



DATE OF ISSUE: 24 OCTOBER 2008

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

PUBLIC SERVICE VACANCY CIRCULAR NO 43 OF 2008

Introduction

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.
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.

Directions to candidates

3. 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).
4. Applicants must indicate the reference number of the vacancy in their applications.
5. Applicants requiring additional information regarding an advertised post, must direct their enquiries to the Department/Provincial Administration / Component where the vacancy exists.
6. Applications should be forwarded in time to the advertising department since applications received after the closing date referred to below will not be accepted.
7. 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).

Directions to Departments/Provincial Administrations/Components

8. The contents of this Circular must be brought to the attention of all employees.
9. 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.

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

10. 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.
11. 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 **24 NOVEMBER 2008**

AMENDMENT : **National Department of Transport:** Kindly note that the post advertised in the PSVC 42 of 2008, librarian post 42/66 was advertised with the incorrect salary, please note that the correct salary is R94 326 per annum (L6).

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DEPARTMENT OF AGRICULTURE

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

NOTE

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

MANAGEMENT ECHELON**POST 43/01**

: **DIRECTOR: INTERGOVERNMENTAL AND STAKEHOLDER RELATIONS (REF 446/2008)**

SALARY

: Remuneration Package of R 557 133 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.

CENTRE REQUIREMENTS

: Pretoria
: Relevant B. Degree or equivalent qualification. A relevant Post Graduate Degree will be an added advantage. Proven managerial experience within the public service or similar within the agricultural sector. All core management functions (people management, human resources management and public financial management). Communication skills (verbal and written).

DUTIES

: (i) Competencies needed are: Ability to articulate and implement IGFA. Knowledge and application of policies and legislative framework applicable to the agricultural sector. Knowledge of key stakeholders within the agricultural sector (and dynamics involved). Ability to conceptualise, interpret and analyse complex issues and propose/recommend viable solution. Ability to nurture relationships with strategic partners within and outside of government sector. Problem solving and decision making skills, negotiation skills, quality management, innovation and initiative. Good computer literacy (MS Office package). (ii) Key responsibilities are: Facilitate the development and implementation of a departmental strategy on the management of intergovernmental and stakeholder relations. Provide technical support to the department in respect of its roles and responsibilities as outlined in Intergovernmental Relations Framework Act and other statutory intergovernmental forums such as NIFAL. Provide advice and support to enhance departmental participation in the various clusters and cluster technical committee meetings, and other interdepartmental committees to promote integrated government. Act as a nodal point in respect of DoA's participation in programmes and activities of intergovernmental forums. Develop and maintain database of intergovernmental partners. Liaison with National, Provincial and Local government structures. Filter down information on outcomes of the intergovernmental meetings to the relevant line functions. Facilitate implementation of outcomes of intergovernmental structures such as provincial imbizos. Monitor, evaluate and report on the effectiveness of departmental

engagements in intergovernmental forums. Collate information, compile and submit periodic departmental reports as required by other departments such as the Presidency. Manage and coordinate structured programme of interaction between the department and its stakeholders. Develop and facilitate the implementation of departmental stakeholder relations strategy. Initiate, coordinate and facilitate activities of the relevant stakeholder forums. Promote and facilitate effective interaction between the department and the stakeholders. Develop key interaction and cooperation indicators aligned to the strategies and policies of the department. Provide status reports on departmental participation in stakeholder forums. Monitor, evaluate and report on the effectiveness of departmental strategies with regard to the implementation decisions taken at stakeholder forums. Act as a secretariat for various stakeholder forums. Represent the DoA in relevant stakeholder forums. Perform any other function related to Intergovernmental and Stakeholder relations as may be deemed necessary by your supervisor.

ENQUIRIES : Ms. N. Vutula, Tel. Nr. (012) 319-7017
APPLICATIONS : Director-General, Department of Agriculture, Directorate: Human Resources Management, Private Bag X250, Pretoria, 0001
FOR ATTENTION : Mr. S. Mahlangu, Room F-GF-06, Agriculture Place
CLOSING DATE : 3 November 2008
NOTE : Preference will be given to female candidates and candidates with a disability

OTHER POSTS

POST 43/02 : **AGRICULTURAL MANAGEMENT ADVISOR (REF 467/2008)**
 Directorate: Food Safety and Quality Assurance
 This is a re-advertisement of Ref: 132/2008. Candidates who previously applied must re-apply.

SALARY : All inclusive package of R344 052 per annum
CENTRE : Pretoria
REQUIREMENTS : The successful candidate must be in possession of a degree in Veterinary Sciences with specialised knowledge of stock remedies (e.g. vaccines, parasiticides, dermatologicals, disinfectants etc.) Candidates should be registered as a veterinarian with the South African Veterinary Council. Sufficient appropriate experience in the evaluation of application for the registration of Stock Remedies as well as knowledge of the regulatory system of stock remedies. Candidates should have good analytical, communication and sound computer skills in MS Word and Excel. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to evaluate application for the registration of the stock remedies. Make recommendation based on sound science on the suitability/safety/efficacy of the stock remedies to the Registrar: Act No. 36 of 1947. Check proposed advertisements and labels of stock remedies for scientific correctness. Provide inputs for the developments and implementation of related policies regarding Act No. 36 of 1947. Give inputs in international forums. Give evidence in related court cases when required. Recommend systems which will ensure that only high quality products are registered under Act No. 36 of 1947. Monitor and analyse international trends and make recommendations to the Registrar: Act No. 36 of 1947 with regard to registration procedures including new technologies. Liaise with other government departments, research institutions and stakeholders. Prepare and compile publication and guidelines within the fields of responsibility.

ENQUIRIES : Mr JM Mudzungu, Tel no: 012 3197303
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 : 7 November 2008

POST 43/03 : **DEPUTY DIRECTOR (REF 476/2008)**
 Directorate: Grootfontein Agricultural Development Institute

SALARY : All inclusive package of R344 052 per annum
CENTRE : Middelburg, Eastern Cape

<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a M.Sc. Agriculture degree in the field of Agricultural Economy. Extensive relevant experience as agricultural economist with specific reference to teaching, research, report writing and publication of articles. Good verbal communication skills. Computer literacy with regard to word processing, spreadsheets, databases, graphic and statistical software packages.
<u>DUTIES</u>	:	The incumbent's responsibility will be to manage the education and training programme in agricultural economy. Manage economic research and advisory services of the institute. Establishment and maintenance of links with clients as a forum for the identification of needs. Plan and initiate appropriate courses and projects to address the needs of clients. To execute quality control over the training and research activities of the Agricultural Economy unit. Lead and assist economists with analysis and interpretation of research data. Presentations and talks on information days. Responsible for quality assurance of all publications by the unit in popular and scientific magazines. Solicit funding for different projects to address the needs of the clients.
<u>ENQUIRIES</u>	:	Mr M.J. Herselman, Tel no: 049 8421113
<u>APPLICATIONS</u>	:	Director: Grootfontein Agricultural Development Institute, Private Bag X 529, Middelburg, Eastern Cape, 5900
<u>FOR ATTENTION</u>	:	Human Resources Management
<u>CLOSING DATE</u>	:	7 November 2008
<u>POST 43/04</u>	:	<u>ASSISTANT DIRECTOR: INTERNSHIP AND EXPERIENTIAL TRAINING (REF 471/2008)</u> Directorate: Education, Training and Extension Services
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a degree or diploma in Human Resources Development/Youth Development/ Education/Agriculture. Applicable relevant experience in the training environment/youth development/internship and learnerships. Must be computer literate. Good organisation, administration, report writing and project management skills. A valid driver's licence.
<u>DUTIES</u>	:	The incumbent's responsibility will be to implement the Department of Agriculture's Experiential Training, Internships and Professional Development Programme and report thereof. Recruitment, selection and placement of interns. Source placement for the Agriculture Industry Development Programme (AIDP) and Young Professional Development Programme (PDP) interns in the Agribusinesses/industries and research institutions. Monitoring and evaluation of progress of interns including site visits. Process monthly claims and progress reports of interns. Conduct workshops and capacity building programmes for mentors and interns. Organise the hosting of the following events with regard to the programme: Mid-Term Review Conference, Exit Ceremony of interns, Mentors Seminar, Induction and Orientation Programme of the new interns. Manage supervision, training and development of staff.
<u>ENQUIRIES</u>	:	Mr P Mathebula, Tel no: 012 3197843
<u>APPLICATIONS</u>	:	Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	:	URS Response Handling
<u>CLOSING DATE</u>	:	7 November 2008
<u>NOTE</u>	:	Only applicants with the above stated requirements should apply.
<u>POST 43/05</u>	:	<u>SENIOR AGRICULTURAL ECONOMIST (4 POSTS) (REF 474/2008)</u> Directorate: Grootfontein Agricultural Development Institute
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Middelburg, Eastern Cape
<u>REQUIREMENTS</u>	:	The successful candidate must be in possession of a relevant B.Sc. Agric/Honours degree in Agricultural Economics/Agricultural Management . Relevant experience with specific reference to and proof of: lecturing experience, research projects, project planning, project management, study groups, feasibility studies, report writing and publications, public appearance and communication,

technology transfer and advisory services, financial record keeping, knowledge of the different disciplines of agricultural economy. Enterprise budgets. Valid driver's licence minimum, code EB. Computer literacy (MS Word, MS Excel, MS Power Point).

DUTIES : The incumbent will be responsible for the establishment and management of financial study groups for farmers. Compiling and updating of livestock and crop enterprise budgets. Undertake feasibility studies and relevant research projects. Give financial advice to farmers and other stakeholders. Assist in the management of the agricultural economy office. Presentation of courses in the higher and further education and training programmes. Curriculum development for higher and further education and training programmes. To conduct research, development and technology transfer in accordance with the applicable protocol. Plan and initiate appropriate projects to address the needs of clients. Publication of articles in scientific, semi-scientific and popular journals. Papers at National and International Professional Congresses and Industry Congresses. Advisory and extension support services to clients. Study leader and/or examiner of postgraduate students and young professionals.

ENQUIRIES : Dr A Geyer, Tel no: 049 8421113

APPLICATIONS : Director: Grootfontein Agricultural Development Institute, Private Bag X 529, Middelburg, Eastern Cape, 5900

FOR ATTENTION : Human Resources Management

CLOSING DATE : 7 November 2008

POST 43/06 : **ASSISTANT DIRECTOR: IMS (REF 475/2008)**
Directorate: Grootfontein Agricultural Development Institute

SALARY : R174 243 per annum

CENTRE : Middelburg, Eastern Cape

REQUIREMENTS : The successful candidate must be in possession of an appropriate NQF level 6 or M+3 qualification or a qualification in Information Technology. Must have appropriate extensive experience in an information technology environment. Applicable experience as a supervisor or manager preferably in an IT environment. Understanding different programming languages. Further training, ICDL qualification and applicable courses in programming languages.

DUTIES : The incumbent's responsibility will be to facilitate and manage the research on the development of databanks, operating systems and communication systems for computers. Facilitate the development and implementation of systems on the elimination and improvements in computerised information management systems. Advice and support to management with the implementation and improvement of IT systems. Facilitate the training for and to students, personnel and IT staff. Ensure accessible GIS data services and the designing, compiling, plotting and laminating of GIS maps. Overall management and supervision, planning, coordination and utilisation of resources (human, assets, financial and systems) in line with acceptable principles, legislation, policies and prescripts. Manage the GADI website and ensure National Branding requirements are met. Manage the identification, development and implementation of risk and contingency plans for the unit.

ENQUIRIES : Mr A Elie, Tel no: 049 8421113

APPLICATIONS : Director: Grootfontein Agricultural Development Institute, Private Bag X 529, Middelburg, Eastern Cape, 5900

FOR ATTENTION : Human Resources Management

CLOSING DATE : 7 November 2008

POST 43/07 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECNICIAN (2 POSTS) (REF 468/2008)**
Directorate: Agricultural Product Inspection Service

SALARY : R174 243 per annum

CENTRE : Durban

REQUIREMENTS : The successful candidate must be in possession of a three year national diploma or B.Sc. degree with at least one of the following subjects as a major subject: Botany, Horticulture, Food Technology/Science, Microbiology, Viticulture, Oenology and/or Pomology (you are required to furnish a credit certificate and/or

	statement of results). Sufficient applicable technical experience and knowledge of relevant legislation and international agreements listed in the duties hereunder. Knowledge and experience of law enforcement, relevant industries, generic administrative procedures and supervising staff. Good problem solving, planning, organising, interpersonal relations, conflict handling and communications skills. Basic skills in MS Office software. A valid code B driver's licence.
<u>DUTIES</u>	: The incumbent will be responsible to enforce the Agricultural Product Standards Act and the Liquor Products Act, related policies and international agreements to ensure that the quality and sanitary status of agricultural and liquor products comply with the prescripts. This includes the independent planning and conducting of inspections and auditing of assignees. Inspections include testing, sampling and evaluating agricultural products and marking requirements, the investigation of cases and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. Control phytosanitary, quality, bio safety and food safety risks associated with plants, plant products and regulated articles and animal products. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at/or away from his/her station when necessary. Executive administrative tasks, supervise and train staff where applicable. Personnel and Financial Management. Offer regulatory services pertaining other legislation and international obligations.
<u>ENQUIRIES</u>	: Ms SS Maelane, Tel no: 031 372 755/56
<u>APPLICATIONS</u>	: Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	: URS Response Handling
<u>CLOSING DATE</u>	: 7 November 2008
<u>POST 43/08</u>	: <u>ASSISTANT DIRECTOR: GRAPHIC DESIGN (REF 472/2008)</u> Directorate: Agricultural Information Services
<u>SALARY</u>	: R174 243 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: The successful candidate must be in possession of a degree or national diploma, majoring in Graphics Design or Information Design. Extensive experience in design, typography, styling and layout of formal, technical and scientific publication material. Computer literacy: in-depth knowledge of and proficiency in dedicated graphic design software—Adobe Creative Suite (Photoshop, InDesign, Illustrator) and Freehand. Sound knowledge of industry standards for publishing and printing. Previous supervising of staff in a production environment. Planning and quality control experience in graphic production. Good interpersonal, liaison and communication skills. Ability to work under pressure, meet deadlines and cooperate in team context.
<u>DUTIES</u>	: The incumbent's responsibility will be design and layout—manage graphic designers and participate in prepress productions. Implement corporate branding and provide advice to clients. Liaise and cooperate with service providers as well as in-house printing section. Manage and provide guidance/informal training to subordinates.
<u>ENQUIRIES</u>	: Ms R Hechter, Tel no: 012 319 6718
<u>APPLICATIONS</u>	: Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	: URS Response Handling
<u>CLOSING DATE</u>	: 7 November 2008
<u>NOTE</u>	: Interviewees will be expected to perform a practical design and layout test.
<u>POST 43/09</u>	: <u>IT TECHNOLOGIST (REF 469/2008)</u> Directorate: Grootfontein Agricultural Development Institute
<u>SALARY</u>	: R145 920 per annum
<u>CENTRE</u>	: Middelburg, Eastern Cape
<u>REQUIREMENTS</u>	: The successful candidate must be in possession of an NQF level 6 in Information Technology. Must have appropriate extensive experience in an information technology environment. Understanding different programming languages.

	Further training ICDL qualification and applicable courses in programming languages.
<u>DUTIES</u>	: The incumbent's responsibility will be to develop and maintain network infrastructure (installs, test, upgrade and relocate network components to increase network capacity. First line support to network/LAN users. Carry out back ups in accordance with schedules etc.) Research and development of operating and communication systems for computers, apparatus, software and services. Develop, implement and maintain systems analysis and software development. (Develop functional and technical specifications to meet the needs of clients, constructs and implement application programs, conduct research, liaise with clients, prepare system documents including training material and facilitate training to students and personnel etc.) Implementation, monitoring and input into information technology and management policy and procedures. Advice and train management, staff, students and clients on information technology issues.
<u>ENQUIRIES</u>	: Mr A Elie, Tel no: 049 842 1113
<u>APPLICATIONS</u>	: Director: Grootfontein Agricultural Development Institute, Private Bag X 529, Middelburg, Eastern Cape, 5900
<u>FOR ATTENTION</u>	: Human Resources Management
<u>CLOSING DATE</u>	: 7 November 2008
<u>POST 43/10</u>	: <u>BURSARY STUDENT COUNSELLOR (REF 470/2008)</u> Directorate: Education, Training and Extension Services
<u>SALARY</u>	: R117 501 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: The successful candidate must be in possession of a degree or diploma in Counselling/Social Sciences/Human Resources Development/Youth Development or Education. Appropriate work experience. Must be computer literate, Good organisation, administration, report writing and project management skills, A valid driver's licence.
<u>DUTIES</u>	: The incumbent's responsibility will be to implement the Bursary Student Counselling Services through counselling and support to bursary holders on continuous basis. Recruitment and selection of Department of Agriculture's potential bursary holders. Develop an effective academic progress monitoring system for bursary holders. Monitor the progress of bursary holders in various institution of higher learning to identify early warning possible signs of failure. Facilitate and coordinate the development of placement programme for the bursary holders. Conduct Orientation Programme to settle new bursary holders smoothly in institutions of higher learning. Promote and market the Department of Agriculture's External Bursary Scheme as well as scarce skills in agriculture. Source academic support in various institutions for bursary holders. Compile monthly, quarterly and annual reports on Bursary Student Counselling.
<u>ENQUIRIES</u>	: Mr P Mathebula, Tel no: 012 3197843
<u>APPLICATIONS</u>	: Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10
<u>FOR ATTENTION</u>	: URS Response Handling
<u>CLOSING DATE</u>	: 7 November 2008
<u>NOTE</u>	: Only applicants with the above stated requirements should apply.
<u>POST 43/11</u>	: <u>ACCOUNTING CLERK (REF 473/2008)</u> Directorate: Financial Administration
<u>SALARY</u>	: R54 879 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: The successful candidate must be in possession of a Grade 12 certificate with Accounting as a passed subject. Computer literacy (MS Excel and MS Word). Sound verbal and writing skills to communicate with clients. Problem solving skills. Be able to work under pressure and meet deadlines. Be able to accept responsibility.
<u>DUTIES</u>	: The incumbent's responsibility will be to verify subsistence and transport advances and claims. Capture transactions on PERSAL and BAS. Handle

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE
NOTE

: subsistence and transport enquiries. Keep records and statistics up to date.
: Filing of financial documentation related to subsistence and transport.
: Mr VK Nkosi, Tel no: 012 3196602
: Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506,
Tierpoort, 0056 or phone 012-811-9909/10
: URS Response Handling
: 7 November 2008
: Candidates may subjected to a skills and knowledge test

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 43/12**

- : **SENIOR SECRETARY GR III**
The post is advertised in the DOD and broader Public Service.

**SALARY
CENTRE**

- : R94 326 per annum
: Financial Management Division, Office of the Chief Director Financial Control Services. Pretoria.

REQUIREMENTS

- : Minimum qualification: Grade 12 certificate with Typing as a passed subject (proof that formal computer literacy courses/training have been completed will be considered where applicants do not have Typing as subject on their Grade 12 certificate). Broad experience in/exposure to general secretarial duties at least at Director level. Hands on knowledge/experience of MS Office applications (Excel, PowerPoint, Word). Ability to effectively and efficiently operate the Internet and Lotus Notes programs. Knowledge and practical experience of the correct application of the Conventions of Service Writing (CSW) would serve as a strong recommendation. Well-developed verbal and written communication skills. Good inter-personal skills, adaptability and resourcefulness. Ability to handle variety of tasks and working under pressure. Very presentable, neat, well-groomed and punctual. In possession of a valid Department of Defence (DOD) security clearance or able to obtain such clearance directly after appointment. Possession of a valid RSA vehicle driver's license would serve as a strong recommendation. South African citizen (permanent resident).

DUTIES

- : Render effective and efficient secretarial services to the Chief Director concerned. Typing of variety of documents such as agendas, minutes, memos, letters, reports. Handling and maintaining of the Chief Director's daily correspondence, controlling incoming and outgoing files, answering of telephone calls and taking/relaying messages, processing outgoing calls. Arranging of entry authorisations, parking, receiving visitors and serving of tea/refreshments. Arranging of meetings, appointments, flights, accommodation, transport, parking etc for the Chief Director. Acting as secretary for meetings as and when required. Ensuring that the Chief Director receives agendas and minutes timeously. Updating and storing the directorate's CV's and personal information and reminding the Chief Director of the scheduled days and other important dates

concerning personnel. Maintaining the Chief Director's electronic diary. Attending to the tidiness and security measures of the office. Assist in maintaining and updating the office inventory. Reporting faults and/or malfunctioning of telephones and other equipment in the office. Receiving, registering, routing and filing of correspondence, agendas, minutes and other related documentation. Requisitioning and stocking of stationery and forms for the office. Keeping record of and controlling target dates applicable to the Chief Director and his personnel. Liaison with other departments/sections concerned iro requisitions, claims etc. Maintaining a supplementary personal file for the Chief Director's important documents, telephone numbers, addresses and names of contact persons. Maintaining the Chief Director's vehicle logbook. Recording and submitting of leave forms. Ensuring that the Chief Director's gift register is maintained and updated and the prescribed return submitted as prescribed.

ENQUIRIES : Ms D.C.M. Mutloane, Tel: (012) 355-5050 or 355-5051
APPLICATIONS : Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street, between Bosman and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.
CLOSING DATE : 24 November 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 43/13 : **SENIOR SECRETARY GR II**
The post is advertised in the DOD and broader Public Service.

SALARY : R76 194 per annum
CENTRE : Training and Command (SA National War College) Pretoria.
REQUIREMENTS : NQF Level 2- 4 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Word, Presentations and Excel). Communication efficiency (verbal and written) in English. Ability to work independently. Organising. Problem solving and analytical thinking. Must be able to obtain a confidential security clearance within a year.

DUTIES : Type/write routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payment. Arrange meetings with senior managers. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationery. Keep the senior Manager's directory. Organise social functions. Deal with classified files and documents. Scan the newspaper and collect important clippings for OC. Arrange for visitors authorization and parking. Act as receptionist for the GOC. Render an Office support and administration function.

ENQUIRIES : WO1 L.R.Stone, Tel (012) 392 3318
APPLICATIONS : Department of Defence, South African National War College, 186 Struben Street, Pretoria, 0001

CLOSING DATE : 24 November 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 43/14 : **SENIOR SECRETARY GR II**
This post is advertised in the DOD and the broader Public Service.

SALARY : R68 955 per annum
CENTRE : SAMHS, Area Military Health Formation HQ, Lyttelton
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, organising-, interpersonal relationships-, problem solving- and typing skills. Have detailed knowledge of the operation/utilisation of specific software packages. Must be able to obtain a Confidential security clearance within a year.

DUTIES : Write routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payments. Arrange meetings with Senior Management. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationery. Keep the Senior Managers diary. Scan newspapers and collect important clippings for the Senior Manager. Organise social functions. Deal with classified files and documents. Arrange for visitors authorisation and parking.

ENQUIRIES : S/Sgt S.C. Senne, Tel: (012) 671 5373 / 5328
APPLICATIONS : Department of Defence, SAMHS, Area Military Health Formation HQ, Private Bag X1016, Lyttelton, 0140
CLOSING DATE : 24 November 2008 (Applications received after the closing date and faxed copies will not be considered).

POST 43/15 : **SENIOR SECRETARY GR II**
This post is advertised in the DOD and the broader Public Service.

SALARY : R68 955 per annum
CENTRE : SAMHS, Area Military Health Unit, Kwa-Zulu Natal
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, organising-, interpersonal relationships-, problem solving- and typing skills. Have detailed knowledge of the operation/utilisation of specific software packages. Must be able to obtain a Confidential security clearance within a year.

DUTIES : Write routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payments. Arrange meetings with Senior Management. Compile agendas and take notes during meetings. Compile minutes correctly. Order and purchase stationery. Keep the Senior Managers diary. Scan newspapers and collect important clippings for the Senior Manager. Organise social functions. Deal with classified files and documents. Arrange for visitors authorisation and parking.

