the Health Professions Council of South Africa. Sound clinical skills and experience in the broad range of paediatric problems appropriate to a Regional Specialist referral hospital. Must have experience in managing neonates. As head of paediatrics, be in charge of the HIV paediatric department. Needs to have sound knowledge of HIV and its complications, as Victoria is the main referral center for the Southern Sub-District. After hours on call duties required: Currently on call all weekdays and 1 weekend in 3 plus a Medical Officer cover one night a week. In future: May involve specialist cover across the Metro West L2 platform with other specialist paediatricians. Strong personnel management and communication skills and the ability to function as a co-operative part of a multi-disciplinary team. Willingness to be active and innovative in the broader context of paediatric service provision in the Southern Sub-

		District, including outreach and support, and to provide clear and dynamic leadership in the challenging situations in a rapidly changing environment. Administrative experience or skills in the cost-efficient and effective management of a complex clinical service.
<b><u>DUTIES</u></b>	:	Clinical and administrative headship, co-ordination and maintenance of a high quality and cost-effective paediatric service for Victoria Hospital and its drainage area including clinical, teaching and administrative activities. Development and co-ordination of paediatric services within the Provincial Framework of the 2010 vision for Victoria Hospital and drainage area. Auditing clinical paediatric services provided according to accepted protocols (reviewing and developing protocols where required) and actively ensuring/implementing risk management processes in order to assure a high quality of service provision within the available means. Maintaining Morbidity and Mortality data. Supervision, advising and teaching of Registrars, Senior Medical Officers, Interns, cosmos and students. After hours call roster. Possible future after hour's duties across the L2 paediatric platform. Pre and post-graduate training in association with the Tertiary Department of Paediatrics. Performing an active role in the clinical management structure. Daily schedule will include: teaching and working ward-rounds, OPD sessions, emergency consultations, teaching and research activities and administrative tasks. Participation in the academic and management activities within the Department and the Hospital. In charge of the paediatric HIV clinic. Initiate an outreach and support service to Southern Sub-District. Manage the CPD point system in the hospital.
<b><u>ENQUIRIES</u></b>	:	Dr D Stokes, tel. no. (021) 799-1201
<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>	:	31 October 2008
<b><u>POST 41/160</u></b>	:	<b><u>SENIOR CLINICAL PSYCHOLOGIST</u></b> (Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)
<b><u>SALARY</u></b>	:	R174 243 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary.
<b><u>CENTRE</u></b>	:	Western Cape Rehabilitation Centre, Mitchell's Plain
<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professions Council of South Africa as Clinical Psychologist. Appropriate post-registration clinical experience. Ability to communicate fluently in two of the three official languages of the Western Cape. Computer literacy. The following will serve as recommendations: Experience and / or interest in working in the specialist field of physical rehabilitation. Proven ability to function independently and work within a team. Ability to facilitate transfer of knowledge and skills.
<b><u>DUTIES</u></b>	:	Render efficient, effective and accountable clinical services within an interdisciplinary team. Manage Clinical Psychology services at the Western Cape Rehabilitation Centre. Support institution management structures/persons. Participate in training and development activities.
<b><u>ENQUIRIES</u></b>	:	Ms T McKee, tel.no. (021) 370-2371
<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>	:	31 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>	:	24 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.

#### **MANAGEMENT ECHELON**

<b><u>POST 41/161</u></b>	:	<b><u>HEAD: GOVERNANCE AND ASSET MANAGEMENT REF NO: WCPT 28/01/08</u></b> Provincial Treasury Western Cape
<b><u>SALARY</u></b>	:	An all inclusive package starting at R833 532 per annum (including basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum qualification requirements and experience: •Applications invited from experienced, knowledgeable and committed individuals that are qualified as a Registered Chartered Accountant or possess a Masters Degree in Business Administration (MBA) or other relevant qualification. Specific qualifying managerial and experience requirements: •Proven and in depth (6 to 10 years) experience in successfully directing and running accounting, asset and liability management, supply chain and systems management services in large organisations •Demonstrable successful experience in enhancing and delivering on good financial/corporate governance, preferably in public sector organisations •Proven experience and ability to implement and drive risk management systems and principles successfully •Proven ability to manage people successfully and effect cooperative governance. Knowledge requirements: •Good knowledge of financial governance theory and practice •Extensive knowledge of accounting, both GRAP and GAAP standards •Good knowledge of asset and supply management theory and practice •Global and national factors that impact on financial governance, risk profiles and accounting and asset management standards. Specific competencies and skills required: •Strong leadership and financial management skills •Good verbal and written communication skills •Good team building and people management skills •Strong analytical, conceptual and strategic thinking/thought leadership skills •Ability to translate financial governance, accounting and asset management principles and theory into reality •Good presentation skills •High levels of computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: •Developing and overseeing the deliverance of the provincial accountant general function for the Province and similarly to relay and ensure the implementation of appropriate accounting standards for local government and associated municipal and provincial entities •Ensuring the implementation, communication and reporting on optimum financial and management standards, norms and practices and effective risk management practices across the provincial and municipal spheres •Ensuring the effective, efficient and prudent management of immovable (including the built environment and housing), moveable and financial assets across the municipal and provincial spheres •Promoting and delivering Public Private Partnerships and liabilities management in both the provincial and local government •Ensuring effective oversight, enhancement, performance, security and management of interlinked financial systems •Providing administrative, professional and technical guidance both in-house and to clients •Developing and implementing strategy and business plans for the Branch •Overseeing and driving performance management in the Branch •Overall responsibility for financial management of the Branch •Overall responsibility for the full implementation of the PFMA, MFMA, PSA and other labour and financial laws within the Branch.
<b><u>ENQUIRIES</u></b>	:	Dr JC Stegmann ☎ (021) 483-3749.