ENQUIRIES : S/Sgt Simes, Tel: (031) 451 1858
APPLICATIONS : Department of Defence, SAMHS, Area Military Health Unit HQ, Private Bag X12, Bluff, 4036
CLOSING DATE : 24 November 2008 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, private Bag X447, Pretoria, 0001
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, it is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 43/16** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (AP556/2008)**
- SALARY** : R217 482 per annum (Total inclusive package of R295 978 per annum/conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year tertiary qualification or an equivalent qualification plus extensive experience in acquisition and contract management (supply chain management). Successful completion of LOGIS I and II courses is a prerequisite for appointment to this position. Hands on approach and experience especially on bids/tenders and contract management will be an added advantage. Skills required: good interpersonal, analytical thinking, negotiation, good communication (verbal and written), good organising and planning, innovative and creativity, computer literacy and Database Management. Knowledge of the PFMA, Preferential Procurement Policy Framework Act, Treasury Regulations, BBBEE Act, a Guide to the Accounting Officer, Financial and Supply Chain Management delegations, Logis and Bas applications. Ability to work individually and in a team. Ability to work under pressure, multi-tasking, self supervision and management skills.
- DUTIES** : The candidate will be responsible Management of bids, contracts and human resource. Co-ordinate and report to the supervisor regarding bids. Administer the bidding processes in terms of procuring goods and services, assist during evaluation of bids, render secretariat services to the Department Adjudication Committee (DAC), administer transversal contracts and Service Level Agreements (SLA's), assist with the drafting/ reviewing of Supply Chain Management Policies and implementation thereof. Reporting on bids to national treasury, provide guidance and training to subordinates, ensure that all staff enters into performance agreements/ workplans and ensure assessment of staff.
- ENQUIRIES** : Ms E Kgaritsi Tel no: (012) 310-3344
- FOR ATTENTION** : Mr T Koena
- CLOSING DATE** : 10 November 2008
- POST 43/17** : **ADMINISTRATIVE OFFICER: WASTE STREAM MANAGEMENT (AP160/2008)**
- SALARY** : R117 501 per annum (Total package of 174 668 per annum/ Conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 Certificate and relevant working experience in Administration. A relevant post matric qualification will serve as an added advantage. An appropriate experience of working in an administrative capacity in an office environment. Applicants should have good interpersonal, communication (written and verbal), decision-making, organising and planning skills. Computer literacy. Typing skills. An understanding of the Public Service Systems and procedures. Ability to work efficiently under pressure. Ability to work individually and in team, The ability to compile submissions, reports and line function documents.

<u>DUTIES</u>	:	Responsible for typing letters, submissions and other forms of correspondence for the Directorate. Establish and maintain a filing system for the Directorate. Establish and manage a tracking system for submissions, draft replies, Cabinet Memoranda and Parliamentary questions. Compile quarterly reports for the Directorate's budget. Administer procurement processes for the Directorate. Process T & S claims for the Directorate. Assist in the recruitment and selection processes of the Directorate. Administer leave and maintain a leave register for the Directorate. Administer performance management processes for the Directorate. Compile a training plan for the Directorate. Make logistical arrangements for meetings and workshops. Make catering arrangements for meetings of the Directorate. Prepare and distribute agenda, minutes and other documentation for meetings. Prepare document packs for meetings and workshops. Take minutes of meetings, Responsible for traveling arrangements, General office administration.
<u>ENQUIRIES FOR ATTENTION</u>	:	Ms Dee Fischer Tel no: (012) 310 3857
<u>CLOSING DATE</u>	:	Ms P Diphaha
<u>NOTE</u>	:	07 November 2008
	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<u>POST 43/18</u>	:	<u>ENVIRONMENTAL OFFICER: SUSTAINABLE LAND MANAGEMENT (AP152/2008)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 per annum (Total package of 174 668 per annum/ Conditions apply)
	:	Pretoria
	:	An appropriate recognised Bachelors degree in Geography, Soil Science or Environmental or Natural Sciences field or equivalent qualification plus appropriate experience. Ability to interact professionally with stakeholders from diverse backgrounds. Good understanding of sustainable land management programmes. Good verbal and written communication skills, Computer literacy. Ability to work independently and in a team. A valid Drivers licence. The applicant must be prepared to travel extensively.
<u>DUTIES</u>	:	Assist in the coordination of the United Nations Convention to Combat Desertification activities and other related programmes. Provide support in the implementation of National Action Programme to Combat Land Degradation. Assist in the development and management of the UNCCD and CBNRM database. Provide support to land based livelihoods programme. Provide technical advice to line functions and outside public service on sustainable land use of natural resources in South Africa. Assist in coordinating the National Action Programme (NAP) to combat land degradation awareness raising campaigns and information dissemination Provide support to the CBNRM awareness raising campaign.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Fhatuwani Tshivhase Tel no: 012 310 3390
<u>CLOSING DATE</u>	:	Ms Patience Diphaha
<u>NOTE</u>	:	03 November 2008
	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
<u>POST 43/19</u>	:	<u>ENVIRONMENTAL OFFICER: HAZARDOUS WASTE MANAGEMENT (AP162/2008)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R117 501 per annum (Total package of 174 668 per annum/ Conditions apply)
	:	Pretoria
	:	An appropriate Bachelor's Degree or an equivalent qualification in engineering, chemistry or environmental sciences. Skills required: Networking, organising and planning, computer literacy, communication (verbal and written) good interpersonal relations; ability to work independently and efficiently under pressure and ability to work individually and in a team.
<u>DUTIES</u>	:	To coordinate projects within the Sub-directorate. To assist in the identification of policy and regulatory interventions for the sound environmental management of hazardous waste streams. To assist and provide support in the review of the classification system for hazardous waste. To assist in the development of initiatives for the prevention and minimisation of priority hazardous wastes, including recycling and reuse. To coordinate technical input to legislation and

policy development, environmental impact assessment, capacity building, authorisation and regulatory processes related to hazardous waste management. To support the development and administration of waste management plans with industry aimed at reducing releases of priority hazardous waste streams into the environment. To investigate mechanisms for the safe collection, transportation, treatment and disposal of hazardous waste. To coordinate provision of technical input to international processes on hazardous waste management. To coordinate and provide support for the development of plans for the proper management of hazardous waste and for meeting South Africa's obligations with respect to Multilateral Environmental Agreements on hazardous waste management. To disseminate information on hazardous waste and in particular to promote awareness on dangers of hazardous waste. To perform general administrative duties for the Subdirectorates. To disseminate information to staff in the Subdirectorates and to liaise with other Subdirectorates within the Directorate.

ENQUIRIES : Ms Nomphele Daniel Tel no: (012) 310-3904
FOR ATTENTION : Ms Patience Diphaha
CLOSING DATE : 03 November 2008
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 43/20 : **OFFICE ADMINISTRATOR I: DIRECTOR-COMPLIANCE MONITORING (AP158/2008)**

SALARY : R94 326 per annum (Total package of 174 668 per annum/ Conditions apply
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate or Secretarial diploma or equivalent qualification and practical experience related to the duties. Applicants should have good interpersonal, communication (written and verbal), decision-making, organising and planning skills. Computer literate (packages such as Microsoft Excel, PowerPoint, MS Word, GroupWise, Internet, etc.), Applications should have experience in dealing with members of public. Good administration skills are required. An understanding of the Public Service Systems and procedures. Ability to work without supervision, and to take initiative. Willingness to work after hours when needed will be an added advantage. Typing skills and the ability to compile submissions, reports and line function documents.

DUTIES : The following key performance areas are applicable: Provide secretarial and administrative support to the Director. Provide support on procurement and other financial matters. Making all travel arrangements for the Directorate. Diary management, mail and telephone screening. Acting as a general receptionist for the Directorate and receiving visitors. Provide logistical support to all Directorate events. Liaison with other directorates in the branch.

ENQUIRIES : Mr Sabelo Malaza Tel no: (012) 310 3397
FOR ATTENTION : Ms P Diphaha
CLOSING DATE : 07 November 2008
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 43/21 : **OFFICE ADMINISTRATOR I: DIRECTOR: AUTHORISATIONS AND WASTE DISPOSAL MANAGEMENT (AP156/2008)**

SALARY : R94 326 per annum (Total package of R145 549 per annum-conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate plus relevant experience in Office Administration. A relevant post matric qualification in office/public administration will serve as an additional advantage. Computer literacy in terms of Microsoft PowerPoint, Word and Excel is essential. Sound interpersonal skills, sound planning and organizational skills, good verbal and written communication skills, and administrative abilities. Ability to work long hours and under pressure.

DUTIES : The successful candidate will be responsible for the overall management of the office of the Director: Authorisations and Waste Disposal Management. The candidate will perform the following functions: - Provide secretarial support to the Director; manage the diary of the director and liaise with the waste authorization applicants on matters related to the directorate. -develop an effective document tracking system for incoming and outgoing correspondence. - Rendering

administrative support to the Director, -Assist in the coordination of directorate's projects and functions. The candidate will also assist the Director with directorate tasks and perform office administration responsibilities.

ENQUIRIES : Ms Leah Mnguni Tel no: 012 310 3284
FOR ATTENTION : Ms P Diphaha
CLOSING DATE : 07 November 2008
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 43/22 : **OFFICE ADMINISTRATOR I: SECRETARY TO THE DIRECTOR: ADMINISTRATION AND CO-ORDINATION) (AP154/2008)**

SALARY : R94 326 per annum (Total package of R145 549 per annum-conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate plus relevant experience in Office Administration. A relevant post matric qualification in office/public administration will serve as an additional advantage; Sound interpersonal skills, computer literacy; sound planning and organizational skills, good verbal and written communication skills, and administrative abilities. Ability to work under pressure and long hours when necessary.

DUTIES : The successful candidate will be responsible for the overall management of the office of the Director: Administration and Co-Ordination. The candidate will perform the following functions: •Manage the diary of the Director and liaise with clients on matters related to the directorate •Candidate will be required to perform administration responsibilities and ensure all relevant logistical arrangements are in place for purposes of enabling the Director to perform his/her functions •Manage all electronic and paper correspondence flowing in and out of the office and draft all official documentation relating to the Key Performance areas of the Director such as Minutes, Submissions, Agenda's, Reports, Claims and Advances, tender documentation. •Oversee the processing of the Directorate's procurement/ maintenance/ quotes and orders on Logis •Assist in the coordination of directorate's projects and functions •Assist in the compilation of the Directorate's budget •Ensure proper record keeping and filing of matters concerned with Directorate

ENQUIRIES : Ms Leah Ditshego Tel no: 012 310 3664
FOR ATTENTION : Ms P Diphaha
CLOSING DATE : 03 November 2008
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

GOVERNMENT PRINTING WORKS

It is intended to promote representivity through filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Direct your application quoting the above relevant reference number: to the Unit Human Resources and Transformation , Government Printing Works, C/O Bosman and Proes Street, Pretoria, Room 140 /Private Bag x 85; Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms O M.Sekgothe
<u>CLOSING DATE</u>	:	07 November 2008
<u>NOTE</u>	:	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. No faxed applications will be considered. The successful candidate will be subjected to positive prescribed security clearance and undergoing a competency test. 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 closing date, candidates may regard their application as unsuccessful. The Government Printing Works will not be liable where applicants use incorrect / no reference number(s) on their applications. The shortlisted candidates must be available for interviews and competency test at a date and time determined by the Government Printing Works.

OTHER POST

<u>POST 43/23</u>	:	<u>ACCOUNTING CLERK: BOOKKEEPING</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (or equivalent) qualification with Accounting plus appropriate experience in a bookkeeping environment. Computer literacy (MS Word and Excel). Good interpersonal relations. Knowledge of PFMA and Treasury Regulations will be added advantage.
<u>DUTIES</u>	:	The successful incumbent will be responsible for: Reconciliation of several bank accounts on a daily basis Allocation of revenue to the relevant debtors accounts Verify bank balances on statements with the general ledger Month end and a year end closing of the system Ensure that monthly reconciliation of the PMG accounts is send to Treasury in time. Liaise with Departments, Financial Institutions and National Treasury Handle enquiries
<u>ENQUIRIES</u>	:	Ms. A. Pretorius Tel: (012) 334 4551

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.

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms T Marumo
<u>CLOSING DATE</u>	:	07 November 2008
<u>NOTES</u>	:	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 POSTS

<u>POST 43/24</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates must be in possession of Grade 12 with at least 5 years experience or Diploma/Degree with 3 years experience. Good Interpersonal Skills and Communication (both written and verbal). Ability to work under pressure. Computer Literacy. Valid Driver's License is required. Knowledge of Transport related prescripts and Registry procedures. Knowledge of ELS will be an added advantage.
<u>DUTIES</u>	:	Ensure that proper systems are maintained; Processing of applications for subsidized vehicles; Assist with the maintenance of the subsidized vehicles; Assist with reconciliation and verification of subsidized vehicles kilometers. Monitor and control the usage of Departmental/Government owned vehicles; Ensure that vehicles are kept in a good roadworthy condition. Ensure that First Auto statements are checked and processed for payment; Inform the supervisor of any discrepancies. Compile monthly reports. Assist in handling accommodation related matters. Responsible for Transport Advisory and Accommodation Advisory meeting minutes. Ensure that all requirements and prescripts stipulated in the National Archives Act are adhered to; Responsible for Client Service Functions; Responsible for Cleaning Services at National Office; Responsible for general maintenance of the building at National Office; Supervise staff within Auxiliary Services Component.
<u>ENQUIRIES</u>	:	Ms S Makwela @ (012) 423 1412
<u>NOTE</u>	:	The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.
<u>POST 43/25</u>	:	<u>INTEGRITY STRENGTHENING AND RISK MANAGEMENT: INTERNSHIP</u>
<u>STIPEND</u>	:	R 2000 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Unemployed graduates with a BA or Public Administration degree, who preferably completed a module in Business Ethics or Risk Management, or alternatively majored in Psychology, Criminology or any other Social Sciences subject. The incumbent must have excellent verbal and written communication skills (including presentation skills), a working knowledge of MS Word, MS Excel and PowerPoint, as well as strong leadership and conflict management skills.
<u>DUTIES</u>	:	The successful candidate, who will report to the Ethics and Risk Manager, will be tasked with the following: Assisting with training and awareness, Report writing, Assisting with risk assessments, Maintaining the risk register, Maintaining the ethics database, General administrative tasks
<u>ENQUIRIES</u>	:	Ms L Dippenaar Tel: 012-392 0422 or Cel: 082 902 9686

<u>NOTE</u>	:	The successful candidate will have to undergo security vetting. His/ her character should be beyond reproach.
<u>POST 43/26</u>	:	<u>INTERNSHIP: SCM & ASSET MANAGEMENT (3 POSITIONS)</u>
<u>STIPEND</u>	:	R2000 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An unemployed Graduate in possession of a recognized National Diploma/Degree in Logistics / Purchasing Management or equivalent qualification. The incumbent must be self-driven and computer literate. He/she must be able to work under pressure and should have interpersonal communication skills (verbal and written)
<u>DUTIES</u>	:	The successful candidate will report to the Supply Chain Management Practitioner or the Asset Management Practitioner and will be assisting in: Capturing request on LOGIS, fax and confirm receipts of orders to suppliers, filing orders in accordance with filing system, make follow up on outstanding orders, record invoices for payments, conduct asset verification in National Office, amend and update the asset register on LOGIS.
<u>ENQUIRIES</u>	:	Ms V Kganyago Tel: 012-423 1417
<u>NOTE</u>	:	The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE

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

OTHER POSTS**POST 43/27**

: **ASSISTANT DIRECTOR: GUARDIANS FUND REFERENCE: 08/381/MAS**

SALARY

: R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Master of the High Court, Bloemfontein

REQUIREMENTS

: A three year Bachelor's degree/National Diploma or equivalent qualification in Finance (Accountancy); Three years relevant experience; Knowledge of Public Finance Management Act (PFMA), Treasury regulations, Departmental Financial Instructions (DFI), Public Service Act and other legislation prescripts; Experience in government Finance will be a recommendation; A valid driver's license. Skills and Competencies: Supervisory skills; Planning and organizing (including Time Management); Strong leadership qualities; Problem solving and decision making skills; Ability to interpret and apply policy; Computer literacy (MS Office); Strong Communication skills; Ability to motivate and direct people; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES

: Oversee verification of applications received and ensure daily payments; Administer and manage Guardians Fund and compile reconciliation statement; Prepare report on fraud cases and interest losses; Manage and supervise Guardians Fund staff; Represent Masters Office relations with the stakeholders; Attend to Stale Cheques; Check and verify Guardians Fund, Banking and Financial Registers and Reports; Compile Statistics by recording work done on a daily, weekly as well as monthly basis.

ENQUIRIES

: Mr G Masingi ☎ 012 315 1893

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, 0001.

CLOSING DATE

: 10 November 2008

POST 43/28

: **LAW RESEARCHER REFERENCE: 08\26\HC\WC**

SALARY

: R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: High Court, Cape Town

REQUIREMENTS

: An appropriate four-year recognised legal degree or equivalent qualification; Ability to speak and write impeccable English; Computer literacy (MS Word); Report writing; Research and analytical skills; Ability to access and utilise

	computer research programmes (Westlaw, Lexis Nexis, Jutas); Project management, including planning and organising ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail.
<u>DUTIES</u>	: The law researcher must provide professional legal research assistance to the respective courts, comprising, amongst others the following: Conducting legal research assistance as may be required from time to time by the judges at the respective courts; Performing quasi-judicial functions; Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing any court-related work requested to improve the efficiency of the court.
<u>ENQUIRIES APPLICATIONS</u>	: Mr L Kolosa at Tel: (021) 480 2411.
	: Quoting the relevant reference number, direct your application to: Postal address: The Registrar: High Court, Department of Justice, Private Bag X 9020, Cape Town, 8000. OR Physical address: Eleventh floor Plein Park Building, Plein Street, Cape Town
<u>CLOSING DATE</u>	: 10 November 2008
<u>POST 43/29</u>	: <u>SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REFERENCE: 08/383/RM</u>
<u>SALARY</u>	: R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office (Pretoria)
	: Bachelor's Degree or equivalent qualification; Two years relevant experience in finance or auditing environment; Knowledge of risk management software software – BarnOwl as an added advantage; Drivers License. Skills and Competencies: Project Management Skills; Computer literacy (MS Office); Communication Skills (Verbal and Written); Analytical Skills; Advocate of team work; Willing to work irregular hours; Report writing Accuracy and attention to detail.
<u>DUTIES</u>	: Provide support in maintaining and monitoring the departmental risk profile; Assist with the roll out of the risk management software; Provide end – user support and guidance; Serve as the central administrator of the risk management software tool; Plan, schedule and provide end – user training on Risk Management software; Capture data in risk management software and administer risk profiles; Assist Senior/Middle managers in execution of risk management processes; Assist in coordination of risk management workshops and training; Assist in budget review, monitoring and control including cash flows; Provide administrative support with regards to internal and external audit queries; Assist the Directorate Risk Management in conducting research requested on the aspects of Enterprise – wide Risk Management, Support managers in project risk assessments for the identified strategic projects;
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Mugodo ☎ 012 357 - 8747
	: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	: 10 November 2008
<u>POST 43/30</u>	: <u>PRINCIPAL COURT INTERPRETER (11) REFERENCE: 08/28/CO/WC</u>
<u>SALARY</u>	: R145 920 – R169 410 per annum
<u>CENTRE</u>	: Magistrate Offices: Atlantis (1), Cape Town (1), George (1), Kuilsriver (1), Malmesbury (1), Mossel Bay (1), Oudtshoorn (1), Paarl (1), Worcester (1), Wynberg (1) and High Court, Cape Town (1)
<u>REQUIREMENTS</u>	: Senior certificate; Language ability of Xhosa, English and Afrikaans. Excellent writing and verbal communication skills, administration and organisation skills, At least 5 years relevant experience. The following will be regarded as strong recommendations: Drivers Licence; Diploma and degree in Legal Interpreting and Translation; Language ability in any of the other official languages.
<u>DUTIES</u>	: Control and supervise Court Interpreters in the office; Execute any duty assigned by the Area Court Manager within the Cluster; Train and develop Court Interpreters; Attend to personnel administrative aspects pertaining to Interpreters; Monitoring attendance register to ensure punctuality; Do

interpretation in complicated and complex criminal / civil matter sessions when necessary; Ensure that subordinates conclude performance agreements; review their performance and provide feedback to them; Ensure that subordinates perform their duties in compliance with their performance agreements; Ensure that Interpreters keep interpreting registers up to date and compile statistics for submission; Arrange for "Foreign Language" interpreting; Do the allocation of Interpreters to each court in accordance with their competencies and experience while keeping record of all such allocations.

ENQUIRIES : Mr D Roux ☎ 021 462 5471
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000. OR Physical address: Eleventh floor Plein Park Building, Plein Street, Cape Town
CLOSING DATE : 10 November 2008

POST 43/31 : **INFORMATION OFFICER (CONTRACT UNTIL 31 MARCH 2009)**
REFERENCE: 08\27\ROWC

SALARY : R145 920 – R169 410 per annum
CENTRE : Regional Office, Cape Town
REQUIREMENTS : Tertiary qualification in Information Technology or related field; A valid code EB (08) driver's licence; Knowledge of data capturing and reporting; willing to work overtime occasionally. Skills & Competences: Excellent knowledge of MS Office (Word, Excel, Power Point, Access, Project etc.), internet and e-mail capable; Excellent communication skills; Problem solving and trouble shooting ability; Efficient and focused when processing information and data; Analytical accuracy and attention to detail; High level of confidentiality and accountability; Ability to apply good judgment and decision making skills; Assertiveness and confidence to interact at all levels and ability to cope under pressure.

DUTIES : To coordinate the process of data collection within the Region and reporting thereof to the Regional Head and National Operations Centre respectively; The managing of the storage of data and information for the Region; Receive incoming statistical source documents from all offices in the region; Enter incoming source documents in a register; Capture available data from source documents as required or collate into one report for the Region • Keep record of all correspondence regarding data received; Maintain electronic data files; Dispatch available data to user, as required from time to time; Communicate with relevant stakeholders on questionnaires and Performance of related administrative duties as requested from time to time.

ENQUIRIES : Mr J Manuel ☎ 021 462 5471
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000. OR Physical address: Eleventh floor Plein Park Building, Plein Street, Cape Town
CLOSING DATE : 10 November 2008

POST 43/32 : **ADMINISTRATIVE OFFICER REFERENCE: 08\29\CO\WC**

SALARY : R117 501 – R136 419 per annum
CENTRE : Magistrate Office, Mitchells Plain
REQUIREMENTS : An appropriate three-year's Bachelor's Degree or equivalent qualification and at least one year experience in district administration; Knowledge and skills in financial management and procurement in the Public Service; Computer literacy; Knowledge and skills with regard to compliance with the PFMA, National Treasury Regulations and other relevant statutes or Regulations; Strong interpersonal and communication skills; Application of BAS and JYP would be an added advantage as well as knowledge's of JDAS, E-scheduler programmes.

DUTIES : Financial Operations: performing accounting and financial operational functions according to Departmental Financial Instructions and compliance with PFMA; Budgeting, planning, monitoring and control; Monitor budget (monies in trust and vote) Spending in accordance with those policies and procedures within the Justice Department; Render aid on a wide variety of matters within the occupation category context: the interpreting of statutes, maintenance, legal aid, planning actions and special projects; Render training to clerical staff with regard

		to official matters; General supervision of clerical staff, performance management and disciplinary matters; Handle correspondence and draft memoranda, submissions and reports; Provide case tracking service to Judiciary and Prosecuting Authority; Compile statistics to show performance and trends; Check diverse documents and work performed by co-workers for completion and correctness; Facilitate training and development of clerical personnel and any other duty that may be necessary for the smooth running of the office; Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C De Bruyn Tel: (021) 370 4200.
	:	Quoting the relevant reference number, direct your application to: Postal address: The Magistrate Office, Department of Justice and Constitutional Development, Private X1, Mitchell's Plain, 7789
<u>CLOSING DATE</u>	:	10 November 2008
<u>POST 43/33</u>	:	<u>SENIOR ACCOUNTING CLERK REFERENCE: 08/386/SA</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Kwazulu – Natal
	:	Senior certificate or equivalent qualification; Appropriate experience; Accounting qualification or experience will serve as a recommendation; Driver's license will serve as a recommendation. Skills and Competencies: Computer literacy; Good interpersonal skills; Communication skills (verbal and written); Ability to work under pressure and be self-motivated.
<u>DUTIES</u>	:	Serve as Trust Accountant Cashier; Compile payments advices; Recover and ensure all State monies are banked; Reconciliation of Accounts and Agency payments; Handle internal and external enquires; Assist with General Office duties.
<u>ENQUIRIES APPLICATIONS</u>	:	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 Building, Pretoria, 0001
<u>CLOSING DATE</u>	:	10 November 2008
<u>POST 43/34</u>	:	<u>ACCOUNTING CLERK (TAX) REFERENCE: 08/385/CFO</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Payroll Services: National Office (Pretoria)
	:	Senior certificate or equivalent qualification; 1-2 years appropriate experience; Knowledge of PERSAL and BAS. Skills and Competencies: Computer literacy; Communication skills (verbal and written); Good interpersonal skills; Ability to work under pressure and be self - motivated.
<u>DUTIES</u>	:	Implement salary related allowance on PERSAL and BAS; Pay over of salary deductions to relevant institutions; Reconciliation of PAYE tax; Reconcile salary ledger accounts; Take – on and recovery of Departmental depts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mugodo ☎ 012 357 - 8747
	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>CLOSING DATE</u>	:	10 November 2008
<u>POST 43/35</u>	:	<u>SENIOR ACCOUNTING CLERK REFERENCE: 08/379/CFO</u>
<u>SALARY</u>	:	R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office (Pretoria)
	:	Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject, Relevant experience in finance, Knowledge of Treasury Regulations 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.
<u>DUTIES</u>	: Electronic Payments of Accounts on BAS, Compiling and Capturing of journals and receipts on BAS, Reconciliation of accounts.
<u>ENQUIRIES</u>	: Mr M Mugodo ☎ 012 357 - 8747
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>CLOSING DATE</u>	: 10 November 2008
<u>POST 43/36</u>	: <u>MESSENGER (2 POSTS) REFERENCE: 08/382/MAS</u>
<u>SALARY</u>	: R54 879 – R63 717 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Master of the High Court: Bloemfontein
<u>REQUIREMENTS</u>	: Adult Basic Education and Training (ABET) Level 5 / Grade 10; Appropriate experience; A valid driver's license, obtained for at least one year. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public.
<u>DUTIES</u>	: Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials to various destinations.
<u>ENQUIRIES</u>	: Mr G Masingi ☎ (012) 315 1893
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>CLOSING DATE</u>	: 10 November 2008
<u>POST 43/37</u>	: <u>SENIOR MESSENGER (3 POSTS) REFERENCE: 08/384/AIR</u>
	This is a re-advertisement, candidates that previously applied are encouraged to reapply.
<u>SALARY</u>	: R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: Adult Basic Education and Training (ABET) Level 5 / Grade 10; Experience in rendering messenger services. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public; Ability to read and write clearly.
<u>DUTIES</u>	: Collect and deliver mail; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials or stationery to various destinations.
<u>ENQUIRIES</u>	: Ms M Kganyago ☎ (012) 315 1844
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
<u>CLOSING DATE</u>	: 10 November 2008

DEPARTMENT OF LABOUR

The Department of Labour is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department.

APPLICATIONS : The Provincial Executive Manager: P O Box 940 Durban 4000
CLOSING DATE : 31 October 2008
NOTE : The successful candidate will be expected to sign a performance agreement. Code EB driver's license If you have not been contacted within 8 weeks after the closing date of this advertisement, please consider your application to be unsuccessful. Please take note that all qualifications are subject to verification. All shortlisted candidates will be subjected to a security clearance. No faxes will be accepted.

OTHER POSTS

POST 43/38 : **BUSINESS UNIT MANAGER REFERENCE NO: HR 4/4/5/5**

SALARY : Commencing: R 407 745 per annum All inclusive: R 407 745 per annum
CENTRE : Provincial Directorate: KwaZulu / Natal
REQUIREMENTS : Bachelor Degree or equivalent qualification plus 3 - 5 years relevant experience Knowledge: Departmental policies and procedures, Specific knowledge of Labour Legislation(EEA, SDA,NQF, SAQA and SDLA), Provincial Skills Plan, National Skills Development Strategy, Human Resources Development Strategy, General knowledge of Public Service Regulations, Public Service Management and Budgeting Reforms, Treasury Regulations, Training and Development, Batho Pele Skills: Leadership skills, Supervisory skills, Communication skills, Problem solving skills, General Management skills, Interpersonal Relations skills, Analytical skills, Decision making skills, Report writing skills, Facilitation skills, Research skills, Claim management skills
DUTIES : Develop, monitor (updates) and evaluate Labour Centres and subsequently Provincial Placement Plans, Provide strategic direction & recommendations to the Selection Committee, Assist Labour Centres to identify projects, Data base management, Assist with development, evaluation & updating of PSP, Preparation of guidelines to service providers, Establish strategic partnerships and agreements with stakeholders, Establish linkages to SETA's at provincial & national level (if required), Ensure co-ordination with other units (LMIS, Inspection and Enforcement Services & MSS), Financial Management and reporting, Support strategies policies towards Labour Centres, strategic partners, training providers etc., Secure DOL involvement & beneficial position in projects, Management and capacity building of staff , Development, budgeting and monitoring of work plans

POST 43/39 : **TEAM LEADER REFERENCE NO: HR 4/4/5/6**

SALARY : Commencing: R 145 290 per annum All inclusive: R 200 329 per annum
CENTRE : Provincial Directorate: KwaZulu / Natal: Labour Centre Prospector
REQUIREMENTS : Relevant 3 year tertiary qualification or equivalent plus 2 years relevant working experience and 1 year supervisory experience Knowledge: Workable knowledge of all Labour Legislation, Workable knowledge of relevant Departmental policies and procedures, Knowledge of Departmental standards and directives, General knowledge of Public Service Regulations, Client Orientation Strategy (Batho Pele Principles) Optional knowledge requirements (fields of focus) Electrical engineering (electrical installations), Mechanical engineering (pressurized systems), Construction (building and civil engineering), Chemicals, Occupational, Explosives, Child Labour, Employment Equity, Management and Planning Skills: Planning and organizing of work, Computer Literacy, Monitoring skills, Leadership skills, Interviewing, listening and observation skills, Training, mentoring and coaching, Communication skills including telephone etiquette and public presentation, Report writing skills including completion of written undertakings, summonses, forms, and inspection reports., Attention to detail, Conflict resolution, mediation and facilitation skills, Analytical skills, Investigation

	skills, in respect of complaints, accidents and fraud, Time management, Driving (valid drivers license), Interpersonal skills.
<u>DUTIES</u>	: Coordinating, monitoring, organizing and planning of inspectorate activities, Checking and verifying of inspectors activities, Allocating proactive and reactive inspections (including areas of focus), Ensuring that inspections and enforcement are carried out according to standards, directives and policies of the department, Compiling monthly statistics on inspections, Inducting and mentoring new inspectors, Performance management, training and development of inspectors. Undertaking ad-hoc inspections, as per performance agreement.
<u>POST 43/40</u>	: <u>PRACTITIONER: MANAGEMENT SUPPORT SERVICES REFERENCE NO: HR 4/4/5/4</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: Commencing: R 117 501 per annum All inclusive: R 165 847 per annum : Provincial Directorate: KwaZulu / Management Support Services : Matriculation plus 3 year tertiary qualification in Public Administration and 3 years relevant experience. Knowledge: Administration procedures relating to Office administration, HR matters and Finance, Planning and Organizing, Office accommodation procedures, Auxiliary Services Skills: Computer, Decision making, Communication and Interpersonal
<u>DUTIES</u>	: To supervise registry, switchboard, typing pool, maintenance and security services Supervise accommodation /maintenance services: Determine and compile accommodation needs, Provide maintenance services, Co-ordinate the implementation of cooperate image, Conduct need assessment & motivation submit to Head Office Render security services: Oversee and manage functioning of security services, Implementation of evacuation plan & disaster management, Enforce compliance with tender specifications with external security services, Ensure proper access control measure is in place Supervise Office Services: Supervise auxiliary services, registry, switchboard, typing, messenger and driver Ensure all management system operative coordinate and provide support
<u>POST 43/41</u>	: <u>PRACTITIONER: REFERENCE NO: HR 4/4/5/8</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: Commencing: R 117 501 per annum All inclusive: R 165 847 per annum : Provincial Directorate: KwaZulu / Natal: Employment and Skills Development Services : Matric plus 3 year relevant qualification or equivalent plus 2-3 years relevant working experience Knowledge: Departmental policies and procedures, General knowledge of Labour legislation, Specific knowledge of Skills Development Act, Skills Development Levy Act, Client orientation strategy, Management and Budgeting, Batho pele, Training and Development Skills: Leadership , Supervisory , Communication , Interpersonal Relations, Business writing , Decision making, Report writing, Facilitation , Presentation
<u>DUTIES</u>	: To co-ordinate and develop work plans for the provincial office and labour centres, Prepare and participate in job creation projects, Liase with training providers, Render effective administrative/clerical service for ESDS, Capture application for training on the system, Print application analysis report for approval by the selection committee, Request centre codes for new training providers from head office, Provide reconciliation report training providers from quarterly, Prepare and finalise negative allocation of funds not utilised in the financial year, Attend all queries and enquiries pertaining to training, Consolidate reports, work plans and budgets for the unit, Monitor the processing of training claims, Ensure that admin budget is used conscientiously
<u>POST 43/42</u>	: <u>PRACTITIONER: HRM REFERENCE NO: HR 4/4/5/7</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: Commencing: R 117 501 per annum All inclusive: R 165 847 per annum : Provincial Directorate: KwaZulu / Natal: Management Support Services : 3 year tertiary qualification in Human Resources Management/ Personnel Management plus 0-2 years relevant working experience Knowledge: Departmental policies and procedures, Knowledge of HRM policies , Public service regulations, Public service act 1994, Labour legislation , Batho pele Skills: Planning and organising work, Report writing skills, Interpersonal relation

DUTIES

skills, Good communication skills (verbal & writing), Presentation skills, Computer skills

: Supervise and manage the personnel section. Distribute work equally amongst Personnel Officer, Provide training to staff, Manage performance of staff, Provide advise on personnel related matters, Compile reports and statistics, Assist with recruitment and selection procedures, Ensure the adherence of staff to HRM policies and procedures

DEPARTMENT OF LAND AFFAIRS

The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: Quest, Private Bag X5, East Rand 1462, fax 086 516 5793 or e-mail: rhten@adcorp.co.za. Enquiries: Tel (011) 306 5202
- CLOSING DATE** : 9 November 2008
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only

OTHER POST

- POST 43/43** : **SENIOR SECRETARY (REFERENCE: S8/3/2008/1107)**
Directorate: Organisational Transformation Office
- SALARY** : R94 326 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate senior certificate *Computer Literacy (MS Word, MS Excel, MS Power Point, MS Outlook, Groupwise and Internet) *Excellent verbal and written communication *Strong interpersonal relations *Knowledge in procurement *Thorough knowledge in organising meetings and functions *Sufficient secretarial experience.
- DUTIES** : Organise meetings and workshops for the Directorate by procuring accessible venues, conference facilities and refreshments *Provide secretarial and logistical support to Director: Organisational Transformation Office *Provide administrative support to the Directorate's projects such as Disability, Sports, Youth and Batho Pele *Maintain and update database of all internal and external stakeholders for the Directorate *Manage the Director's diary *Make travel and accommodation arrangements for the Director *Type letters, memoranda, presentation, reports, etc *Take minutes during staff meeting and other meetings arranged by the Director *Follow up issues and report to the Director *Render any other administrative functions as per directive from the Director *Keep register of tasks and update it regularly

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 : 07 November 2008

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

OTHER POSTS

POST 43/44 : **ADMINISTRATION OFFICER: LEARNERSHIP (ONE YEAR CONTRACT)**

SALARY : R117 501 per annum

CENTRE : Head Office

REQUIREMENTS : A National Diploma in Human Resource Development/Management or equivalent qualification coupled with relevant experience and candidates must be in a possession of a valid drivers licence. Knowledge of PERSAL system will be an added advantage. PLUS the following key competencies: ☐ Knowledge of: SDA, SDLA, SAQA. EEA Sills Development facilitation processes. Quality Assurance Systems. Understanding of processes of Sector Education and Understanding of government processes ☐ Skills: Analytic, Problem Solving. Communication. Quality Oriented advanced Computer skills. project management skills. Time Management skills Negotiation Skills. ☐ Communication: Supervisory skills. Ability to communicate at various levels, Team player. Presentation skills. Client oriented. ☐ Creativity: Self starter, Independent worker, Driven by innovation. Results driven Recommendation/Note: A valid driver's licence is a requirement.

DUTIES : KRA liaise with relevant stakeholders, compilation of relevant documentation pertaining to learnership. Recruitment, Selection and Placement of learners and Mentors Update learner database, payment of Learners and service providers Learnership administration, monitoring and evaluation of the program

ENQUIRIES : Mr M Mokaila ☎ 012 317 8642

POST 43/45 : **SECRETARY**

SALARY : R76 194 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Grade 12 Certificate or equivalent qualification (with typing as a subject) and practical experience related to the duties, PLUS the following key competencies: ☐ Knowledge of: Ms Office packages eg Word, PowerPoint, Excel, e-mail, Internet, etc. Office/telephone etiquette. Public Relations. Document tracking Administrative practice. Filing systems ☐ Skills: Excellent organisational skills. Interpersonal skills. Computer Literacy. Good organisational skills ☐ Communication: Good interpersonal relations at all levels. Good Communication Skills (verbal & written). Ability to maintain high level of confidentiality ☐ Creativity: Problem solving capability. Be able to work under pressure. Innovative and creative thinking abilities Note: Diploma / Certificate in Office Administration / Secretarial will serve as an added advantage.

DUTIES : Manage the Chief Director's diary. Arrange meetings, workshops and provide administrative support to the Office. Track submissions. Draft correspondence and registers. Handle all logistical arrangements, process S & T claims and payments Liaise with external stakeholders. Draft routine correspondence and reports Do filing of documents for the Manager and maintain a correct filing system

ENQUIRIES : Dr NT Maku ☎ 012 317 8461

NATIONAL TREASURY

APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za. Applications can also be faxed to (012) 315 5557

FOR ATTENTION : Ms Deborah Ditshaba

CLOSING DATE : 7 November 2008 (at 12:00)

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

POST 43/46 : **SENIOR BUDGET ANALYST AND BUDGET ANALYST: SOCIAL SERVICES**
 Division: Public Finance Division
 Purpose of the Position: Facilitate and contribute to the strategic monitoring and management of public finances and policies of the Department of Social Development

SALARY : Post A S213/2008 R174 243 per annum (excluding benefits)
 Post B 214/2008 R344 052 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : At least a 3-year degree in Economics / Social Sciences or Finance • Relevant experience in any of these fields • Broad knowledge of fiscal and macro-economic policy • Knowledge of and interest in social policy related to the specific sector • Knowledge of budgeting, accounting and financial management as well as intergovernmental fiscal relations systems • Well-developed quantitative skills, computer literacy and the ability to manipulate spreadsheets and databases • Good report writing skills.

DUTIES : Support dynamic policy development and review • Provide sound policy advice to enhance service delivery in the social sector • Evaluate expenditure and service delivery trends • Support the development of credible and appropriate budgets in the sector • Oversee sound financial management and the proper implementation of the Public Finance Management Act.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

<u>APPLICATIONS</u>	:	Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms A West
<u>CLOSING DATE</u>	:	14 November 2008
<u>NOTE</u>	:	Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and <i>certified</i> copies of qualifications. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidate will be subjected to security clearance procedures.

OTHER POST

<u>POST 43/47</u>	:	<u>ADMINISTRATIVE SECRETARY TO THE COMMISSIONER</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Ideal Candidate Profile: Applicants must be in a possession of Matric (Grade 12) Certificate, Secretarial or Office Administration qualification coupled with typing competency and a proven record in office administration and management. A certificate in Microsoft Office Suite, including practical application. Must be able to work under pressure and maintain a high level of confidentiality. Ability to use own initiative and be creative. Willingness to work beyond normal official hours. An understanding of how government works. A valid Code 08 driver's licence will be an added advantage
<u>DUTIES</u>	:	The successful candidate will be responsible for: • Manage the administration of the office of the Commissioner. Manage the Commissioner's diary. Make all local and international travel and accommodation arrangements for the Commissioner. Submit claims for subsistence, travel and departmental entertainment. Act as general receptionist for the office of the Commissioner. Arrange meetings and workshops and refreshments thereof. Manage all written, electronic and telephonic communication (switchboard) within the office. Maintain the general filing system in the office of the Commissioner. Conduct background research for the Commissioner and prepare presentations. Manage and procure stationery for the Commissioner in the office. Liaison with stakeholders in the public service, private sector and civil society. Coordinate inputs from other Commissioners. Assist in the monitoring of budget and expenditure control.
<u>ENQUIRIES</u>	:	Mr JD Kgoedi: (012) 352-1033
<u>NOTE</u>	:	Applications should be accompanied by certified copies of qualifications, ID and a valid driver's license. The successful candidate will be subjected to security clearance before appointment.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

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

OTHER POST

- POST 43/48** : **ASSISTANT DIRECTOR: OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER**
- SALARY** : R174 243 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification in the ICT field. Appropriate experience in IT in Government, such as IT procurement, policies, functioning of IT in government, etc. Report-writing, communication, interviewing and negotiation skills. Knowledge of IT related acts, regulations, policies, processes and procedures and functioning of SITA. Events management skills. A valid driver's licence.
- DUTIES** : Assist Manager: GITOC secretariat with research pertaining to the GITO Council activities and best practices. Offer support to ensure the effective running of GITO council meetings. Monitor the co-ordinating role of the council to ensure that council delivers on its mandate of co-ordinating projects. Assist in ensuring that MPSA is constantly advised by Council on ICT matters in the public service. Liaise with departments and institutions to ensure their active participation in GITO Council activities.
- ENQUIRIES** : Ms Maria Farelo tel, 012 336 1410

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered 143 Van der Walt Street, Corner Vermeulen and Bosman Street, Annex Building, Pretoria, 0001

CLOSING DATE : 31 October 2008

FOR ATTENTION : Mr SC Zaba

OTHER POST

POST 43/49 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2008/ 957**

SALARY : R145 920 per Annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma with relevant experience in Supply Chain Management and Movable Asset Management. Knowledge of Public Finance Management Act, Public Service Act, Treasury Regulations, Computer Literacy (MS Excel), strong analytical. Administration and organizational skills, good verbal and written communication as well as interpersonal skills, a sound financial management and budgeting skills, ability to manage external stake holders, knowledge of LOGIS and BAS systems. (Asset management functions) code 8 drivers license will be an added advantage.

DUTIES : Manage the life cycle of Movable Assets, manage the Departmental Movable Asset Register, Develop and implement processes for efficient management of Movable Assets, Ensure effective execution of all functions pertaining to Movable Asset Management , actively participate in drafting of Movable Asset Management policies and procedures, manage stock audits/ stock takes, asset identification, bar- coding and standardization of asset naming/ description, manage stock discrepancies and Disposal process, develop a Departmental Acquisition, maintenance and repair, depreciation as well as Disposal plan with regard to movable Asset management, Ensure optimal utilization of assets, prepare relevant reports for management and Auditors, attend to relevant human resources issues, give guidance and support to all Regional Offices and Prestige environment. Co- ordination of audit queries.

ENQUIRIES : Mr. H. Sigwavhulimu, Tel: 012 337 3390

DEPARTMENT OF SPORT AND RECREATION

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to the Human Resource Directorate, Sport and Recreation South Africa Private Bag X896, Pretoria, 0001; Hand delivery: 66 Regent Place, Queen Street, Pretoria
- CLOSING DATE** : 07 November 2008
- NOTE** : All successful candidates will be required to enter into employment contract and a performance agreement with the relevant manager. All candidates must be South African Citizens. Short listed candidates will be vetted and the appointments will be subjected to positive vetting results. We encourage all applicants to declare any criminal and or negative credit records. Applications be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications. Correspondence will be limited to successful candidates only. Each application must be accompanied by relevant documentation as indicated above. Applicants with foreign qualifications must ensure that their applications are evaluated by South African Qualifications Authority (SAQA) before submission. We welcome applications from persons with disabilities. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 43/50** : **AUDIT CLERK: INTERNAL AUDIT**
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a recognized tertiary institution's National Diploma with Auditing as a major subject. * At least 1-2 years experience within an internal audit environment. * Knowledge of legislations applicable to the public sector e.g. PFMA; Treasury Regulations. * Knowledge of the Standards for the Professional Practice of Internal Auditing as issued by the IIA. * A valid driver's licence would be an added advantage. * He/she must have interpersonal skills. *Computer literacy and good written and verbal communication skills are also essential.
- DUTIES** : Execute audit instructions as requested by senior internal auditors. * Perform the execution phase for internal audits within the department in compliance with the Standards for the Professional Practice Internal Auditing. * Prepare internal audit files as per the developed filing index. * Ad hoc audit administration duties. *Communicate effectively and be willing to learn and grow within the internal audit department.
- ENQUIRIES** : For post-related enquiries, please contact Ms P. Selauli, tel. (012) 304-5265. For general enquiries, please contact Nomi Tshabalala tel. (012) 304-5142
- POST 43/51** : **ACCOUNTANT CLERKS: BUDGETING AND REPORTING (2 POSTS)**
- SALARY** : R76 194 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have a Matric Certificate supported by one to two years' full-time experience in finance and knowledge of BAS system will be an added advantage. *We seek a South African citizen who has a solid foundation in the principles and procedures of the Public Finance Management Act and Treasury Regulations. *He/she must be computer literate. *A good knowledge of Sport and Recreation in South Africa would be an advantage. *The candidate must be a good communicator with excellent organizational and analytical skills.
- DUTIES** : Basic calculations on a variety of budget, reporting and cash flow exercises. * Compile DORA month-end reports. *Distribute monthly expenditure reports. *Capture budget and compile budget related exercises. *Manage and monitor budget. *Prepare journal entries for various directorates to align expenditure against budget. *Gather information for Financial Statements.
- ENQUIRIES** : Ms Z Hlongwa, tel. (012) 304-5198. For general enquiries, please contact Sibongile Mdietshe tel. (012) 304-5270

STATISTICS SOUTH AFRICA

Stats SA endeavors to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998. People with disability are most welcome to apply.

- APPLICATIONS** : Applications can be forwarded by • Posting to: The Recruitment Practitioner, Stats SA, Private Bag X 44, Pretoria, 0001 • Applications can be delivered at: Corner Andries & Vermeulen street, De Bruyn Park building Pretoria
- CLOSING DATE** : 7 November 2008
- NOTE** : Required documents: • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of qualifications, certificates, and copy of ID. 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 • Stats SA reserves the right not to make an appointment. • Appointment is subject to security clearance, the signing of a performance agreement, the verification of applicant's documents, and reference checking • It is applicants responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA) • Applications received after the closing date will not be considered • Please clearly indicate the position you are applying for in your application and applicant must submit separate application for each position where several positions are advertised. NB: Applicants risk being disqualified for failing to submit all the required documents Faxed or emailed applications will not be considered.

OTHER POST

- POST 43/52** : **TRANSPORT ADMIN OFFICER REF NO: 18/10/008 SSA**
One permanent position in the Facilities Management Logistics Security division at Head Office within the Logistics Component
- SALARY** : R117 501 per annum
- REQUIREMENTS** : Prerequisites: A minimum of a Senior Certificate/Gr. 12 Understanding of Mathematics will serve as an added advantage. Experience in government transportation is essential. Report writing skills, Computer literacy in MS word and excel is required. Person attributes: This position will suit a person that has excellent communication and writing skills, language proficiency, planning skills organizing skills. Ability to work under pressure. Ability to work as a team. The Transport Officer will work 5 days a week and will be standby on rotational basis covering 7 days a week. All applicants must be willing to undergo a competency exercise as part of the selection process.
- DUTIES** : Key Performance Areas: Ensure that GG vehicles are maintained in a constant state of roadworthiness • Daily recording of vehicle kilometre usage • Providing standby support during field operations and normal day-to-day activities on a rotational basis • Daily scheduling of drivers activities • Ensure that after hours user service needs are supported • Enhance the safety of vehicle operators.
- ENQUIRES** : Lucas Tsebe at (012) 310 8319

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Sekgala Group, P O Box 7086, Halfway House, 1685 OR Unit B6 Greenoaks Office Park, Cor Bekker Road and Gregory Avenue, Vorna Valley, 1685. Enquiries: 086 172 6267. Employees are reminded to quote the relevant reference numbers when applying for these posts.
- CLOSING DATE** : 10 November 2008
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, ie positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 43/53** : **ORGANIZATIONAL DEVELOPMENT OFFICER**
(Branch: Transport Policy and Economic Regulation)
(Chief Directorate: Resource Management)
(Directorate: Organizational Development and Employee Wellness)
(Sub-Directorate: Organizational Development)
- SALARY CENTRE REQUIREMENTS** : R117 501 Per annum
Pretoria
An Appropriate three year Bachelor degree/ National Diploma or an equivalent qualification in Organisation and work study with at least one year organisational development experience. The following will serve as strong recommendations: Good communication skills (written and verbal). Project management skills. Analytical thinking and problem solving abilities. Business process analysis. Computer literacy. Self assured and confidence in own abilities. Willingness to travel on occasion and work beyond normal working hours.
- DUTIES** : Develop organisational structures to suit the needs of the Department. Participate in organisational development interventions. Manage establishment investigations to ensure that post are correctly defined to suit the needs of the Department. Perform ad-hoc investigations into office equipment, labour saving devices, new IT systems (computers, photocopiers, printers, ect). Keep an updated database for structures, job descriptions, job evaluations, salary bands and designations and filing systems.
- ENQUIRIES NOTE** : Ms M Mazibuko Tel: (012) 309 3203
Shortlisted Candidates will be subject to personality profile analysis.

DEPARTMENT OF WATER AFFAIRS AND FORESTRY

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

NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, 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 43/54 : **DIRECTOR: CORPORATE PLANNING**
(5-Year Contract)

SALARY : R557 133 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : At least a Bachelor's degree or equivalent qualification, coupled with appropriate extensive management experience. Strategic and conceptual thinking and capability. A thorough understanding of the business and budget planning framework of the RSA Government, including understanding of the PFMA, Treasury Regulations and relevant Public Service prescripts. Dynamic and innovative person with an advanced level of facilitation, negotiation, presentation, and public speaking capability. Ability to influence and interface with officials at all levels. Programme and project management capability. A good command of business language. Advanced computer literacy

DUTIES : Key Performance Areas: The appointee will be responsible for providing strategic direction and leadership in the following areas: Head the Directorate: Corporate Strategic Planning, responsible for overall management, including team leadership, financial management and reporting. Coordinate and manage departmental reports to Presidency, Parliamentarians, ENE etc. Design strategy development methodologies (tools) to facilitate the development and integration of the Department's and Branches' strategies. Facilitate strategic sessions (Department and Branches) and incorporate various inputs into a consolidated strategic plan. Develop policy frameworks for collection, recording and reporting on performance information. Develop a performance management framework to monitor and evaluate Branches' and Department's performance and identify improvement opportunities. Interface with Finance in guiding budget development process. Design systems to track the Department's performance review as well as quarterly and annual reporting. Design, develop and implement management and reporting systems and processes (MIS) for problem-solving and decision-making purposes. Provide guidelines and act as internal consultant to the Branches in all strategy-related processes. Guide the development and maintenance of Departmental Year Planner and ensure high-level strategic priorities of the Department are implemented.

ENQUIRIES : Ms G Gcanga, Tel (012) 336 7381
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 : 07 November 2008

POST 43/55 : **DIRECTOR: AUSTRALASIA**
(5 Year-Contract)

SALARY : R557 133 per annum (all inclusive salary package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	An Honours degree or equivalent qualification in Economics in international relations and honours degree in political studies coupled with appropriate experience in international relations. Appropriate and extensive government experience and in particular in the field of International Relations globally. Research background and experience. Strategy development, monitoring and evaluation of International relations projects experience. The following key competencies are essential: Knowledge and understanding of South Africa's water and Forestry priorities and South Africa's relations with African and other multilateral organisations (Global). Leadership and management. strategic planning skills. People management skills. Innovative and analytical thinker. Good communication (written and verbal) and networking skills. Financial management skills. Interpersonal and IR liaison expertise. Ability to interpret and apply international relations policies related to the field in water and forestry. Project management. Conflict resolution, negotiation and co-ordination skills. Applicants should be willing to travel extensively. A valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate public and private sector involvement in the forestry and water sector related initiatives internationally. Facilitate bilateral relations in Australasia. Facilitate ODA initiatives within Australasia. Ability to manage, guide and direct a team on technical issues related to the initiatives in Australia – Asia. Write speeches and briefing notes for Senior Management and the Minister. Manage financial expenditure for the Directorate and give budgetary inputs to the Chief Director. Manage HR in the Directorate.
<u>ENQUIRIES</u>	:	Ms D Twayi Tel (012) 336 7117
<u>APPLICATIONS</u>	:	The Director General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C. Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/56</u>	:	<u>SENIOR SPECIALIST ENGINEER</u> Sub-directorate: Mechanical Design
<u>SALARY</u>	:	R557 133 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised four-year Bachelor's degree in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa. Registered as a Professional Engineer with appropriate experience. Fully conversant with the latest design techniques, maintenance techniques, cost estimating and budget procedures, quality control techniques, corrosion protection, project management, risk management, technical report writing, compilation of tender specifications, contract administration for mechanical equipment as used in dam outlet structures and bulk water transfer systems. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract. Previous managerial experience. A valid driver's licence and willingness to travel. Ability to work independently and to function as a production unit. Strong problem solving ability, good leadership abilities and excellent communication skills are essential.
<u>DUTIES</u>	:	Key Performance Areas: Manage the Sub-Directorate Mechanical Design and report to the Director Mechanical/Electrical Engineering. Formulate policies and guidelines relative to the sub-directorate's functions including the performance management of persons reporting to him/her. Render specialist, professional and technical service to the clients and customers of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. Face the challenging task of organising, planning, control and leading a technical team in the design of mechanical equipment required in dam outlet structures and bulk water transfer systems. Perform factory inspections and fabrications. Supervise the designs and drawings, compilation of tender documents for the procurement of mechanical equipment, systems and installations and subsequently, the adjudication of tenders. Appoint and manage consultants to add to the technical team of this directorate as and when required. Train young engineers and technicians in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms C Fourie, Tel (012) 336 8621
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	07 November 2008

<u>POST 43/57</u>	:	<u>SENIOR SPECIALIST ENGINEER</u> Sub-directorate: Electrical Design
<u>SALARY</u>	:	R557 133 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised four-year Bachelor's degree in Electrical Engineering or equivalent as prescribed by the Engineering Council of South Africa. Registered with ECSA as a Professional Engineer with appropriate experience. Fully conversant in the latest design techniques, project management, risk management, cost estimating procedures, quality control techniques, technical report writing and the compilation of tender specifications for low and medium voltage supply systems as used in large dams and the bulk water transfer industry. Working knowledge of Occupational Health and Safety Act and FIDIC Conditions of Contract. Previous managerial experience. A valid driver's licence and willingness to travel. Ability to work independently and to function as a production unit. Strong problem solving ability, good leadership abilities and excellent communication skills are essential.
<u>DUTIES</u>	:	Key Performance Areas: Manage the Sub-Directorate: Electrical Design and report to the Director Mechanical/Electrical Engineering. Formulate policies and guidelines relative to the Sub-directorate's functions, including the performance management of persons reporting to him/her. Render specialist, professional and technical service to the clients and customers of the Directorate and Sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. Face the challenging task of organising, planning, control and leading a technical team in managing the design and drawing up of specifications for electrical installations for pump stations, water purification works, dam, large civil construction sites, etc. Supervise the compilation of tender documents for the procurement of electrical plants, system and installations, and subsequently, the adjudication of tenders. Appoint and manage consultants to add to the technical team of this Directorate when required. Train young engineers and technicians. Manage and assist engineers and technicians in the Sub-directorate
<u>ENQUIRIES</u>	:	Ms C Fourie, Tel (012) 336 8621
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/58</u>	:	<u>SENIOR SPECIALIST ENGINEER</u> Sub-Directorate: Electronic Design
<u>SALARY</u>	:	R557 133 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised four-year Bachelor's degree in Electrical Engineering (Light Current) or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience in the design of telemetry and telecommunication systems. Registered with ECSA as Professional Engineer. Previous managerial experience. A valid driver's licence and willingness to travel. Ability to work independently and to function as a production unit. Strong problem solving ability. Computer literacy. Excellent negotiator who is fully conversant in the latest design techniques, maintenance techniques, project management, risk management, cost estimating procedures, quality control techniques, technical report writing and the compilation of tender specifications for telemetry, communication systems, security and audio-visual systems. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract.
<u>DUTIES</u>	:	Key Performance Areas: Manage the Sub-directorate: Electronic Design and report to the Director: Mechanical/Electrical Engineering. Formulate policies and guidelines relative to the Sub-directorate's functions, including the performance management of persons reporting to him/her. Render specialist professional and technical service to the clients and customers of the Directorate and Sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. Face the challenging task of organising, planning, control and leading a technical team in managing the design and drawing up of specifications and subsequently adjudication of bids for telemetry systems, including SCADA, UHF, VHF and micro-wave radio networks for pump stations, water purification

works, dams, etc. Appoint and manage consultants to add to the technical team of this Directorate when required. Train young engineers and technicians in the Sub-directorate.

ENQUIRIES : Ms C Fourie, Tel (012) 336 8621
APPLICATIONS : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 07 November 2008

OTHER POSTS

POST 43/59 : **PROFESSIONAL ENGINEER**
 Sub-Directorate: Mechanical Design

SALARY : R407 745 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised four-year Bachelor's degree in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa. Registered as a Professional Engineer with appropriate experience. Fully conversant in the latest design techniques, maintenance techniques, cost estimating procedures, quality control techniques, corrosion protection, project management, technical report writing and the compilation of tender specifications for mechanical equipment as used in dam outlet structures and bulk water transfer systems. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract. A valid driver's licence and willingness to travel. Ability to work independently and to function as a production unit will. Strong problem solving ability, good leadership abilities and excellent communication skills are essential.

DUTIES : Key Performance Areas: Formulate policies and guidelines relative to the Sub-directorate's functions. Render specialist, professional and technical service to the clients and customers of the Directorate and Sub-directorate. Perform factory inspections and fabrications. Develop, educate and train personnel and keep abreast with the latest technology. Supervise the designs and drawings, compilation of tender documents for the procurement of mechanical equipment, systems and installations and subsequently, the adjudication of tenders. Train young engineers and technicians in the Sub-directorate

ENQUIRIES : Ms C Fourie, Tel (012) 336 8621
APPLICATIONS : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 07 November 2008

POST 43/60 : **PROFESSIONAL ENGINEER**
 Sub-Directorate: Electrical Design

SALARY : R407 745 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised four-year Bachelor's degree in Electrical Engineering or equivalent as prescribed by the Engineering Council of South Africa. Registered with ECSA as a Professional Engineer plus appropriate experience. Analytical and innovative thinking as well as a strong problem solving ability will be a recommendation. A valid driver's licence and willingness to travel. Good leadership abilities and excellent communication skills are essential. Fully conversant in the latest, design techniques, maintenance techniques, cost estimating procedures, project management, quality control techniques, technical report writing, compilation of tender specifications, low and medium voltage electrical power supply systems as used in large dams and the bulk water transfer industry. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract.

DUTIES : Key Performance Areas: Formulate policies and guidelines relative to the Sub-directorate's functions. Render specialist, professional and technical service to the clients and customers of the Directorate and Sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. Supervise the designs and drawings, compilation of tender documents for the

procurement of electrical installations for pump stations, water purification works, dams, large civil construction sites, etc. Train young engineers and technicians in the Sub-directorate.

ENQUIRIES : Ms C. Fourie, Tel (012) 336 8621
APPLICATIONS : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 07 November 2008

POST 43/61 : **PROFESSIONAL ENGINEER**
 Sub-Directorate: Electronic Design

SALARY : R407 745 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised four-year Bachelor's degree in Electrical Engineering or equivalent as prescribed by the Engineering Council of South Africa. Registered with ECSA as a Professional Engineer plus appropriate experience. Analytical and innovative thinking as well as a strong problem solving ability will be a recommendation. A valid driver's licence and willingness to travel. Good leadership abilities and excellent communication skills are essential. Fully conversant in the latest, design techniques, maintenance techniques, cost estimating procedures, quality control techniques, technical report writing, compilation of tender specifications. Knowledge of telemetry, communication systems, security and audio-visual systems will be an added advantage.

DUTIES : Key Performance Areas: Be involved with the design and drawing up of specifications for telemetry systems, including SCADA, UHF, VHF and micro-wave radio networks for pump stations, water purification works, dams, large civil construction sites, etc. Communicate and negotiate with contractors, consultants and clients. Ensure commissioning and site testing of complete telecommunication systems. Provide advice to clients in field of expertise. Assist supervisors with management tasks relating to budgeting, employment equity management, skills transfer management, as may be required. Transfer skills to junior staff members

ENQUIRIES : Ms C. Fourie, Tel (012) 336 8621
APPLICATIONS : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 07 November 2008

POST 43/62 : **SENIOR INDUSTRIAL TECHNOLOGIST (2 POSTS)**
 Sub-Directorate: Mechanical Design

SALARY : R407 745 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year National Diploma in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience. Registered with the Engineering Council of South Africa as a Professional Technologist or eligible for registration. Fully conversant with the latest design techniques, maintenance techniques, 3-D CAD draughting, cost estimating procedures, quality control techniques, corrosion protection, project management, technical report writing, compilation of tender specifications for mechanical equipment as used in dam outlet structures and bulk water transfer systems. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract. A valid driver's licence and willingness to travel. Ability to work independently and to function as a production unit. Strong problem solving ability, good leadership abilities and excellent communication skills are essential.

DUTIES : Key Performance Areas: Formulate policies and guidelines relative to the Sub-directorate's functions. Render specialist, professional and technical service to the clients and customers of the Directorate and Sub-directorate. Perform factory inspections and fabrications. Develop, educate and train personnel and keep abreast with the latest technology. Supervise the designs and drawings, compilation of tender documents for the procurement of mechanical equipment,

		systems and installations and subsequently, the adjudication of tenders. Train young engineers and technicians in the Sub-directorate
<u>ENQUIRIES</u>	:	Ms C Fourie, Tel (012) 336 8621
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/63</u>	:	<u>SENIOR INDUSTRIAL TECHNOLOGIST</u> Sub-Directorate: Electronic Design
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three-year National Diploma in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience. Registered with the Engineering Council of South Africa as a Professional Technologist or eligible for registration. Analytical and innovative thinking as well as strong problem solving ability will be a recommendation. A valid driver's licence and willingness to travel. Good leadership abilities and excellent communication skills are essential. Fully conversant in the latest design techniques, maintenance techniques, cost estimating procedures, quality control techniques, technical report writing, compilation of tender specifications. Knowledge of telemetry, communication systems, security and audio-visual systems will be an added advantage. Working knowledge of the Occupational Health and Safety Act and FIDIC Conditions of Contract.
<u>DUTIES</u>	:	Key Performance Areas: Formulate policies and guidelines relative to the Sub-directorate's functions. Render specialist, professional and technical service to the clients and customers of the Directorate and Sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. Supervise the designs and drawings, compilation of tender documents for the procurement of telemetry systems, including SCADA, UHF, VHF and micro-wave radio networks for pump stations, water purification works, dams, large civil construction sites, etc and subsequently, the adjudication of tenders. Train young engineers and technicians in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms C. Fourie, Tel (012) 336 8621
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/64</u>	:	<u>PROFESSIONAL DEPUTY CHIEF ENGINEER</u> Sub-Directorate: Mechanical Maintenance
<u>SALARY</u>	:	R407 745 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Mechanical Engineering (BSc Eng Mechanical) or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000, plus appropriate post-qualification experience. Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) (proof of registration must be provided). Willingness to travel and work irregular hours. The following will serve as recommendations: A valid Code 08 driver's licence. Developed leadership and management skills. Good written and verbal communication skills. Thorough and proven knowledge of mechanical system operations, maintenance and corrosion protection technology and current standards and proven best practices in this field. Knowledge of environmental and legal aspects, managing consulting engineers, contract administration and resolution of claims. Sound financial management and budgeting knowledge. Solid knowledge of Water Act, No 36 of 1998 and relevant legislation and regulations. Solid knowledge of Public Administration and Management procedures and ethics. Demonstrate proven ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently at a "state-of-the-art" level in dam design and related engineering.

<u>DUTIES</u>	:	Key Performance Areas: Act as project leader and co-ordinator and manage a pool of engineers and staff. Compile technical guidelines and benchmarks and provide technical training to subordinates. Plan and optimise remedial work to existing departmental facilities' mechanical and corrosion protection infrastructure with due consideration to the environment. Compile and evaluate tender documents. Participate in dam safety evaluations in terms of dam safety regulations. Supervise the manufacturing, repair and installation of mechanical systems. Handle administration of contracts. Draft and update technical specifications. Liaise and consult with related professionals, contractors and manage consulting engineers.
<u>ENQUIRIES</u>	:	Mr W G van der Westhuizen, Tel. (012) 336-8765
<u>APPLICATIONS</u>	:	The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria 0001,
<u>FOR ATTENTION</u>	:	Ms. C Mazibuko ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/65</u>	:	<u>SENIOR SPECIALIST: (2 POSTS)</u> Sub directorate: Electrical Maintenance
<u>SALARY</u>	:	R407 745 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Electrical Engineering (BSc Eng Electrical) or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000 plus appropriate post-qualification experience. Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) (proof of registration must be provided). Willingness to travel and work irregular hours. The following will be recommendations: A valid Code 08 driver's licence. Good written and verbal communication skills. Thorough and proven knowledge of electrical system operations and maintenance and current standards and proven best practices in this field. Knowledge of environmental and legal aspects, managing consulting engineers, contract administration and resolution of claims. Sound financial management and budgeting knowledge. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently to maintain departmental electrical and electronic systems.
<u>DUTIES</u>	:	Key Performance Areas: Render specialist, professional and technical electrical/electronic services to the customers of the Directorate and Sub-directorate. Control and manage consultants. Develop, educate and train personnel and keep abreast of developments in the field.
<u>ENQUIRIES</u>	:	Mr W G van der Westhuizen, Tel (012) 336-8765
<u>APPLICATIONS</u>	:	The Director- General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610.
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/66</u>	:	<u>DEPUTY DIRECTOR: BBBEE AND EMPOWERMENT</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year diploma or degree in a relevant field coupled with appropriate experience. Knowledge of and experience in policy and strategy development. Demonstrate expert knowledge of and ability to advise units across the Department on implementation of BBBEE and socio-economic development imperatives. Understanding of research and well-developed analytical ability. Ability to design and facilitate consultation processes with multiple stakeholders internally and externally. Ability to promote information generation and knowledge management in the area of BBBEE. Co-ordination and relationship management skills. Programme and project management skills, Monitoring and evaluation skills. Communication and writing skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate administration and enforcement of BBBEE programme. Assist enterprises owned by blacks with information, guidance and advice. Assist officials with information, guidance and advice on BBBEE. Create tender opportunities for affirmative black-owned enterprises. Facilitate buy-in of BBBEE programme in DWAF. Ensure socio-economic development imperatives conditions are part of contracts. Set and achieve preferential procurement

targets. Monitor supplier performance in respect of BBBEE commitments. Ensure the DWAF contributes to social justice and empowerment through its programme.

ENQUIRIES : Mr. D Mahlobo: Tel (012) 336 7703
APPLICATIONS : The Director General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 07 November 2008

POST 43/67 : **DEPUTY DIRECTOR: INSTITUTIONAL TRANSFORMATION AND SUPPORT**

SALARY : R 407 745 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year diploma or degree in a relevant field coupled with appropriate experience. Knowledge of and experience in policy and strategy development. Demonstrate expert knowledge of and ability to advise units across the Department on the implementation of transformation, redress and social justice. Understanding of research and well-developed analytical ability. Ability to design and facilitate consultation processes with multiple stakeholders, internally and externally. Ability to promote information generation and knowledge management in the area of transformation, redress and social justice. Co-ordination and relationship management skills. Programme and project management skills. Monitoring and evaluation skills. Communication and writing skills. Strategic and analytical thinking. Computer literacy

DUTIES : Key Performance Areas: Ensure the integration of transformation imperatives within the DWAF policies and strategies. Develop transformation strategies, instruments, systems and processes. Facilitate and co-ordinate the Service Delivery Improvement. Plan of the Department, including citizens' report. Monitor and evaluate DWAF's performance on transformation imperatives of Government. Facilitate and co-ordinate DWAF's participation in the Special Programmes like Community Development workers and the institution of traditional leadership. Ensure a reliable transformation management information system

ENQUIRIES : Mr. D Mahlobo: Tel (012) 336 7703
APPLICATIONS : The Director General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 07 November 2008

POST 43/68 : **DEPUTY DIRECTOR: RECRUITMENT, SELECTION AND HUMAN RESOURCE PLANNING**

SALARY : R407 745 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary qualification (a postgraduate degree in Human Resources Management will be an added advantage). Demonstrated competency with regard to the development of recruitment, retention and employment equity strategies. Five to seven years' post-qualification experience as an HR generalist. Computer literacy (MS Office). Knowledge of all relevant legislation and prescripts. Understanding of policy development and implementation. Excellent writing and verbal communication and reporting skills. Strong interpersonal skills. Basic financial skills.

DUTIES : Key Performance Areas: Manage human resource services in the area of recruitment and selection, employment equity and HR planning, to ensure the proper application of HR policy and procedure, compliance with legislation and achievement of all HR objectives and targets in line with the needs of the Department. Recommend, develop and implement sound recruitment policies and procedures to ensure vacancies are filled with the most suitable candidates in terms of job requirements and in compliance with departmental policy. Develop and implement the HR plan in line with DWAF's overall business strategy. Motivate the required budget for current and future HR planning processes. Co-ordinate and manage the consultation and communication process with other components. Identify departmental changes required to cater for future resourcing needs. Support the development, implementation, monitoring and

		reviewing of the Department's Employment Equity Plan. Advise line management and staff on the application of relevant HR policy and procedures to ensure the correct and consistent implementation of all HR processes and systems and compliance to legislation. Train and manage own staff to ensure they have the skills required by the organisation.
<u>ENQUIRIES</u>	:	Adv. D Holby, tel. (012) 336-8903.
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610.
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/69</u>	:	<u>DEPUTY DIRECTOR: ORGANISATION DESIGN</u>
<u>SALARY</u>	:	R407 745 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification plus relevant experience in the field of organisation design. Good management skills. Knowledge of relevant legislation and prescripts. Understanding of policy development and implementation. Strong interpersonal skills Willingness to travel and work additional hours. Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Develop, review and maintain organisational structure and post establishment of the Department. Monitor the implementation of the approved organisational structure. Advise the Department on the proper configuration of the structure and alignment to strategic objectives. Conduct functional analysis. Benchmark nationally and internationally regarding organisational designs and the most appropriate tools and methods to achieve the required development and make recommendations on best practice. Manage the costing of the post establishment. Monitor and evaluate new organisational structure. Advise management and employees on migration process on approval of organisational structure. Participate in strategic and business planning for the Directorate and branches. Compile reports as and when required. Perform operational planning for the Sub-directorate. Train and manage staff to ensure they have the skills required by the organisation. Assist the supervisees with planning of projects as and when required.
<u>ENQUIRIES</u>	:	Ms L Makhanya, Tel. (012) 336 7404
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610.
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/70</u>	:	<u>DEPUTY DIRECTOR: TRAINING AND DEVELOPMENT</u>
<u>SALARY</u>	:	R407 745 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year degree/diploma in Human Resource Development plus experience in leadership development. Project management skills. Ability to perform efficiently in a highly pressured environment. Proven analytical, report writing, presentation, planning and co-ordination skills. Advanced computer literacy. Good interpersonal relations. Strong communication skills. Leadership and managerial skills. Results-driven, assertive, professional, proactive and highly motivated. Knowledge of relevant legislation and prescripts. Knowledge of SMS competencies as prescribed in Chapter 4 of the SMS Handbook.
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the management of the Sub-directorate: Training and Development within the Directorate: Talent Management in overseeing the development of critical and strategic skills for leadership. He/she will: Plan and manage the budget. Liaise with training providers and ensure the customisation of leadership programmes in line with the needs of the organisation. Co-ordinate the delivery of training programmes. Provide strategic direction and guidance. Plan and develop a leadership programme. Develop competency profiles for all levels of leadership. Manage and develop a succession plan. Monitor and evaluate the impact of intervention. Develop and revise policies and procedures. Analyse, interpret, develop, implement and monitor relevant HR policies. Manage the personnel of

		the Sub-directorate. Recommend the budget and monitor the expenditure of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr TD Muzwayine, tel. (012) 336-7459.
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610.
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/71</u>	:	<u>DEPUTY DIRECTOR: HR TRANSACTIONS</u>
<u>SALARY</u>	:	R407 745 per annum (all inclusive salary package)
<u>REQUIREMENTS</u>	:	appropriate three-year National Diploma/Bachelor's degree or equivalent qualification with extensive experience in Conditions of Service with specific reference to pension administration, Leave and Ill-health Retirement (PILIR), Human Resources Data and Information Management, internal and external staff transfers and secondments. Ability to think innovatively, with vision and strong leadership qualities. Working knowledge of relevant Public Service prescripts and other related legislative frameworks and collective agreements. Strong project management and strategic planning skills. Thorough knowledge of the Pension Act and regulations. Thorough knowledge of the COIDA Act and Health and Occupational Act. Strong background in policy development and implementation. Extensive knowledge of PERSAL System and other Information Management Systems. Excellent verbal and written communication skills. A valid Code 08 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Provide strategic support to the Director: HR Transactions and Information Management in respect of general conditions of service, with specific reference to amongst others, Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Render assistance with the development, updating and evaluation of Information Management Systems. Render HR data-related administrative and support services to the Department. Monitor and evaluate all activities. Provide specialist advice to Senior and Line Managers. Support the transfer of employees from other institutions and provide restructuring support to regional offices. Deal with oversight reports in terms of termination of services, appointments and transfer of staff. Strengthen the Directorate: HR Transactions and Information Management's capacity in terms of best practices with regard to pension administration, general conditions of service, appointments, people management and training and development of staff. Liaise with National Treasury on pension matters. Implement GEPF regulation and processes. Liaise with the Compensation Commissioner. Liaise with the Health Risk Manager and implement the Compensation for Occupational Injuries and Diseases Act (COIDA) requirements.
<u>ENQUIRIES</u>	:	Adv D Holby, Tel (012) 336 8903
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/72</u>	:	<u>PROFESSIONAL ENGINEER</u> Sub directorate: Electrical Maintenance)
<u>SALARY</u>	:	R344 052 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Electrical Engineering (BSc Eng Electrical) or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000 plus appropriate post-qualification experience. Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) (proof of registration must be provided). Willingness to travel and work irregular hours. A valid Code 08 driver's licence. The following will be recommendations: Developed leadership and management skills. Good written and verbal communication skills. Thorough and proven knowledge of low and medium voltage and/or electronic electrical system operations and maintenance and current standards and proven best practices in this field. Knowledge of

environmental and legal aspects, managing consulting engineers, contract administration and resolution of claims. Sound financial management and budgeting knowledge. Demonstrate proven ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently to maintain departmental electrical and electronic systems.

DUTIES : Key Performance Areas: Act as project leader and co-ordinator and manage a pool of engineers and staff. Compile technical guidelines and benchmarks and provide technical training to subordinates. Plan and optimise remedial work to existing departmental facilities' electrical and electronic infrastructure with due consideration to the environment. Compile and evaluate tender documents. Participate in dam safety evaluations in terms of dam safety regulations. Supervise the installation of electrical systems. Handle the administration of contracts. Draft and update technical specifications. Liaise and consult with related professionals, contractors and manage consulting engineers.

ENQUIRIES : Mr W G van der Westhuizen, Tel (012) 336-8765
APPLICATIONS : The Director- General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001,

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610.
CLOSING DATE : 07 November 2008

POST 43/73 : **INDUSTRIAL TECHNOLOGIST**
 Sub-Directorate: Electrical Design

SALARY : R344 052 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year National Diploma in Electrical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience. Registered with the Engineering Council of South Africa as a Professional Technologist or eligible for registration. Analytical and innovative thinking as well as strong problem solving ability will be a recommendation. A valid driver's licence and willingness to travel. Good leadership abilities and excellent communication skills are essential. Fully conversant in the latest design techniques, maintenance techniques, cost estimating procedures, quality control techniques, technical report writing, compilation of tender specifications, low and medium voltage electrical power supply systems as used in large dams and the bulk water transfer industry.

DUTIES : Key Performance Areas: Be involved with the design and drawing up of specifications for electrical installations for pump stations, water purification works, dams, large civil construction sites, etc. Communicate and negotiate with contractors, consultants and clients. Ensure commissioning and site testing of complete electrical systems. Provide advice to clients in field of expertise. Transfer skills to junior staff members. Render electrical specialist services to other engineering disciplines

ENQUIRIES : Ms C. Fourie, Tel (012) 336 8621
APPLICATIONS : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 07 November 2008

POST 43/74 : **INDUSTRIAL TECHNOLOGIST**
 Sub-Directorate: Mechanical Design

SALARY : R344 052 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year National Diploma in Mechanical Engineering or equivalent as prescribed by the Engineering Council of South Africa, with appropriate work experience. Registered with the Engineering Council of South Africa as a Professional Technologist or eligible for registration. Fully conversant in the latest design techniques, maintenance techniques, 3-D CAD draughting, cost estimating procedures, quality control techniques, corrosion protection, technical report writing, compilation of tender specifications for mechanical equipment as used in dam outlet structures and bulk water transfer systems. Working knowledge of Occupational Health and Safety Act and FIDIC Conditions

		of Contract. A valid driver's licence and willingness to travel. Ability to work independently and to function as a production unit. Strong problem solving ability, good leadership abilities and excellent communication skills are essential.
<u>DUTIES</u>	:	Key Performance Areas: Be involved with the design, compilation of technical reports, 3-D draughting and drawing up of specifications for mechanical equipment for pump stations, water purification works, dams, large civil construction sites, etc. Communicate and negotiate with contractors, consultants and clients. Perform site and factory inspection, testing and commissioning of mechanical equipment. Provide expert advice to clients in the mechanical field of water engineering.
<u>ENQUIRIES</u>	:	Ms C Fourie, Tel (012) 336 8621
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/75</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN</u> Sub directorate: Mechanical Maintenance
<u>SALARY</u>	:	R344 052 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year Mechanical Engineering qualification or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000, plus appropriate post-qualification experience in the design and draughting of plant and equipment on dams, working knowledge and understanding of the operational and technical requirements of plant and equipment on dams, refurbishment of large plant and equipment and compiling and management of maintenance contracts. Proof must be provided that the Engineering Council of South Africa accepts the qualifications for purposes of registration as an Engineering Technologist within eight months of accepting the offer. Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile technical reports. Thorough and proven knowledge of mechanical system operations and maintenance, current standards and proven best practices in this field. Knowledge of environmental and legal aspects related to mechanical systems and installations. Ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in maintaining mechanical installations at departmental facilities.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and report the health status of systems. Execute and inspect the execution of specialised maintenance including corrosion protection. Plan and execute remedial works to existing mechanical plant and equipment (refurbishments) with due consideration of legal and operational requirements. Compile and evaluate tender documents and the administration of contracts. Draft and update technical specifications. Liaise and consult with related professionals, contractors and interact with consulting engineers.
<u>ENQUIRIES</u>	:	Mr W G van der Westhuizen, Tel (012) 336-8765
<u>APPLICATIONS</u>	:	The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria 0001,
<u>FOR ATTENTION</u>	:	Ms. C Mazibuko ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/76</u>	:	<u>SENIOR POLICY SPECIALIST</u> Directorate: Water Services Policy and Strategy
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate LLB degree, degree in Civil Engineering or Social Sciences (majoring in Policy Studies) with at least four years' working experience in a legislative and policy environment. Ability to think conceptually and not lose sight of strategic objectives in a complex environment. Ability to adapt to a changing environment. Excellent verbal and written communication skills, including public speaking. Ability to interact with sector stakeholders, including national departments, Provincial and Local Governments and also at political level. Ability

		to write, interpret and apply policy and legislation. Project management skills. Computer skills, including MS PowerPoint, Excel and Word. Ability to work independently. Willingness to travel and work irregular hours. A valid driver's licence Ability work under stress. Excellent report writing skills, ministerials and ability to respond to ad hoc tasks. Ability to interpret Water Sector policies and legislation. Strong communication skills. The following will be strongly recommended: Lateral thinking skills with experience in water and/or other municipal services or water-related institutional arrangements. Proficiency in English and at least one other official language. Excellent report writing skills.
<u>DUTIES</u>	:	Key Performance Areas: Formulating and coordinating legislation and policy which will promote long term sustainable institutional arrangements for water services provision. Supporting the Department's regional offices with related legislation, policies, strategies and guidelines. Developing strategies and guidelines to support the selection and procurement of appropriate water services providers, especially from a practical perspective. Drawing out the lessons from practice and developing these into strategies and guidelines. Making input into various other related aspects of water services. Organizing and facilitating workshops with stakeholders, including presentations. Responding to Ministerial enquiries and performing ad-hoc related tasks.
<u>ENQUIRIES</u>	:	Ms S Harigobin, Tel (012)336-6561
<u>APPLICATIONS</u>	:	The Director- General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001,
<u>FOR ATTENTION</u>	:	Ms. C Mazibuko ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/77</u>	:	<u>DEPUTY DIRECTOR: SOCIAL DEVELOPMENT</u> 5 Year Contract
<u>SALARY</u>	:	R344 052 per annum (all inclusive salary)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Bachelors degree in Social Sciences and/or any relevant degree Extensive experience in and knowledge of Social Development issues coupled with knowledge of and a passion for working with socio-economic development projects and project management and 3- 5 years of experience at managerial level or supervisory level. Extensive knowledge of intergovernmental relations. Excellent written and verbal communication. Competency in Microsoft Office suites and other related computer programmes. Presentation skills Willingness to travel. Valid code 08 licence would be advantageous.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development and implementation of WfW Socio-economic Development programmes. Manage the development of annual Social-economic Development business plans Manage the development of a Monitoring and Evaluation framework for WfW Social-economic Development programmes. Manage the development of Social-economic Development norms and standards/assessment standards Develop partnerships with relevant stakeholders to implement Social-economic Development Programmes Identify and Co-ordinate Social-economic Development Training Programmes Manage the National Office Social Development Unit staff
<u>ENQUIRIES</u>	:	Mrs. T. Puling tel (012) 392-1353
<u>APPLICATIONS</u>	:	Working for Water Programme 103-107 Plein Street Parliament Towers, Cape Town 8000
<u>FOR ATTENTION</u>	:	Mr. A. Pretorius
<u>CLOSING DATE</u>	:	4 November 2008
<u>POST 43/78</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION</u> 5 Year Contract
<u>SALARY</u>	:	R295 978.16 per annum (all inclusive salary)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	3 year Social Science or Economics degree; Drivers licence; Minimum 5 years experience in Development Programme with specific experience in socio-economic analysis and monitoring & evaluation expertise; Computer literacy
<u>DUTIES</u>	:	Key Performance Areas: Establishment and management of monitoring inputs where sites where the social and economic impacts of the Programme's operations and interventions can be assessed Liaise with other support branches

on the evaluation of monitoring indicators and their overall impact on the Programme's objectives Assist in the development of tools and guidelines aimed at improving best practice in the Programme's operations, with regard to social and economic interventions Compilation of M&E reports for key stakeholders Assist in the compilation of the Programme annual review Manage and administer service providers

ENQUIRIES : Mr. A. Khan tel (021) 441-2729
APPLICATIONS : Working for Water Programme 103-107 Plein Street Parliament Towers Cape Town 800
FOR ATTENTION : Mr. A. Pretorius
CLOSING DATE : 4 November 2008

POST 43/79 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION (X 2)**
 5 Year Contract

SALARY : R295 978.16 per annum (all inclusive salary)
CENTRE : Cape Town
REQUIREMENTS : 3 year Natural Science or Forestry degree; Drivers licence; Minimum 5 years experience in Natural Resource Management Programme with specific experience in invasive plant management; Computer literacy

DUTIES : Key Performance Areas: Monitoring compliance at project operational level according to standards Analysis and review of project operating standards based on assessments Assist in the development of policy, standards, tools and guidelines informing implementation of the Programme Mentoring and Support to operational managers

ENQUIRIES : Mr. A. Khan tel (021) 441-2729
APPLICATIONS : Working for Water Programme 103-107 Plein Street Parliament Towers, Cape Town 8000
FOR ATTENTION : Mr. A. Pretorius
CLOSING DATE : 4 November 2008

POST 43/80 : **ASSISTANT DIRECTOR: TECHNICAL SUPPORT**
 5 Year Contract

SALARY : R295 978. 16 per annum (all inclusive salary)
CENTRE : Cape Town
REQUIREMENTS : Appropriate three year tertiary qualification in Natural Sciences and 3 years experience at managerial level. Knowledge of herbicides and integrated Invasive Alien Plant control methods would be a strong recommendation. Competency in Microsoft Office suite applications, willingness to travel and valid code 08 driver's licence would be advantageous.

DUTIES : Key Performance Areas: To ensure that all Operational support is provided to Regions and Projects to meet annual clearing, employment and expenditure reports. Ensure that all project have approved Annual Plans of Operations (APO's) developed from Management Unit clearing Plans (MUCP's). Ensure that the assessments do take place in every project. Ensure that all assessment recommendations are implemented. Assist Regional Programme Leaders/Deputy Directors with all field operational matters. Coordinate the technical quality circle interventions in Regions. Ensure that all Operational policies and research outcomes get implemented in Regions. Coordinate all other developmental initiatives and partnerships for e.g., Forestry partnership, Herbicide Partnership. Align Health and Safety/COIDA to programme/implementation objectives. Liase with other units and regions to develop best management practices on implementation matters in programme

ENQUIRIES : Mrs. T. Puling tel. (012) 392-1353
APPLICATIONS : Working for Water Programme 103-107 Plein Street Parliament Towers Cape Town 8000
FOR ATTENTION : Mr. A. Pretorius
CLOSING DATE : 4 November 2008

POST 43/81 : **PARTNERSHIP SUPERVISOR**
 5 Year Contract Post

SALARY : R243 514 per annum (all inclusive salary)

<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Natural Sciences. Knowledge of the National Environmental Management Act, the Conservation of Agricultural Resources Act, the Veld and Forest Fires Act, the Forest Act, the National Water Act, Knowledge of contract management. Excellent verbal and written communication. Three years supervisory experience. Competent in Microsoft Office suites. Willingness to travel. Valid code 08 driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Promote invasive alien plant (IAP) based product development and commercial ventures Promote and co-ordinate development of value added industry initiatives in the WfW regions, using cleared IAP biomass Assist with development, administration and monitoring of strategic partnerships with relevant government departments, Further contribute to the development of a communications strategy to market the value added industries programme aimed at government departments, potential WfW participants, landowners & land management agencies, people currently making firewood/charcoal/other wood based products using IAPs Drive the development of the relevant training and mentorship programmes for the SMME's including: technical, business and social development, Contribute to the development of appropriate business entities for WfW to support small business initiatives, Make inputs into forest development and natural resource management projects. Develop terms of reference for, and project management of professional service provider contracts to support small business initiatives, product development and natural resource management implementing agent agreements and partnerships. Develop business plans and annual plans of operation. Manage oversight of implementation of agreements. Financial management of contracts within PFMA framework and processing and payment of claims.
<u>ENQUIRIES</u>	:	Mr. N. Ngcobo tel (021) 441-2749
<u>APPLICATIONS</u>	:	Working for Water Programme 103-107 Plein Street Parliament Towers Cape Town 8000
<u>FOR ATTENTION</u>	:	Mr. A. Pretorius
<u>CLOSING DATE</u>	:	4 November 2008
<u>POST 43/82</u>	:	<u>HIV AND AIDS CO-ORDINATOR</u> 5 Year Contract
<u>SALARY</u>	:	R243 514 per annum (all inclusive salary)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Three year tertiary degree in Social Sciences. Related experience and knowledge in the field of HIV and AIDS Excellent written and verbal communication skills. Competency in Microsoft Office suites. Willingness to travel. Valid code 08 driver's licence would be advantageous.
<u>DUTIES</u>	:	Key Performance Areas: Identify, develop and co-ordinate HIV/AIDS programmes for WfW beneficiaries within an integrated wellness programme. Develop and implement the integrated beneficiary wellness programme. Monitoring and evaluation of the HIV and AIDS strategy of the Programme nationally and regionally, co-ordinate the Peer Educators Programme, development of Annual Wellness and HIV and AIDS business plan Establish partnerships with relevant stakeholders.
<u>ENQUIRIES</u>	:	Mrs. T. Puling tel (012) 392-1353
<u>APPLICATIONS</u>	:	Working for Water Programme 103-107 Plein Street Parliament Towers Cape Town 8000
<u>FOR ATTENTION</u>	:	Mr. A. Pretorius
<u>CLOSING DATE</u>	:	4 November 2008
<u>POST 43/83</u>	:	<u>PROGRAMME RESEARCH COORDINATOR</u> 5 Year Contract
<u>SALARY</u>	:	R243 514 per annum (all-inclusive salary)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	3 year Natural Science or Forestry degree; Drivers licence; Minimum 5 years experience in Research Management environment with specific experience in invasive plant management; Computer literacy
<u>DUTIES</u>	:	Key Performance Areas: Support the Management and Administration of research themes pertinent to the Programme. Support Interpretation and analysis

of research findings and integration into Programme operational policy. Coordinate the development of tools and guidelines aimed at improving best practice in the Programme's operations Harnessing of expert input into the research aspects of the Programme and its integration into operational policy. Liaise with other support branches on the review of operational policies Compilation of Annual research reports for key stakeholders Manage and administer service providers

ENQUIRIES : Mr. A. Khan tel (021) 441-2729
APPLICATIONS : Working for Water Programme 103-107 Plein Street Parliament Towers Cape Town 8000
FOR ATTENTION : Mr. A. Pretorius
CLOSING DATE : 4 November 2008

POST 43/84 : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES**

SALARY : R217 482 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A relevant three year degree or national diploma in Communications/ public relations/ Journalism or equivalent qualification, plus proven track record coupled with traceable, appropriate experience in communication and media. Advanced computer literacy (all programmes). Valid driver's license. Recommendations: Excellent writing skills (able to write speeches, Media plans, alerts and briefing notes for senior management), excellent communication skills. Critical analysis and research skills. Project management, planning and organisational skills, as well as interpersonal and customer relation skills and the ability to work in a team. A highly developed interpretive and conceptualization/ formulation ability. Ability to develop and maintain networks relevant to the task environment.

DUTIES : The successful candidate will head the regional communication section and will be responsible for the following key result areas: Regional strategic management. Event management Implementation of sectional/ components communication programmes. Media and public relations. Manage Human, financial, physical information and regional resources. Link with internal and external strategic stakeholders of the department. Plan and coordinate all exhibitions and related activities. Write articles for internal publications as well as provide communication advice to the regional office. The successful candidate will also be expected to act as regional contact team manager in leading and directing professionals and service providers during planning and implementation and regional activities.

ENQUIRIES : Ms K Ntsala (051 405 9000)
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Ms. T Matha
CLOSING DATE : 07 November 2008

POST 43/85 : **PRINCIPAL ENGINEER (2 POSTS)**
 Sub-Directorate Mechanical Maintenance

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised four-year Bachelor's degree in Mechanical Engineering (BSc Eng Mechanical) or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000, plus appropriate post-qualification experience. Proof must be provided that the Engineering Council of South Africa accepts the qualifications for purposes of registration as a Candidate Engineer within eight months of accepting the offer. Willingness to travel and work irregular hours. A valid Code 08 driver's licence. The following will serve as recommendations: Computer literacy. Ability to compile technical reports. Good written and verbal communication skills. Thorough and proven knowledge of mechanical system operations and maintenance, corrosion protection, current standards and proven best practices in this field. Knowledge of environmental and legal aspects, managing consulting engineers, contract administration and resolution of claims. Financial management. Ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering.

<u>DUTIES</u>	:	Key Performance Areas: Act as project leader and co-ordinator. Compile technical guidelines and benchmarks and provide technical training to subordinates. Plan and optimise remedial work to existing departmental facilities' mechanical and corrosion protection infrastructure with due consideration to the environment. Design, install and maintain (refurbish) monitoring systems. Compile and evaluate tender documents. Participate in dam safety evaluations in terms of dam safety regulations. Supervise the manufacturing, repair and installation of mechanical systems. Handle the administration of contracts. Draft and update technical specifications. Liaise and consult with related professions, contractors and interact with consulting engineers.
<u>ENQUIRIES</u>	:	Mr W G van der Westhuizen, Tel (012) 336-8765
<u>APPLICATIONS</u>	:	he Director- General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001,
<u>FOR ATTENTION</u>	:	Ms. C Mazibuko ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/86</u>	:	<u>PROFESSIONAL ENGINEER (2 POSTS)</u> Sub directorate: Electrical Maintenance)
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised four-year Bachelor's degree in Electrical Engineering (BSc Eng Electrical) or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000, plus appropriate post-qualification experience. Proof must be provided that the Engineering Council of South Africa accepts their qualifications for purposes of registration as a Candidate Engineer within eight months of accepting the offer. Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile technical reports. Thorough and proven knowledge of electrical system operations and maintenance and current standards and proven best practices in this field. Knowledge of environmental and legal aspects, managing consulting engineers, contract administration and resolution of claims. Financial management. Ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in dam design and related engineering.
<u>DUTIES</u>	:	Key Performance Areas: Act as project leader I Plan and optimise remedial works to existing systems with due consideration to the environment. Compile and evaluate tender documents. Design, install and maintain (refurbish) electrical and monitoring systems. Handle the administration of contracts. Draft and update technical specifications. Liaise and consult with related professionals, contractors and interact with consulting engineers
<u>ENQUIRIES</u>	:	Mr W G van der Westhuizen, Tel. (012) 336-8765
<u>APPLICATIONS</u>	:	The Director- General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms. C Mazibuko ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/87</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN (2 POSTS)</u> Sub directorate: Electrical Maintenance
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year Electrical Engineering qualification or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000, plus appropriate post-qualification experience. Proof must be provided that the Engineering Council of South Africa accepts their qualifications for purposes of registration as a Candidate Engineering Technician within eight months of accepting the offer. Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile technical reports. Thorough and proven knowledge of electrical system operations and maintenance, current standards and proven best practices in this field. Knowledge of environmental and legal aspects related to electrical systems and installations. Ability to work independently. Please note: Applicants will be

<u>DUTIES</u>	: subjected to a verbal and/or written test to prove their ability to work independently in maintaining electrical installations at departmental facilities. : Key Performance Areas: Manage a section, including subordinates. Monitor and report the health status of systems. Execute or arrange for the execution of routine and day-to-day maintenance. Plan and execute remedial works to existing electric/electronic systems (refurbishments) with due consideration of legal and operational requirements. Participate in compiling and evaluating tender documents. Handle the administration of contracts. Draft and update technical specifications. Liaise and consult with related professions, contractors and interact with consulting engineers.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Mr W G van der Westhuizen, Tel (012) 336-8765 : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u> <u>CLOSING DATE</u>	: Ms C Mazibuko, ZwaMadaka Building, Room 610. : 07 November 2008
<u>POST 43/88</u>	: <u>INDUSTRIAL TECHNOLOGIST (2 POSTS)</u> : Sub directorate Electrical Maintenance
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: R217 482 per annum : Pretoria : An appropriate Bachelor's degree in Electrical Engineering (BTech Electrical) or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000 plus appropriate post-qualification experience or extensive experience in the operation and maintenance of low and medium voltage electrical installations. Registration as a Professional Engineering Technologist with the Engineering Council of South Africa (ECSA) (proof of registration must be provided). Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile technical reports. Thorough and proven knowledge of electrical system operations and maintenance and current standards and proven best practices in this field. Knowledge of environmental and legal aspects, managing consulting engineers, contract administration and resolution of claims. Financial management. Ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in the electrical engineering field.
<u>DUTIES</u>	: Key Performance Areas: Act as project leader Plan and optimise remedial works to existing systems with due consideration to the environment. Compile and evaluate tender documents. Handle the administration of contracts. Design, install and maintain (refurbish) monitoring systems. Draft and update technical specifications. Liaise and consult with related professionals, contractors and interact with consulting engineers.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Mr. W G van der Westhuizen, Tel. 012) 336 8765 : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u> <u>CLOSING DATE</u>	: Ms C Mazibuko, ZwaMadaka Building, Room 610. : 07 November 2008
<u>POST 43/89</u>	: <u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION (3 POSTS)</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: R217 482 per annum : Pretoria : An appropriate Bachelor's degree or equivalent qualification plus relevant experience in the field of recruitment and selection and human resource management. Knowledge of recruitment and selection procedures. Knowledge of and ability to analyse HR prescripts and policies Policy development and implementation skills. Excellent written, verbal and liaison skills. Planning and organising skills. Problem solving skills. Supervisory skills. Advanced computer literacy (MS Excel and Word). Assertiveness. Self-driven. Creative and innovative. Ability to work under pressure and cope with a high workload. Ability to work independently and as part of a team.
<u>DUTIES</u>	: Key Performance Areas: Manage recruitment and selection in compliance with the HR and Employment Equity plans as well as other relevant legislation. Improve, develop, implement and monitor relevant HR policies, practices and

procedures. Render an advisory service to employees in the Department. Supervise subordinates and quality assure their work. Assist with the development, implementation, monitoring and reviewing of the Department's Employment Equity Plan. Co-ordinate the whole recruitment process. Take part in the internal process. Oversee administrative arrangements for the recruitment process. Assist managers in drafting adverts.

ENQUIRIES : Ms P Makhiwane, tel. (012) 336-7098.
APPLICATIONS : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001

FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610.
CLOSING DATE : 07 November 2008

POST 43/90 : **TRAINING CO-ORDINATOR**
5 Year Contract

SALARY : R209 149 per annum (all inclusive salary)
CENTRE : Cape Town
REQUIREMENTS : Appropriate three year tertiary qualification in Training or Education coupled with 3-5 years relevant experience in a Training/Education environment or grade 12 with 5-7 experience in Training or Education. Excellent written and verbal communication skills. Competency in Microsoft Office suites, willingness to travel and valid code 08 driver's licence would be advantageous.

DUTIES : Key Performance Areas: Identify and co-ordinate national training programmes Monitor and evaluate the implementation of training and monthly key performance indicators Monitor compliance to the Expanded Public Works Programme guidelines Provide regional training support Establish partnerships with training institutions Develop and revise training materials Present courses, seminars and workshops as requested.

ENQUIRIES : Mrs. J. Turner (021) 441-2732
APPLICATIONS : Working for Water Programme 103-107 Plein Street Parliament Towers, Cape Town 8000

FOR ATTENTION : Mr. A. Pretorius
CLOSING DATE : 4 November 2008

POST 43/91 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY : R174 243 per annum per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate recognised Bachelor's degree in Public Administration or equivalent 3 year qualification. At least 3 years experience in general administration. Relevant experience in fleet, corporate travel, registry and facility services. Valid EB drivers licence. Computer literacy (all programs) Recommendations: A successful completion of the National Archive Records management course for Government officials. Thorough knowledge of related legislation and public service records system. Exceptional communication skills and above average leadership capabilities are regarded as essential and effective liaison with division heads and senior management will be crucial to the appointee's success strong managerial skills on planning, organising and controlling of registers, fleet, corporate travel, and facility management.

DUTIES : The successful candidate will be responsible for the following: Daily management of office support services. Manage the departmental subsidized vehicles and fleet management. Ensure daily provision of messengers, cleaning and registry services. Facilitate acquisition of office accommodation in consultation with the Department of public works. Negotiate with landlords for private office accommodation. Implement record management according to the prescribed systems. Manage payment of fleet and corporate travel. Ensure proper implementation of fleet and corporate travel tenders. Provide office support service in the Region, provide a strong leadership role and report on the above. Manage all the sections within the division. Liase with Head on all divisional matters.

ENQUIRIES : Ms. K Ntsala (051 405 9000)
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Ms. T Matha

<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/92</u>	:	<u>ASSISTANT DIRECTOR: WATER RESOURCE CLASSIFICATION ECONOMICS</u>
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/Honours in Resource Economics/ Economics/ Environmental Science, plus relevant experience in applied economics analysis. Knowledge of and experience in the use of methodologies in resource economics analysis as well as related computer programmes. A valid Code 08 (EB) driver's licence I Excellent written and verbal communication skills. Ability to operate in a multidisciplinary development environment. Innovative, highly skilled and motivated with strong interpretive and comprehension skills. Ability to work with a wide range of stakeholders. Preference will be given to candidates with experience in economic analysis relating to the water sector and experience in the execution projects
<u>DUTIES</u>	:	Key Performance Areas: Provide guidance and execute economic analysis and advice on water resource classification process. Assist in developing the National Water Resource Classification Systems (NWRCS). Assist in co-ordination and implementation of the NWRCS. Assist in developing and executing water resource economics analytical tools, methodologies and information system. Assist in developing and executing the annual business plan of the Sub-directorate: Water Resource Classification. Supervise the execution and overall quality of work and final reports of junior staff. Assist in the performance assessment of junior staff. Assist in establishing and maintaining a national and international network for liaison with economic/ water analysis institutions in the field of water resource economics.
<u>ENQUIRIES</u>	:	Mr H Pienaar, Tel (012) 336 7197
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/93</u>	:	<u>PRINCIPAL INDUSTRIAL TECHNICIAN</u> Sub directorate: Electrical Maintenance
<u>SALARY</u>	:	R174 243 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year Electrical Engineering qualification or equivalent qualification as prescribed in the Engineering Profession Act 46 of 2000, plus appropriate post-qualification experience. Proof must be provided that the Engineering Council of South Africa accepts their qualifications for purposes of registration as a Candidate Engineering Technician within eight months of accepting the offer. Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile technical reports. Thorough and proven knowledge of electrical system operations and maintenance and current standards and proven best practices in this field. Knowledge of environmental and legal aspects related to electrical systems and installations. Ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in maintaining electrical installations at departmental facilities.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and report the health status of systems. Execute or arrange for the execution of routine and day-to-day maintenance. Plan and execute remedial works to existing electric/electronic systems (refurbishments) with due consideration of legal and operational requirements. Participate in compiling and evaluating tender documents. Handle the administration of contracts. Draft and update technical specifications. Liaise and consult with related professionals, contractors and interact with consulting engineers.
<u>ENQUIRIES</u>	:	Mr. W G van der Westhuizen, Tel. 012) 336 8765
<u>APPLICATIONS</u>	:	The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610.

CLOSING DATE : 07 November 2008

POST 43/94 : **CHIEF WATER PLANT SUPERINTENDENT**
Sub directorate: Mechanical Maintenance)

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised N3 qualification in Water and Wastewater Treatment as well as the theoretical and practical (of a large pump station) operation certification or equivalent qualification, plus appropriate post-qualification experience. Willingness to travel and work irregular hours. The following will serve as recommendations: Computer literacy. Ability to compile reports. Thorough and proven knowledge of water purification and pumping system operations and current standards and proven best practices in this field. Knowledge of environmental and legal aspects related to water supply systems and installations. Ability to work independently. Please note: Applicants will be subjected to a verbal and/or written test to prove their ability to work independently in operating water plants and pump stations at departmental facilities and ability to communicate with trainees in the present training programmes.

DUTIES : Key Performance Areas: Assist with the training of operators in both the theoretical and practical fields. Monitor and report on the health status of systems. Evaluate the execution of routine and day-to-day operation and operational maintenance. Plan and execute remedial works to existing water supply plant and equipment (operation) with due consideration of legal and operational requirements. Participate in evaluating operator qualifications. Handle administration of training programmes. Draft and update technical specifications. Liaise and consult with related professionals, contractors and interact with consulting engineers.

ENQUIRIES : Mr W G van der Westhuizen, tel. (012) 336-8765
APPLICATIONS : The Director- General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria 0001,
FOR ATTENTION : Ms. C Mazibuko ZwaMadaka Building, Room 610
CLOSING DATE : 07 November 2008

POST 43/95 : **ASSISTANT DIRECTOR**
Sub-Directorate: Mechanical Design

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised tertiary qualification with Financial Management 3 and Management 3 as major. Appropriate experience in the procurement and managing of movable assistance I Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, procurement policies and procedures I Sound interpersonal skills. Computer literacy in Microsoft packages. Successfully completed SAP. Knowledge of Performance Development Management System (PDMP). Good communication and supervisory skills. A demonstrated commitment to service delivery. Ability to work under pressure. A valid driver's licence.

DUTIES : Key Performance Areas: Manage all the administrative personnel in the Directorate and co-ordinate all administrative tasks. Act as chief user for the Directorate. Authorize expenditure and finance compliance within Directorate budgetary constraints. Assist with budget, financial planning and control. Compile financial reports for the component. Conduct performance assessments.

ENQUIRIES : Ms C Fourie at Tel (012) 336 8621
APPLICATIONS : The Director-General: Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building Room 610
CLOSING DATE : 07 November 2008

POST 43/96 : **PRINCIPAL HYDROLOGIST**
Directorate: Water Abstraction and Instream Use

SALARY : R174 243 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate four-year BSc degree or equivalent qualification in Aquatic, Natural, Environmental Management or related sciences plus proven appropriate experience. The following will serve as recommendations: Sound knowledge and understanding of water and environmental legislation and related policies, principles, guidelines, tools and procedures. Sound knowledge of and proven experience in water resource management and protection and instream water use activities and authorisations. Sound knowledge of and proven experience in water resource, especially wetlands and best management practices. Sound knowledge of integrated environmental management and associated environmental tools. Application and evaluation skills in Environmental Impact Assessments (EIAs), Environmental Management Plans (EMPs), rehabilitation and remediation reports and procedures. Sound and proven planning and project management skills. Proven ability to procure and manage professional service providers and associated budget. Sound interpersonal skills and the ability to work in a multidisciplinary team. Excellent communication, reporting, presentation and computer skills. Ability to think creatively and take initiative. Ability to resolve problems and conflict and work under pressure. A valid Code EB driver's licence (formerly Code 08).
<u>DUTIES</u>	:	Key Performance Areas: The successful candidate will be responsible for the following: Assist in the development and implementation of protocols for the implementation of the NWA (Chapter 3 and 4) to ensure sustainable use and protection of water resources; Be involved in policy formulation and implementation of policy documents, guidelines, procedures, strategies and protocols in the fields of instream water use authorisations and environmental impact management; Assist in planning, development, implementation and management of the functions related to Integrated Environmental Management; Application and evaluation of instream water use authorisations and environmental assessment and management tools, reports and plans. Ensure compliance to water and environmental legislation and align and optimise environmental management processes/tools/systems as required by law; Provide scientific and technical support for both environmental impact management and water resource management to the Department; Liaise with departmental directorates, regional offices, and other stakeholders in the implementation of IEM principles and other integrated water resources management functions; Train new personnel with regard to instream water use authorisations and environmental impact management;
<u>ENQUIRIES</u>	:	Ms V du Plessis, Tel (012) 336-8679
<u>APPLICATIONS</u>	:	The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms C Mazibuko, ZwaMadaka Building, Room 610
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/97</u>	:	<u>ADMINISTRATION OFFICER: FOREST POLICY</u> (12 Months Contract) (Directorate: Forestry Policy and Strategy)
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate diploma in Public Management or equivalent qualification coupled with relevant experience in administration work will serve as a strong recommendation. Sound computer knowledge; sufficient knowledge and exposure to policy environment; liaison and organisation skills; written and verbal communication skills; knowledge of Supply Chain Management policies, PFMA and National Treasury Regulations; and should have financial management and administration skills will also be a pre-requisite.
<u>DUTIES</u>	:	Key Performance Areas: The appointed candidate to this position will be required to provide general administrative support to the units. Perform secretarial functions: provide logistic arrangements for forestry policies and strategies development and review events, task teams and stakeholders workshops, assist the managers in ensuring that the units' budget is managed properly, assist in policy and strategy development and review, assist the Directorate: Forestry Policy and Strategy in procurement of Service; and managing the unit's correspondence and filing.

ENQUIRIES : Mr S Mabasa Tel (012) 336 6649
APPLICATIONS : Director General, Department: Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 07 November 2008

POST 43/98 : **ITC CO-ORDINATOR AND ASSOCIATED USER SUPPORT**

SALARY : R145 920 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate plus relevant post-matric qualification and experience I IT skills in hardware, software and maintenance contracts I Negotiation skills I Report writing skills I Interpersonal skills I Problem solving skills I Time management skills I People management skills communication skills I Assertiveness I Attention to detail I Analytical skills I Ability to think innovatively

DUTIES : Key Performance Areas: Assist users in determining their IT needs and assistance in the preparations if ITC motivations/ applications. Interpretation of RT contracts and establishment of IS planning guidelines. Analysing and investigating new equipment for Network compatibility, Suitable solutions for user needs and most cost effective solutions within specialised and non-specialised areas. Initiate and implement solutions provided. Conduct ongoing research into client/ users internal service rendering performance and make recommendations to the ITC. Visit the client/ users in support of technical and administrative IT advice (technically viable solutions, tender specifications and regulations and administration of ITC motivations/ applications). Investigate and analyse identified client/ user business problems and/or requirements and offer expert input. Monitor the tender process and DCC documents. Routine adhoc duties, E-mail, filing, spreadsheets and documents, and user support via E-mail. Provide assistance to administrative staff for the ordering and processing of VA2 and other queries

ENQUIRIES : Ms Mr M Njeza, Tel (012) 336 6965/ 7216
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 07 November 2008

POST 43/99 : **SENIOR PRACTITIONER: EMPLOYEE WELLNESS**

SALARY : R145 920 – per annum
CENTRE : Bloemfontein
REQUIREMENTS : A three-year tertiary qualification in Social work or equivalent NQF 6 with 3 years experience in the field of EAP. Valid driver's license. Recommendation: Facilitation and presentation skills. Planning and coordinating skills. Report writing skills. Proven client focus and orientation, sound interpersonal skills, honesty, and integrity. Time management, conflict management skills, attention to detail

DUTIES : Co-ordinate implementation of the Employee Wellness strategy. Report on regional activities to EWP at Head Office. Facilitate the establishment of the employee Wellness Program advisory committee within the region. Referrals of clients to appropriate resources. Implement HIV/AIDS workplace programs. Ensure mainstreaming Employee wellness into strategic and operational planning

ENQUIRIES : Ms. K. Ntsala (051) 405 9000
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
FOR ATTENTION : Ms. T Matha
CLOSING DATE : 07 November 2008

POST 43/100 : **CHIEF PERSONNEL OFFICER: HR**

SALARY : R145 920 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A relevant Bachelor's degree/ diploma or equivalent qualification and appropriate experience. A valid driver's license. Computer literacy (working knowledge of MS

Word, MS Excel, MS PowerPoint including Persal system) Recommendations Ability to manage and develop down line staff. Ability to work under pressure and with minimum supervision. Good analytical problem solving and planning skills. Thorough knowledge of PERSAL system. Knowledge of Public Service Legislations and prescripts. Proven client focus and orientation, sound interpersonal skills, honesty, and integrity. Time management, conflict management skills, attention to detail. People Management skills.

DUTIES : Manage and supervise the unit relating to HR Transaction, Information Management including Recruitment and Selection functions within the HR component. Ensure effective running of the HR unit, interpretation and implementation HR policies, HR planning, development and implementation of internal controls.

ENQUIRIES : Ms. Z Ramatsebe (051 405 9000)

APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION : Ms. T Matha

CLOSING DATE : 07 November 2008

POST 43/101 : **ADMINISTRATION CLERK: SOCIAL DEVELOPMENT**
5 Year Contract

SALARY : R124 548 per annum (all inclusive salary)

CENTRE : Cape Town

REQUIREMENTS : Matric and/or equivalent with at least 3-5 years work experience in a similar field. Comprehensive computer literacy in MS Office. Very good oral and written communication, particularly good minute taking skills. Must be able to speak at least two of South Africa's official languages. Speaking a third will be advantageous. Willingness to travel.

DUTIES : Key Performance Areas: Minute taking and report writing Events Co-ordination (workshops, meetings, seminars, conferences) Co-ordinating all unit travel arrangements Co-ordinating filing and resources for unit Liaison function (for all regional WfW offices) General administration as required by the unit Financial record keeping and processing.

ENQUIRIES : Mr. S. Cozett tel (021) 441-2730

APPLICATIONS : Working for Water Programme 103-107 Plein Street Parliament Towers, Cape Town 8000

FOR ATTENTION : Mr A Pretorius

CLOSING DATE : 07 November 2008

POST 43/102 : **ADMINISTRATION CLERK PARTNERSHIPS**
5 Year Contract

SALARY : R124 548 per annum (all inclusive salary)

CENTRE : Cape Town

REQUIREMENTS : Matric and/or equivalent with at least 3-5 years experience in the public sector. Excellent verbal and written communication skills. Valid code driver's licence will be advantageous.

DUTIES : Key Performance Areas: Assisting with the administration of various Partnerships nationally and regionally Administration of correspondence Liaising with various partnerships clients and stakeholders Assist in administration of IA and professional service provider accounts Filing of all partnership documentation Administration of monthly KPI's Compilation of travel arrangements for the branch manager Arranging national and regional meetings and workshops

ENQUIRIES : Mr. N. Ngcobo tel (021) 441-2749

APPLICATIONS : Working for Water Programme, 103-107 Plein 103-107 Plein Street, Parliament Towers, Cape Town 8000

FOR ATTENTION : Mr. A. Pretorius

CLOSING DATE : 07 November 2008

POST 43/103 : **SENIOR SECRETARY GRADE III**

SALARY : R117 501 per annum

CENTRE : Bloemfontein

<u>REQUIREMENTS</u>	:	A Grade 12 certificate/Secretarial Diploma or equivalent and appropriate experience in secretarial field. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and coordination. Ability to perform under pressure and adhere strict timeframes in the Regional Head's office. Recommendation: Computer literacy with excellent knowledge of MS Word, MS Excel, MS Outlook and MS PowerPoint. A good sense of client courtesy, events management, excellent diary management. Mail and telephone screening skills. Exposure to assist in Public sector executive offices. Note: The successful candidate will be subjected to security Clearance. Proven client focus and orientation, sound interpersonal skills, honesty, and integrity. Time management, conflict management skills, attention to detail. Planning and organizing. Preparedness to work extended hours.
<u>DUTIES</u>	:	Key Performance Areas: Responsible for the Regional Head's office. Diary management and coordination of office activities. . Planning the layout of documents on the basis of prescribed standards, including the tracking system of files and documents General document and information management. Coordination and management of meetings, workshops and other appointments for the Regional Head. Answering and screening of telephone calls. Typing minutes of meeting chaired by the Regional Head where there is no secretariat services allocated. Responsible for travel management. Processing of all subsistence and travel claims. Hospitable reception of visitors to the Regional Head. Assistance with any other logistical and administrative tasks as required by the regional Head.
<u>ENQUIRIES</u>	:	Mr. T Ntuli (051) 405 9000
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms. T Matha
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/104</u>	:	<u>PRINCIPAL PERSONNEL OFFICER</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate 3 year bachelor's degree or equivalent qualification plus appropriate experience or grade 12 coupled with extensive experience. A valid driver's license. Extensive knowledge of Human Resource prescripts and knowledge of Persal system. Computer literacy in MS word, MS Excel, Power point and Microsoft outlook. Recommendation: Ability to manage and develop down line staff. Proven client focus and orientation, sound interpersonal skills, honesty, and integrity. Time management, conflict management skills, attention to detail. Ability to work under pressure and with minimum supervision. Good analytical problem solving and planning skills. Thorough knowledge of persal system. Knowledge of Public Service Legislations. People Management.
<u>DUTIES</u>	:	Key Performance Areas: manage and lead the processes within the implementation and sustenance of HR transactions, information management including recruitment and selection. Supervise the implementation of HR functions. Check and approve transactions on persal. Respond to verbal and written enquiries related to HR functions.
<u>ENQUIRIES</u>	:	Ms. Z. Ramatsebe (051 405 9000)
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms T Matha
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/105</u>	:	<u>SENIOR GEOHYDROLOGICAL TECHNICIAN</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year degree/national diploma in Geology, Geohydrology, Engineering, or related discipline. Knowledge and / or experience in geology, geophysics, monitoring equipment and monitoring networks. A valid driver's license. Computer literacy. Good written and verbal communication skills.
<u>DUTIES</u>	:	Implementation of the National Water Act, Act 36 of 1998 and National Water Resource Strategy. Supporting the management of groundwater resources with

		respect to quantity and quality through registration, licensing, and verification of groundwater uses in terms of the National Water Act, Act 36 of 1998. Support the management and maintenance of groundwater monitoring networks. Data collection, capturing, correction, reporting and supporting the management of the groundwater information system. Exploration for and the development of groundwater resources. Assessment of groundwater resources. Raising awareness among groundwater users to create a better understanding of groundwater. Administrative functions within the sub-directorate. The successful candidate will perform the above-mentioned duties within the Middle Vaal and Upper Orange Water Management Areas.
<u>ENQUIRIES</u>	:	Mrs. Yolanda Kotzé, tel. (051) 405 9000.
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Me. Thozama Matha
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/106</u>	:	<u>COMMUNICATION OFFICER</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant three year degree or national diploma in Communications/ public relations/ Journalism or equivalent qualification or grade 12 coupled with extensive experience in communications/ public relations/ Journalism. A proven track record coupled with traceable experience in communication and media. Advanced computer literacy (all programmes). Valid driver's license. Recommendations: A thorough understanding of principles, values and methodologies underpinning government communication. Knowledge and experience in conceptualization and production of in house newsletters, brochures, leaflets, posters etc. Publishing information and announcements on the departmental web pages (intranet and internet) on a daily basis. Extensive experience in media production. Good verbal and written communication skills. Good interpersonal relations. Experience in events management. Ability to work under pressure, adhere to deadlines and work independently.
<u>DUTIES</u>	:	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 and liaise with the Directorate: Information and Technology for the maintenance of the infrastructure of the website. Convert documents (text and graphics) to a format accessible to web users. Any other duties relating to the candidates key result areas.
<u>ENQUIRIES</u>	:	Ms. K Ntsala (051 405 9000)
<u>APPLICATIONS</u>	:	Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms. Matha
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/107</u>	:	<u>SENIOR PERSONNEL OFFICER GRADE III: HR</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications plus appropriate experience. Working knowledge of PERSAL. Computer Literacy. Recommendation: Knowledge of Public service legislations and prescripts. Good verbal and written communication skills. A valid driver's licence. Proven client focus and orientation, sound interpersonal skills, honesty, and integrity. Time management, conflict management skills, attention to detail.
<u>DUTIES</u>	:	Verification of posts according to staff establishments and approved structures. Drawing and placement of advertisements. Receiving of applications, drawing up of long lists and management plans for the filling of posts. Arrange for short listings and interviews. Serving as scribe and observer during the recruitment and selection processes. Compilation of submissions. Handling personnel administration matters such as appointments, promotions, transfers, salary determination and service bonuses. Capturing of transactions on PERSAL. Reporting on the above.

ENQUIRIES : Ms. Z Ramatsebe (051 405 9000)
APPLICATIONS : Chief Director, Department of Water Affairs and Forestry: Free State Regional Office, Private Bag 528, Bloemfontein, 9300.
FOR ATTENTION : Ms. T Matha
CLOSING DATE : 07 November 2008

POST 43/108 : **FINANCIAL ADMINISTRATOR**

SALARY : R94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate, plus relevant work experience I Computer literacy and competency in Excel, LOGIS, Magic and BAS I Analytical skills I Negotiation, facilitation and problem solving skills I Knowledge of the PFMA, DWAF budgeting cycles, New Economic Format and departmental financial rules, processes and procedures will be a recommendation .

DUTIES : Key Performance Areas: Compile and update excel database for IS budget (short and long term). Assist users in determining their financial requirements per Objective and Item: Personnel, Administration, stores, Prof and Spes (Consultants and Datalines). Equipment (Hardware and Software) purchases. Update Excel database with MTEF-allocations per objective and item. Initiate quarterly reviews. Financial Control: Ensure appropriate records are available and appropriate procedures are followed before expenditure is authorised. Administer and Audit Water Services, WARMS and Planning IS expenditure. General Ledger control. Verify timesheets (hours, S&T and overtime) and submit summaries (DWAF approved billable hours) to companies. Administer payments of other Directorates out of IS budget. Verify and register invoices for data lines, Internet and Networks (SITA). Adhoc incident driven tasks, etc

ENQUIRIES : Mr M Njeza, Tel (012) 336 6965/ 7216
APPLICATIONS : The Director-General, Department of Water Affairs and Forestry, Private Bag X313, Pretoria, 0001.
FOR ATTENTION : Ms C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 07 November 2008

POST 43/109 : **SENIOR ADMINISTRATION CLERK GRADE III (2 POSTS)**
Directorate: Strategic Asset Management

SALARY : R 94 326 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate. Sound knowledge of general administration within the Government. Financial, procurement, communication, record keeping and organizational skills. Good computer skills.

DUTIES : Key Performance Area: Provide administrative support to staff with in the unit (receiving and filing of technical documentation) Responsible for payment advice processes and all other payments. Assist with tender documents and the tender process. Obtaining and controlling quotations. Manage telephone accounts; arrange transport and accommodation for officials, as well as training/ conference administration. Inventory control. Maintain a good filing system and render ad- hoc duties to related administration.

ENQUIRIES : W G van der Westhuizen, tel. (012) 336-8765
APPLICATIONS : The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria 0001,
FOR ATTENTION : C Mazibuko, ZwaMadaka Building, Room 610
CLOSING DATE : 07 November 2008

POST 43/110 : **GENERAL FOREMAN**
Sub directorate: Electrical Maintenance

SALARY : R64 410 per annum
CENTRE : Standerton Radio Section
REQUIREMENTS : Grade 10 with Mathematics and Science subjects, plus basic knowledge of electronics. Applicants must be willing to travel and work irregular hours. Applicants will be submitted to a verbal and/or written test to prove their ability to work independently in maintaining electrical installations at departmental facilities. The following will serve as recommendations for appointment: Code 8

driver's licence. Be physically fit. Knowledge of electrical system installations and maintenance; Knowledge of hand skills (for example Welding), Ability to work under supervision.

DUTIES

: Key Performance Areas: The duties will include at least one of the following: Making distilled water and maintaining batteries at the outstations. Charging batteries to specification. Work on mast up to 80 meters in height Make up different coaxial cable connectors for antennae. Assist technicians with necessary maintenance work. Clean the outstations and Radio Section offices if necessary. Collect and deliver items from the suppliers.

ENQUIRIES

APPLICATIONS

: Mr W G van der Westhuizen, Tel (012) 336 8765

: The Director- General, Department of Water Affairs and Forestry, Private Bag X 313, Pretoria 0001,

FOR ATTENTION

: Ms. C Mazibuko ZwaMadaka Building, Room 610

CLOSING DATE

: 07 November 2008

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF THE PREMIER**

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Ms. P. Norval Department of the Premier Human Resources Advice, Co-ordination and Management Directorate PO Box 517 BLOEMFONTEIN 9300 or Hand deliver to Brian Modise Room 22, Lebohang Building Bloemfontein
- CLOSING DATE** : 14 November 2008
- NOTE** : Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. No e-mailed or faxed applications will be considered. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, reference checks as well as a criminal record check. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

- POST 43/139** : **CHIEF DIRECTOR: GOVERNMENT COMMUNICATION SERVICES**
REFERENCE NO: CD GCS
Government Communication Services
- SALARY** : An all inclusive remuneration package of R675 276 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : The candidate must be in possession of an appropriate 3 year degree preferably in the Media/Communication field and/or experience in the management of resources in a similar environment. Recommendation: Extensive experience with regard to implementing turn-around strategies. Knowledge of corporate communication and media liaison issues in the Free State and South Africa. Strategic Thinking, analytical and problem solving skills
- DUTIES** : The candidate must have knowledge, skills, training and competencies of the following: Provide strategic direction with regard to transverse Government communication issues to promote an environment conducive to the positive image of the Premier and the Executive Council. Strategically oversee the development of transverse policies/strategies with regard to corporate communication and media liaison that will contribute to the positive image of the Free State Provincial Government. Monitor and report on the implementation of transverse corporate communication and media liaison policies/strategies in order to determine the impact of the policies/strategies and to advise on corrective action where necessary and/or improve on the policy and strategic direction. Attend Provincial and National Forums regarding transverse corporate communication and media liaison issues for purposes of improving on policy/strategies and or reporting on progress with implementation in the Free State. Liaise with provincial, national and international stakeholders in order to

ENQUIRIES : obtain information on the latest developments with regard to corporate communication and media liaison. Overall management of the Component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component
Mr. B.G. More, Tel: (051) 405 4018

OTHER POSTS

POST 43/140 : **DEPUTY MANAGER: SKILLS DEVELOPMENT COORDINATION**
REFERENCE NO: DM: SDC
Free State Training and Development Institute

SALARY : An all-inclusive package of R407 745 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein
REQUIREMENTS : An appropriate human resource development degree/diploma or equivalent qualification plus applicable managerial experience. Valid drivers license. Budgetary and Project management skills. Communication and presentations/facilitations skills. Computer literacy. Knowledge of legislation and policies pertaining to Skills Development. Ability to work independently, under pressure and have strong interpersonal skills

DUTIES : The following will be expected of the successful candidate: Develop and monitor the implementation of the Provincial Workplace Skills Plan to ensure that the human resource development and training needs of the Free State Provincial Government are addressed. Initiate and facilitate learnerships and skills programmes in collaboration with provincial departments to address the human resource development and training needs of the Free State Provincial Government. Liaise with PSETA and other SETAs to enhance synergy of skills development activities in the implementing the National Skills Development Strategy. Liaise with National Public Service Trainers Forum to enhance synergy skills development activities. Co-ordinate Public Service Trainers Forum activities in the province. Ensure the effective and efficient functioning of the component by managing the resources (personnel, budget etc.) of the component. Manage bursaries for the Department of the Premier. Manage special bursary project.

ENQUIRIES : Mr. I.M. Garaba, Telephone number: (051) 405 4473

POST 43/141 : **RISK MANAGER: REFERENCE NO. RM**
Risk Management

SALARY : An all-inclusive package of R344 052 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Bloemfontein
REQUIREMENTS : Three year degree with Risk Management/Auditing/Internal Auditing as major subject. Driver's Licence. Experience in the development and implementation of Risk Management Systems/Strategies. Practical experience in risk management services. Knowledge of relevant legislation applicable to risk management. Knowledge of Risk management processes and techniques. Proven liaison skills at different levels of management. Advanced computer literacy skills. Good communication skills.

DUTIES : It will be expected of the successful candidate to perform the following duties: Develop, maintain and implement the following on departmental risk management, namely: Risk management strategy. Risk management framework. Risk management policy statements. Risk plan, and Risk policy. Develop and ensure the implementation of risk management processes to ensure compliance to the risk management plan. Manage education and

ENQUIRIES

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awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department. Review the implementation of risk management processes to ensure compliance in the department. Co-ordinate with external stakeholders on broader effective and efficient risk management strategies to enhance risk management. Manage resources to render an effective and efficient risk management service.

Mr. M.J. Ndhove, Tel: (051) 405 4061

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT EDUCATION**

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 : 31 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 POSTS

POST 43/111 : **DEPUTY DIRECTOR: CONTRACT ADMINISTRATION REF NO: 70054392**
Directorate: Procurement and Administration

SALARY : R344 052 per annum plus benefits

CENTRE : Head Office, Johannesburg

REQUIREMENTS : B Com degree / diploma in economics /Business Economics/Purchasing/ Logistics. At least 5 years in procurement and Supply Chain Management. Knowledge, understanding and implementation of PFMA, SMME & BBBEE . Planning and organizing skills. Proven functional knowledge in areas outlined under the key outputs. Sound problem analysis and solving skills. Ability to work under pressure and adhere to set deadlines. Computer literacy with knowledge of the full MS Office suite. SAP and BAS systems.

DUTIES : Ensure that Supply Chain Management systems and process are Optimally designed effective and well managed. Create awareness of procurement rules and strengthen controls around procurement without hampering delivery. Monitor demand plans and reduce number of deviations. Ensure compliance with PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act, SMME & BBBEE regulatory frameworks. Liaise with stakeholders to determine and analyze key business requirements within GDE. Effective and efficient demand and contract management, i.e determining availability of goods / services and strategic sourcing thereof, contract compilation, management, administration and developing sound working relationships with suppliers and stakeholders. Manage and maintain vendor and user databases, i.e. establishing a pre-qualification process for vendors performance monitoring and managing of service providers and the contract i.e. deliverables / TOR / SLA; Monitor and administer financial payments and payments budgets. Implement sound information management practices, including maintaining a filing system. Liaise with different commodity work streams within GSSC. Manage the Bid Specification and Bid Evaluation Committees. Co-ordinate monthly BBBEE expenditure, RFP's and deviation reports per programme.

ENQUIRIES : Ms. S. Daniels Tel: (011) 355-0013

POST 43/112 : **DEPUTY CHIEF EDUCATION SPECIALIST: PSYCHOLOGIST (2 POSTS) REF NO: 70054391**
Sub-Directorate: E-learning and Curriculum Support Programmes
Section: Inclusion & Special Schools

SALARY : R236 076 p.a. plus benefits

CENTRE : Head Office, Johannesburg

REQUIREMENTS : MEd (Educational Psychology).Registration with HPCSA Registration with the Psychological Board as a psychologist. Knowledge of the Constitutional mandate the Department and the psycho-social paradigm of barriers to learning.

DUTIES : Review and develop policy, manage and expand inclusive education support Services. Develop programmes of a psychosocial nature for learner sat-risk and Out-of-School Youth with disabilities. Manage research and development programmes aligned to national and provincial priorities. Develop intervention

strategies implemented to support inclusive education. Ensure the ecosystemic management of assessment of extrinsic/intrinsic barriers Co-ordinate the management for strategic interventions and national priorities. Oversee policy compliance and oversight of Site and District-Based Support Teams. Ensure a collaborative consultative approach to problem-solving.
Mr. A. Ismail Tel: (011) 983-2210

ENQUIRIES

POST 43/113

CONTROL WORKS INSPECTOR: ELECTRICAL (2 POSTS) REF NO: 70053883

Directorate: Facilities Management
Sub-Directorate: Maintenance Services and works inspections

SALARY
CENTRE
REQUIREMENTS

R217 482 per annum Plus benefits
Head Office, Johannesburg
National Diploma (T or N stream). An appropriate N3, which should be backed by an appropriate apprenticeship and/or official trade test in the relevant trade and minimum of 5 years experience. Registered as an Engineering Technician in terms of Section 14(1) or 14(2) of the Engineering Profession of South Africa, Act 1990. Appropriate experience in a supervisory capacity is highly recommended. Registration as installation electrician and wireman's license. Computer literacy. Valid drivers licence – minimum of 5 years experience.

DUTIES

Control all electrical programmes, budgeting and works. Conduct analysis for quality and cost control purpose and render advice to management, clients, consultants and contractors on related matters. Responsible for ensuring that all works adhere to the prescribed occupational safety standards. Full audit report on Government Assets. Compile quotation/tender documents and specifications for quotation/ tender purposes. Execute overall quality control on projects where Government funds are involved. Compile comprehensive technical reports and handle all relevant technical correspondence. Plan and supervise the execution or maintenance on government assets. Execute all relevant administrative work and keep records. Compile monthly reports. Attend site inspections and site meetings. Compile progress payments to contractors.

ENQUIRIES

Steve Sebeho tel: (011) 355 0203

POST 43/114

CONTROL WORKS INSPECTOR: BUILDINGS (3 POSTS) REF NO: 70053884

Directorate: Facilities Management
Sub-Directorate: Maintenance Services and works inspections

SALARY
CENTRE
REQUIREMENTS

R174 243 per annum plus benefits
Head Office, Johannesburg
National Diploma (T or N stream). An appropriate N3, which should be backed by an appropriate apprenticeship and/or official trade test in the relevant trade and minimum of 5 years experience. Registered as an Engineering Technician in terms of Section 14(1) or 14(2) of the Engineering Profession of South Africa, Act 1990. Appropriate experience in a supervisory capacity is highly recommended. Computer literacy. Valid drivers licence and experience.

DUTIES

Control all building programmes, budgeting and works. Conduct analysis for quality and cost control purpose and render advice to management, clients, consultants and contractors on related matters. Responsible for ensuring that all works adhere to the prescribed occupational safety standards. Full audit report on Government Assets. Compile quotation/tender documents and specifications for quotation/tender purposes. Execute overall quality control on projects where Government funds are involved. Compile comprehensive technical reports and handle all relevant technical correspondence. Plan and supervise the execution of maintenance on government assets. Execute all relevant administrative work and keep records. Compile monthly reports. Attend site inspections and site meetings. Compile progress payments to contractors.

ENQUIRIES

Steve Sebeho tel: (011) 355 0203

POST 43/115

ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: 70054388

Directorate: Early Childhood Development Institute

SALARY
CENTRE

R174 243 per annum plus benefits
Norwood

<u>REQUIREMENTS</u>	:	An appropriate degree or equivalent qualification. Appropriate experience. Advanced Computer courses. Knowledge of legislative acts related to communications, Good verbal and written communication skills. Good interpersonal relationship. Ability to work under pressure. Strategic leadership and managerial skills. Ability to work as part of ECDI team Be computer literate; A valid drivers license is essential.
<u>DUTIES</u>	:	Plan, maintain and develop a communication system with all external and Internal customers of the ECDI; Workshop all stakeholders in the importance, function and use of the communication methodologies; Develop and acquire the technical features that will enable the ECDI to broadcast message to participating member of the public via IVR technology; Development and deployment of public information Kiosks around the province, in strategically selection venues for easy access;
<u>ENQUIRIES</u>	:	Beverley Minnaar, Tel: (011) 718-7540
<u>POST 43/116</u>	:	<u>ASSISTANT DIRECTOR: WEBSITE DEVELOPMENT REF NO: 70054389</u> Directorate: Early Childhood Development Institute
<u>SALARY</u>	:	R174 243 per annum plus benefits
<u>CENTRE</u>	:	Norwood
<u>REQUIREMENTS</u>	:	An appropriate degree or equivalent qualifications; appropriate experience; Advanced Computer skills; Knowledge and use of the website: Knowledge of Legislative Act related to communications; Knowledge of Acts relating to children; Global objectives relating to ACD; Ability to work independently; Ability to work under pressure; Drivers license is essential.
<u>DUTIES</u>	:	Coordinate all activities related to the provisioning of external Communications via the website of the ECDI with the Gauteng Provincial Government and E-Government systems; Promote the strategic Objectives of the ECDI Communication strategy; Workshop all stakeholders in the importance, function and use of the website; Ensure suitable material from the internet is made available for the multiple Kiosks deployed around the province as public Information; Engage with the Assistant Director CI in the creation of contents that will initiate, inform and aid in the population of the relevant databases of contact lists for all communication purposes.
<u>ENQUIRIES</u>	:	Nosipho Matshoba, Tel (011) 718-7540
<u>POST 43/117</u>	:	<u>ASSISTANT DIRECTOR: POLICY & RESEARCH REF NO: 70054390</u> Directorate: Early Childhood Development Institute
<u>SALARY</u>	:	R174 243 per annum plus benefits
<u>CENTRE</u>	:	Norwood
<u>REQUIREMENTS</u>	:	An appropriate B degree, extensive appropriate experience. Good verbal and written communication skills. Good interpersonal relationship. Ability to work under pressure. Strategic leadership and managerial skills. Knowledge and understanding of the applicable Legislative framework and processes that govern ECD. Work as a member of the ECDI team. Sound understanding of PFMA. Computer Literacy is essential. Driver's license is required.
<u>DUTIES</u>	:	Co-ordinate the activities of the sub directorate: IAS. Promote the strategic Objectives of the ECDI Monitoring Evaluation and Research Framework. Enable Closer ties and work with all National and Provincially registered bodies with an interest in and involvement with ECD. Develop a Service Level Agreement with stakeholders. Establish a legal research role for all bodies that have a bearing on ECD matters in the province. Research and assist in the establishment of the Regulatory framework for the ECD sector development, monitoring and evaluation. Represent the ECDI and the interests of the ECD sector on key legislative issues, task forces committees, and propose amendments. Ensures compliance with applicable national and provincial laws regulations..
<u>ENQUIRIES</u>	:	Ms. N. Matshaba Tel: (011) 718-7450

GAUTENG TREASURY

Join the dynamic team that ensures prudent financial management in the Gauteng Province.

- APPLICATIONS** : Gauteng Shared Service Centre, 77 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** : 07 November 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 POSTS

- POST 43/118** : **FINANCIAL INFORMATION OFFICER**
- SALARY** : R145 920 per annum, plus benefits such as service bonus, housing and medical allowance and pension benefits. Other benefits include: Opportunity to further studies in a field related to the department's mandate, excellent skills development programmes, 22 paid vacation leave days per annum, resettlement benefits, 13th cheque, performance bonus and excellence awards.
- REQUIREMENTS** : A relevant three-year tertiary qualification in Accounting or Finance. Up to 1 year experience in the financial environment. Knowledge and understanding of the relevant legislative environment.
- DUTIES** : The incumbent will be responsible for; ensuring, the efficient and accurate flow of information throughout Financial Governance Programme and to stakeholders; develop a centre for key information to support the core functions of Financial Governance unit and liaise with all stakeholders relating to information requirements.
- ENQUIRIES** : Charlotte Magogodi (011) 355 8653

GAUTENG SHARED SERVICES CENTRE

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

MANAGEMENT ECHELON

- POST 43/119** : **DEPUTY GENERAL MANAGER: PROCUREMENT REF NO: 70054430**
Directorate: Procurement Services
Notes: This is a 5 Year Performance Based Fixed Term Contract
- SALARY** : R675 276 – R685 407 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Bachelor or supply chain degree in a business related field. A minimum of 5 years of progressive experience in managing shared procurement or activities requiring similar experience and background. Extensive experience with systems that support the supply chain management function. Public sector knowledge will be an added advantage. Ability to demonstrate principled leadership with sound business ethics. Strong analytical and administrative skills and superb negotiation skills to interface with suppliers and customers. Ability to work effectively with all levels of management and other colleagues and demonstrate initiative, mature judgement, customer service orientation.
- DUTIES** : Develop and direct the consolidated purchasing function to ensure that high quality goods and services are obtained in the most cost effective manner and

delivered at the scheduled time. Formulate and execute strategies for BBBEE development and sustainable SMME development, utilising preferential procurement interventions. Achieve effective supplier management and purchasing results. Support and drive systems and process development and improvements. Manage the responsibilities of procurement staff to ensure strategy implementation and that goals and objectives are accomplished. Manage the responsibilities of a large warehousing operation that maximises centralised stockholding

ENQUIRIES : Namhla Siqaza, Tel No: (011) 689 -6459
CLOSING DATE : 07 November 2008

POST 43/120 : **CHIEF FINANCIAL OFFICER REF NO: 70054429**
 Directorate: Office of the Chief Executive Officer

SALARY : R675 276 – R 819 492 per annum (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Post Graduate qualification in Financial or Business management. CA qualification will be an advantage. Extensive experience in Senior Management in a Financial environment. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgets of medium to large organisation. Ability to implement Internal systems and controls to ensure sound Financial Management. Independent, dynamic, confident, outgoing and lively, Self-starter with Client focused attitude. Demonstrate good interpersonal, people management and leadership skills. Assertive, Results oriented and ability to work under pressure. Influential skills. Quick and Creative thinking, Problem Solving, Communication, Team player, Coaching and Developing People. Detailed Knowledge of and Public finance.

DUTIES : To manage the Financial/ Procurement function of the Department and to ensure sound Financial Management in the Department. Establish and maintain appropriate systems (analytical, information systems and projections of cost behavior) and policies to ensure effective and efficient management of resources. Support the Head of Department and other senior managers by ensuring the implementation of the Public Finance Management Act.1999 and the Treasury Regulations in the organisation. Solutions to enhance effectiveness and efficiency in the delivery of the services and the administration of the Department and collaborating in the development of training programmes or by providing direct training in financial matters to officials of the Department. Advise the Head of Department to matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding financial matters.

ENQUIRIES : Andile Kolanisi, Tel No: (011) 689-8847
CLOSING DATE : 07 November 2008

OTHER POSTS

POST 43/121 : **DEPUTY MANAGER: EMPLOYEE EXITS REF NO: 70054308**
 Directorate: Human Resource Services

SALARY : R344 052 – R398 805 per annum (All inclusive)
CENTRE : Johannesburg
REQUIREMENTS : HR related degree/ or 5 years experience. Minimum 2 years management experience in HR. Customer management, problem solving, analytical, initiative, ability to handle multiple tasks simultaneously, advanced competency in termination process. Ability to engage with senior GPG officials.

DUTIES : To manage and support teams in processing terminations applications accurately and timeously. To provide managing, mentoring and quality assurance role to the Team Leaders. Assist with budget. Planning and monitoring of resources. Handle complex queries. Introduce and implement re-engineering of the business processes. Compile management reports. Manage, guide and lead Team Leaders. Manage performance of staff. Lead the team to solve work problems and conflicts. Assist with any other additional responsibilities as allocated by the manager.

ENQUIRIES : Merle Cohen, Tel No: (011) 689-8773
CLOSING DATE : 31 October 2008

<u>POST 43/122</u>	:	<u>ERP CONSULTANT: PROCUREMENT REF NO: 70054305</u> Directorate: ERP Technology Support Services
<u>SALARY</u>	:	R217 482 – R252 483 per annum (Plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B Degree in IT/ Commerce highly desirable. Relevant ERP qualification. 5 + years comprehensive ERP knowledge required. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and It program management/project management. ERP Implementation experience on at least 5 projects Results orientation, innovation, action planning, control/follow up and people management. Problem solving, oral & written communication, analytical, negotiation, decision making, integrity / honesty, serving clients and interpersonal skills.
<u>DUTIES</u>	:	Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/ processes. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies /best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members / users.
<u>ENQUIRIES</u>	:	John Kudzingana, Tel No: (011)355 - 9677
<u>CLOSING DATE</u>	:	31 October 2008
<u>POST 43/123</u>	:	<u>ERP CONSULTANT DEVELOPMENT (ABAP) REF NO: 70054306</u> Directorate: ERP Technology Support Services
<u>SALARY</u>	:	R217 482 – R252 483 per annum (Plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B Degree in IT/ Commerce highly desirable. Relevant ERP qualification. 5 + years comprehensive ERP knowledge required. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and It program management/project management. ERP Implementation experience on at least 5 projects. Results orientation, innovation, action planning, control/follow up and people management. Problem solving, oral & written communication, analytical, negotiation, decision making, integrity / honesty, serving clients and interpersonal skills.
<u>DUTIES</u>	:	Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/ processes. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies /best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members / users.
<u>ENQUIRIES</u>	:	John Kudzingana, Tel No: (011)355 - 9677
<u>CLOSING DATE</u>	:	31 October 2008

<u>POST 43/124</u>	:	<u>TEAM LEADER: ACCOUNTS PAYABLE REF NO: 70054307</u> Directorate: Finance
<u>SALARY</u>	:	R174 243 – R202 287 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3 Year Diploma/Degree in Accounting, backed by 2 year experience in Accounts Payable/ Financial Accounting. Intermediate financial knowledge (BAS/SAP will be an added advantage). Excellent knowledge of the creditor cycle within GPG. Attention to detail. Managing people. High customer focused. Knowledge of relevant policies and legislation. Computer Literacy (Ms Office advanced). Analytical/Numerical, development of People, Communication Creativity and Innovation. Investigative abilities (question, analyse and summarise facts). Performance, results driven, and can work under pressure in a professional manner. Application of Accounting concepts, prescripts, rules, principles and practices. Valid Drivers licence – Code EB (08)..
<u>DUTIES</u>	:	To ensure effective management of staff and Accounts Payable functions. That proper Accounts Payable flow management within the Gauteng Provisional Government. Proper reconciliation of vendor/supplier accounts Transactions are processed and allocated timeously on financial systems for successful reporting of books of the GPG. Assisting both Internal and external auditors with their queries and implementation of recommendations Review and update internal risk controls regularly. Preparation of monthly reports. To ensure that suppliers payments are monitored and controlled. To implement a strategy in developing effective relationships with key suppliers of GPG and maintaining of these relationships. To determine customer and vendor needs and to assist in obtaining payments timeously by following correct processes. To ensure that customer complaints are followed up promptly. Encourage Entities to participate in improving the service provided to customers. Ensure that payment discounts offered are taken.
<u>ENQUIRIES</u>	:	Goodness Sibanyoni, Tel No: (011) 689-6372
<u>CLOSING DATE</u>	:	31 October 2008

DEPARTMENT OF HEALTH

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

OTHER POSTS

<u>POST 43/125</u>	:	<u>PROFESSIONAL NURSE REF NO: 70054286</u> Directorate: Nursing Note: People who had previously applied on Ref No: 70052731 do not have to re-apply. Applications will be taken into consideration.
<u>SALARY</u>	:	R260 403 per annum (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Registration with S.A.N.C. as Registered Nurse. Minimum of 9 years experience as Professional Nurse. 1 year must be appropriate / recognisable experience after obtaining 1 year post basic qualification in Oncology Nursing.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care, utilizing a cost effective approach. Promote the Principles of Batho Pele in health care delivery. Ensure availability of human and material resources. Set standards and norms of the unit. Promote and maintain accreditation requirements. Engage in teaching and research. Ensure that customer care services are in place. Implement strategies

	:	to prevent medico legal hazards. Provision of effective support to Nursing Service.
<u>ENQUIRIES</u>	:	Ms. S.M. Motau, Tel No: (012) 354- 4686
<u>FOR ATTENTION</u>	:	Ms Victoria Skosana
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/126</u>	:	<u>REGISTRAR REF NO: 70054401</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R217 482 per annum (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBCHB.
<u>DUTIES</u>	:	General ward work. Teaching of procedures to new interns. Participating in examination of medical students. Outpatient work. Academic duties. Study research.
<u>ENQUIRIES</u>	:	Prof. A.L. van Gelder, Tel No: (012) 354- 2287
<u>FOR ATTENTION</u>	:	Ms Victoria Skosana
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/127</u>	:	<u>SENIOR PHARMACIST REF NO: 70054427</u> Directorate: Pharmacy Department
<u>SALARY</u>	:	R159 591 per annum (Plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	B.Pharm/Dip Pharm or equivalent qualifications. Registration with SAPC.
<u>DUTIES</u>	:	Dispensing and provision of advice to patients. Drugs supply management and stock taking. Staff supervision and evaluation. Training and statistics and performance of administrative duties. Facility management. Repacking and manufacturing.
<u>ENQUIRIES</u>	:	Ms M.Mabeba Tel No: (012) 318 -6690
<u>CLOSING DATE</u>	:	10 November 2008
<u>POST 43/128</u>	:	<u>SENIOR MEDICAL SCIENTIST REF NO: 70054287</u>
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Bsc Hons degree in Human Physiology / Reproduction, currently completing or upon completion of an MSc degree. Proven experience in various cell-associated laboratory techniques, equipment and quality control measures. Knowledge of cell-physiology, reproduction and sexual transmitted infections. Excellent communication, interpersonal and computer literate with problem-solving skills. Ability to work independently, with evident capabilities to succeed in post-graduate studies.
<u>DUTIES</u>	:	Participate in all assisted reproduction procedures (in spermatology and embryology). Manage and supervise photo library data-images, record keeping and maintenance of equipment. Manage the quality control procedures and inventory control of specific laboratories with the relevant SOP's. Supervise / manage all laboratory activities with due consideration to biological, mechanical and chemical safety precautions. Initiate and participate actively in various research projects
<u>ENQUIRIES</u>	:	Dr. C. Huyser, Tel No: (012) 354- 2067 / 2208
<u>FOR ATTENTION</u>	:	Ms. Victoria Skosana
<u>CLOSING DATE</u>	:	07 November 2008
<u>POST 43/129</u>	:	<u>IT: TECHNICIAN REF NO: 70054414</u> Directorate: X-Information and Communication Technology
<u>SALARY</u>	:	R145 920 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent, MCSE 2003, A+, N+ or equivalent qualification and two years relevant experience. Knowledge and experience of MEDICOM system will be a recommendation. A valid driver's license.
<u>DUTIES</u>	:	Implementation, upgrade and quality control of Local Network (LAN). Installation, maintenance and upgrade of computer hardware. Maintenance of e-mail and

		intranet service. Fault identification. First line user support to end users. Quality assurance.
<u>ENQUIRIES</u>	:	Mr. Mohudi, Tel No: (012) 319 - 9560
<u>CLOSING DATE</u>	:	12 November 2008
<u>POST 43/130</u>	:	<u>SENIOR DIETICIAN (2 POSTS) REF NO: 70054398</u> Directorate: Clinical Dietetics
<u>SALARY</u>	:	R117 501 Per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Qualified dietician and be currently registered with the HPCSA. Educated to a basic degree or post graduate diploma in dietetics. Recommendations: The applicant must be able to demonstrate a good clinical knowledge of human nutrition and associated therapeutic nutrition intervention.
<u>DUTIES</u>	:	Effectively render optimal cost effective and evidence based nutritional care in a hospital setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the dietetics and elective students. Provide appropriate, relevant and cost effective input in the food service provision of patients. To apply nutritional practices. To perform administrative functions and provide relevant statistics to support the effective smooth running of the dietetics department. To assist with the ongoing development of clinical guidelines, policies and procedures. To manage the outpatient dietetic clinics on a daily basis and provide the necessary statistics and documentation required.
<u>ENQUIRIES</u>	:	Mrs. E.Pretorius Tel No: (012) 318 – 6640
<u>CLOSING DATE</u>	:	10 November 2008
<u>POST 43/131</u>	:	<u>JUNIOR DIETICIAN REF NO: 70054399</u> Directorate: Clinical Dietetics
<u>SALARY</u>	:	R94 326 Per annum (Plus Benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	Quality dietician and be currently registered with the HPCSA. Educated to a basic degree or post graduate diploma in dietetics. Recommendations: The applicant must be able to demonstrate a good clinical knowledge of human nutrition and associated therapeutic nutrition intervention.
<u>DUTIES</u>	:	Effectively render optimal, cost effective and evidence based nutritional care in a hospital setting according to the department's quality and financial targets. To perform accurate administrative functions to support the effective running of the dietetics department. To assist with the implementation of departmental strategic, financial and operational plans to ensure quality and departmental standards are maintained. Participate in the training of the dietetic and elective students. Provide Appropriate, relevant and cost effective input in the food service provision of patients. To apply nutritional knowledge and therapeutic practices to ensure implementation of appropriate nutritional practices. To assist with the ongoing development of clinical guidelines, policies and procedures. To render a service at the dietetic outpatient and ART clinics when required.
<u>ENQUIRIES</u>	:	Mrs. E.Pretorius, Tel No: (012) 318 -6640
<u>CLOSING DATE</u>	:	10 November 2008
<u>POST 43/132</u>	:	<u>SPECIALIZED AUXILIARY WORKER (OCCUPATIONAL THERAPY) REF NO: 70054415</u> Directorate: Occupational Therapy
<u>SALARY</u>	:	R64 410 per annum (plus benefits)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Recognized training course including period of practical work. Registration at HPCSA as Occupational Therapy Assistant. Preference will be given to male applicants
<u>DUTIES</u>	:	Monthly group treatment in a psychiatric setting. Execute occupational therapy intervention. Assist with preparation of activities and treatment areas. General administration duties. Participate in a multi service training programme.

ENQUIRIES : Mrs. H. Beetge, Tel No: (012) 319 - 9780
CLOSING DATE : 12 November 2008

POST 43/133 : **PHARMACY ASSISTANT (2 POSTS) REF NO: 70054426**
 Directorate: Pharmacy department

SALARY : R54 879 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Grade 12 with English and Mathematics. Registration with South African Pharmacist Assistant or Pharmacist Assistant Learner with onset of training cycle. Recommendations: Preference will be given to candidates with a Post basic Level Pharmacist qualification.

DUTIES : Pre-packing of medicine. Mixing of lotions, ointments, syrups. Outpatient dispensing under pharmacist supervision. Procurement and stock control. Advice and information regarding medicine.

ENQUIRIES : Ms M. Mabeba, Tel No: (012) 318 – 6690
CLOSING DATE : 10 November 2008

POST 43/134 : **ECG TECHNICIAN REF NO: 70054428**
 Directorate: Internal Medicine Department

SALARY : R54 879 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Grade 12 or equivalent qualifications. Recommendations: Previous experience in operation with ECG and lung function machines is recommended.

DUTIES : A reliable person needed to record electro-cardiographic and lung function readings from patients presenting at the Medical outpatient, casualty departments and general wards. Teamwork is essential. In-house training will be offered to operate the machines. Proper documentation of work done, and ordering of necessary paper and consumables will be part of the duties.

ENQUIRIES : Dr L.M. Phalatsi, Tel No: (012) 318 – 6502
CLOSING DATE : 10 November 2008

OFFICE OF THE PREMIER

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

CLOSING DATE : 07 November 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 43/135 : **DEPUTY DIRECTOR: CONTENT MANAGEMENT REF NO 70054356**
 (Appointment subject to the signing of a performance agreement. The successful candidate will be required to submit to a security clearance check)
 Directorate: Strategy & Media Liaison

SALARY : R407 745 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate recognized relevant three year tertiary and or equivalent qualification. At least 5 years experience in communication, strategic communication, news and media, government communications or other relevant fields. Excellent research skills and an understanding of the mass media. Strong writing and analytical skills. Leadership abilities and strong people skills. Ability to work under pressure and meet deadlines. An understanding of government objectives, policies and programmes.

DUTIES : Develop an efficient system for writing and editing of government communication products. Managing the development of content, including editing and proof-

reading. Research and develop content for public communication. Develop key messages linked to communication programme based on government priorities and milestones. Develop speakers' notes linked to communication programme based on government priorities and milestones. Provide support to Premier's spokesperson, including in relation to researching information for the development of speeches. Write articles for government media, media statements, news releases, speeches and opinion pieces. Analyse the unfolding of developments and debates during major events. Coach and mentor communication interns. Manage and monitor progress and development of subordinates. Manage the Sub-directorate. Assist in managing the Directorate. Assist in the budgeting process. Compile strategic plans and monthly and quarterly progress reports for the sub-directorate.

ENQUIRIES : Mr Sipho Mokoena, Tel No: (011) 355 6056

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : Gauteng Shared Service Centre, 77 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 : 11 November 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 POSTS

POST 43/138 : **ASSISTANT DIRECTOR: ARCHIVAL SERVICES REFERENCE: 70054448**
Directorate: Libraries and Archival Services

SALARY : R174 243 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : A 3 year Bachelor's Degree or equivalent qualification plus a post graduate Diploma in Archival Studies. Minimum of 3 years experience in Archival Services. Drivers licence and a driving experience a must. Skills: Organizing, report writing, computer literacy, problem solving, project management, budgeting, supervision, planning, facilitation and training.

DUTIES : Development of policy legislation and regulations. Approval of files plans. Appraisal and disposal of governmental records. Training of records managers. Monitoring and support of records managers of governmental bodies. Implement electronic records management systems and provide reports. Write reports on status of records management. Manage office and staff. Manage budget. Implement, maintain a forum for records managers. Handle verbal and written archives enquiries.

ENQUIRIES : Jeffrey Gawe Tel: 011 355 2633

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

This Department is an equal opportunity, affirmative action employer whose aim is to Promote representivity in all occupational categories in the Department. People with disabilities are encouraged to apply.

APPLICATIONS : All applications should be forwarded to: The District Manager OR Hand Deliver to: Private Bag X9124 Brasfort House PETERMARITZBURG 262 Langalibalele Road 3200 1st Floor, Reception Desk

FOR ATTENTION : Human Resources

CLOSING DATE : 29 October 2008

NOTE : Directions To Candidates: The following documents must be submitted: Application for employment Z83 which is obtainable at any Government Department OR from website www.kznhealth.gov.za. Z83 should be completed in full and signed. Certified copies of highest educational qualifications, ID documents and Drivers license – not copies of certified copies. Curriculum Vitae. The reference number of the post must be indicated in the column provided in the Z83, e.g. UMG 002/03/08. NB: Failure to comply with the above instructions will disqualify applicants.

OTHER POSTS

POST 43/156 : **SENIOR SPECIALIST: OTORHINOLARYNGOLOGY REF: SNR SPEC OTORHINOLARYNGOLOGY/1/2008**

SALARY : R407 745 per annum (all inclusive package) excluding Scarce Skills and Commuted Overtime.

CENTRE : lalch

REQUIREMENTS : Specialist qualification in Otorhinolaryngology-Head and Neck Surgery Current registration with the Health Professions Council of South Africa as a specialist Otorhinolaryngologist Two years post registration experience as a specialist otorhinolaryngologist. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in otorhinolaryngology Ability to teach and supervise junior staff Middle management skills Research principles Good administrative, leadership, decision making and communication skills

DUTIES : Key Performance Areas: Provide specialist otorhinolaryngology – head and neck surgery service to all department at Inkosi Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospital. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of registrars in otorhinolaryngology working in the department Provide expert opinion where required and consult with specialists on otorhinolaryngological procedures Participate in the Quality Improvement Programmes of the Department Maintain necessary discipline over staff under his/her control Attend to administrative matters as pertains to the unit Conduct, assist and stimulate research

ENQUIRIES : Dr SK Naidoo 031 2401102

POST 43/157 : **OPERATIONAL MANAGER NURSING (PHC) LEVEL: PN-B3 REF: UMG 02/03/08**

SALARY : R260403 per annum, Other Benefits: 13th Cheque/bonus, Rural Allowance Medical Aid: Optional Home Owners Allowance: Employees Must Meet Prescribed requirements

CENTRE : Baniyena Clinic

REQUIREMENTS : Minimum Requirements: Diploma/degree in General nursing and midwifery Diploma in PHC Minimum of 9 years nursing experience after registration as professional nurse with SANC in General Nursing At least 7 years work experience in PHC 3 years supervisory experience Current registration with SANC Computer literacy Drivers licence EB Knowledge, Skills, Training and Competencies Required: Financial Management Leadership, organizational, decision making and problem solving ability and leadership skill Knowledge of

	public service policies and other Health Related prescripts Sound knowledge of code of conduct and labour relations act
<u>DUTIES</u>	: Key Performance Areas: Provide quality comprehensive Community Health Care including Preventive, Promotive and Rehabilitation Implement Quality Improvement Programmes Ensure adequate and control of stationery, equipment, consumables, medical supplies Implement EPMDS at the facility Facilitate that the clinic has a functional clinic committee Provides control measures to ensure that the clinic functions within the allocated budget Facilitate provision of clinical services, educational services and be involved in medical research To assist in Departmental projects Analyse and interpret statistics
<u>ENQUIRIES</u>	: Ms K J Mngadi Contact Number: 033 – 897 1000

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

<u>ENQUIRIES</u>	:	General enquires about advertised posts should be directed to Mr. Mabasa G.T. at 015 293 6142 / Mabila J/ Maselesele LM at 015 293 6126 during office hours.
<u>CLOSING DATE</u>	:	07 November 2008
<u>NOTE</u>	:	Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health and Social Development is an equal opportunity and Affirmative Action employer. Successful candidates for the posts of Security & Risk Management, Finance Management and Personal Assistants will be subjected to Security Background Checks.

MANAGEMENT ECHELON

<u>POST 43/142</u>	:	<u>CHIEF EXECUTIVE OFFICER 1 POST</u>
<u>SALARY</u>	:	R557 133 per annum [inclusive remuneration package]
<u>CENTRE</u>	:	Lebowakgomo Hospital
<u>REQUIREMENTS</u>	:	A) Qualifications and Experience: An appropriate three-year degree or diploma at NQF level 6 and previous experience in management preferably health services management. B) Knowledge and Skills National and Provincial policies and strategies. PFMA, Public Service Regulations, Batho Pele Principles, Tender Board Regulations and Budget Management. Policy development and formulation. Quality assurance within the Hospital context. Financial Management. Analytic/project evaluation. People management and empowerment. Employment and Skills Development Act. Human Resources Planning and Strategies. Computer literacy. Communication, presentation, mentoring, coaching, business and report writing skills. Conflict resolution and the ability to transform the hospitals. Client orientation and customer care.
<u>DUTIES</u>	:	Key performance areas: Improve and maintain quality care. Manage the key performance areas of subordinates who include professionals. Manage and supervise all activities and functions within the hospital as to patient services, financial, human resources, logistics, quality assurance and physical facility management. Formulate, Develop, and implement the appropriate management system. Accept responsibilities delegated from time to time. Oversee overall hospital fraud and risk management. Efficiently and effectively utilize human resources and material resources. Develop and implement internal control measures. Actively participate in quality assurance and good governance programmes of the hospital. Participate in all academic and clinical meetings and other duties as assigned by the General Manager.
<u>APPLICATIONS</u>	:	Applications should be forwarded to: The Chief Executive Officer, Lebowakgomo Hospital, Private Bag x 14, Chuenespoort, 0745 Tel: 015 632 5894

OTHER POSTS

<u>POST 43/143</u>	:	<u>CLINICAL MANAGER 10 POSTS</u>
<u>SALARY</u>	:	R458 964 p.a. [inclusive remuneration package] plus 15% of basic salary scarce skills allowance and 18% of basic salary PSCBC rural allowance. Salary package: R445 581 p.a. [inclusive remuneration package] plus 15% of basic salary scarce skills allowance and 18% of basic salary PSCBC rural allowance. Salary package: R458 964 p.a. [inclusive remuneration package] plus 15% of basic salary scarce skills allowance and 22% of basic salary ISRDS nodes rural allowance.
<u>CENTRE</u>	:	Witpoort Hospital [1], Nkhensani Hospital [1], Siloam Hospital [1]

	Lebowakgomo Hospital [1], Ellisras Hospital [1], Van Velden Hospital [1], Seshego Hospital [1], Kgapane Hospital [1] Sekororo Hospital [1], Dilokong Hospital [1]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: Current registration with Health Professions Council of South Africa as a Medical Officer, Valid work permits for non South African citizens, Eight (8) years appropriate post-registration experience, or six (6) years post registration experience plus appropriate Management Diploma. B) Knowledge and Skills: Knowledge of Human Resource Management and Quality Assurance, Sound Clinical knowledge of current health and public service legislation: regulations and policies, Sound medical ethics and knowledge of budget control, Solid background of Epidemiology or demonstrative ability to use Health Information for planning.
<u>DUTIES</u>	: Key performance areas: Manage the Medical and Health Care Services, Coordinate clinical responsibilities with specialist, Medical Officers and Interns and provide duty roster, Provide both in-service and normal training and supervision to junior staff, Interns and medical students in line with Departmental Policy, Participate in the quality improvement programme of the Department and the Hospital and ensure that policies and procedure are followed. Ensure that clinical protocols are readily available.
<u>APPLICATIONS</u>	: Applications should be forwarded to the Chief Executive Officers of the following hospitals: Witpoort Hospital: Private Bag x01; Ellisras; 0555 Tel: 014 769 0025 Nkhensani Hospital: Private Bag x581, Giyani, 0826 Tel: 015 812 3251 Siloam Hospital: Private Bag x2432; Louis trichardt; 0920 Tel: 015 973 0004 Lebowakgomo Hospital: Private Bag x 14, Chuenespoort, 0745 Tel: 015 632 5894 Ellisras Hospital: Private Bag X 218; Ellisras; 0555 Tel: 014 763 2227 Van Velden Hospital: Private Bag x 4014; Tzaneen; 0850 Tel: 015 307 4475 Seshego Hospital: Private Bag x4014; Seshego; 0742 Tel: 015 223 5141 Kgapane Hospital: Private Bag x 742; GA-Kgapane; 0838 Tel: 015 328 3510 Sekororo Hospital : Private Bag x404; Trichardtsdal; 0890 Tel: 015 383 0006 Dilokong Hospital: Private Bag x 107; Maandagshoek; 1152 Tel: 013 214 7270
<u>POST 43/144</u>	: <u>MANAGER [RISK MANAGEMENT SUPPORT] 1 POST</u>
<u>SALARY</u>	: R407 745 per annum [inclusive remuneration package]
<u>CENTRE</u>	: Head Office [Polokwane]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: An appropriate recognized Bachelor's degree or equivalent qualification at NQF level 6. Minimum of 4 to 6 years experience in Risk management. Proven extensive experience in:- (i) Risk Management and Control model principles. (ii) Risk Management Systems. Extensive experience and exposure in managerial position. Ability to work in a highly pressured environment. Thorough understanding of policy analysis & interpretation. Ability to work independently and willingness to travel. Valid drivers license. B) Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, and understanding of the legislative framework governing the Public Service (PFMA, National Treasury Regulations, Internal Auditing, Risk Management and Control model principles) Negotiation skills; People Management; Financial Management; Problem Solving; Planning & organizing; Time Management; Strategic Planning; Policy analysis and development; Good Communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management; Computer literacy, with emphasis on MS Word; MS PowerPoint and MS Excel;
<u>DUTIES</u>	: Key Performance Areas: Developing and implementing a wide range of Risk Management Strategies in order to drive projects, programmes, systems, policies, and practices which will impact across several directorates in the Department. Leading, co-ordinating and facilitating communication and relationship building with fellow professionals as well as internal and external stakeholders to work on issues of common interest and/or share information. Developing the comprehensive formal infrastructure to manage risk that is compliance with relevant prescripts. Developing and managing the Department's formal risk management profile and plan, as well as a risk register. Monitoring and reporting on progress to all line management regarding risk management

initiatives by setting a risk management database as focal point for information flow. Providing progress reports and risk management performance reports to Senior Management and relevant committees. Formulating reports and strategies. Responsibility for obtaining approval of risk management strategies, policy and methodology to manage risk and establish a corporate level Risk committee. Provide training and awareness to management on Risk Management Principles. Provide secretariat services to Risk Management committee.

APPLICATIONS : All applications should be addressed to: The Head of Department; Department of Health and Social Development; Private Bag X9302; Polokwane; 0700

POST 43/145 : **MANAGER ANTI FRAUD & CORRUPTION 1 POST**

SALARY : R407 745 p.a. [inclusive remuneration package]
CENTRE : Head Office [Polokwane]

REQUIREMENTS : A) Qualifications and Competencies: An appropriate recognized Bachelor's degree or equivalent qualification at NQF level 6. Minimum of 4 to 6 years experience in Risk Management. Proven extensive experience in:- i) Investigation of Fraud and Corruption cases ii) Compliance inspection Extensive experience and exposure in managerial position Ability to work in a highly pressured environment Thorough understanding of policy analysis & interpretation Ability to work independently and willingness to travel Valid driver's license. B) Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, and understanding of the legislative framework governing the Public Service (PFMA, National Treasury Regulations, Internal Auditing, Risk Management, Combating & Prevention of Corrupt Activities and Control model principles) Negotiation skills; People Management; Financial Management; Problem Solving; Planning & organizing; Time Management; Strategic Planning; Policy analysis and development; Good Communication skills; Group dynamics; Diversity management; Facilitation skills; Co-ordination skills; Leadership skills; Change and knowledge management; Computer literacy, with emphasis on MS Word; MS PowerPoint and MS Excel.

DUTIES : Key Performance Areas: Compliance inspections Awareness campaigns Fraud prevention and anti-corruption strategy Fraud prevention and anti-corruption investigations

APPLICATIONS : All applications should be addressed to: The Head of Department; Department of Health and Social Development; Private Bag X9302; Polokwane; 0700

POST 43/146 : **MANAGER SECURITY 1 POST**

SALARY : R407 745 p.a. [inclusive remuneration package]
CENTRE : Head Office [Polokwane]

REQUIREMENTS : A) Qualifications and Competencies: An appropriate Bachelor's degree or equivalent qualification at NQF level 6. Minimum of 4 to 6 years experience in Security management. Registration with Private Security Industry Regulation Authority (PSIRA) with grade A or B. Proven extensive experience in:- i) Physical security ii) Information security Extensive experience and exposure in managerial position Ability to work in a highly pressured environment Thorough understanding of policy analysis & interpretation Ability to work independently and willingness to travel Valid drivers license. B) Knowledge and Skills: An understanding of the relevant legislation and policies; An understanding of the electronic physical measures; Report-writing skills; Good interpersonal relations, Good communication skills; A questioning attitude; Computer literacy, with emphasis on MS Word; MS PowerPoint and MS Excel. An independent thinker and worker.

DUTIES : Key Performance Areas: Provide security services Coordinate all security measures in the department Identification of potential security risks in the department; Develop, maintain and supervise the implementation of the security measures Evaluate physical security measures in the department. Implementation of the departmental Security Policy and Minimum Information Security Standards. Liaising regularly with the relevant authorities concerning physical security measures. Reporting of security breaches. Manage security guard services. Monitoring the extent of compliance of the security policy. Conducting physical security appraisals, Security Threat & Risk Analysis and

	ensuring proper implementation of recommendations, in consultation with relevant authorities.
<u>APPLICATIONS</u>	: All applications should be addressed to: The Head of Department; Department of Health and Social Development; Private Bag X9302; Polokwane; 0700
<u>POST 43/147</u>	: <u>MANAGER: SUSPENSE ACCOUNTS 1 POST</u>
<u>SALARY</u>	: R407 745 p.a. [inclusive remuneration package]
<u>CENTRE</u>	: Head Office [Polokwane]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: A Bachelor's degree in Financial Management or equivalent qualification at NQF level 6 with Auditing and Accounting as some of the courses. Proven competencies in financial matters and internal control. At least one year experience in financial environment. Knowledge in Bookkeeping and Bank Reconciliation will be an added advantage. Valid Driver's license. B) Knowledge and skills: Thorough knowledge of the PFMA, Treasury Regulations and other relevant legislation. Computer literacy. Good communication, report writing and leadership skills Thorough Knowledge of Financial Systems - BAS and Persal
<u>DUTIES</u>	: Key Performance Areas: Manage Cash flow Manage the reconciliation of systems interface Manage clearance of PMG consolidated accounts Manage clearance of salary related suspense accounts Manage all other Assets and Liabilities Accounts. Assist in reconciliation of Debt Control Acc. Manage the balancing of EBT control accounts. Perform month and year end closure. Monthly reporting on status of suspense accounts Assist in the preparation of Annual Financial Statements
<u>POST 43/148</u>	: <u>MANAGER: BOOKKEEPING AND BANK RECONCILIATION 1 POST</u>
<u>SALARY</u>	: R407 745 p.a. [inclusive remuneration package]
<u>CENTRE</u>	: Provincial Office [Polokwane]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: A Bachelor's degree in Financial Management or equivalent qualification at NQF level 6 preferably with Accounting and Auditing as some of the subjects. Minimum of two (2) years experience in the environment of Bookkeeping and Bank Reconciliation environment as a supervisor. B) Knowledge and skills: Sound leadership skills. Thorough knowledge of interface between BAS and PERSAL financial systems. Thorough knowledge of the Public Finance Management Act. Valid driver's licence. Must be prepared to work under pressure. People Management and good interpersonal relations. Good communication and reporting skills.
<u>DUTIES</u>	: Key Performance Areas: Manage performance of Bank Reconciliation. Manage Cash Flow. Manage clearance of PMG consolidated accounts. Manage EBT rejections. Manage re-issue of payments. Manage month and year end closure. Assist in the preparation of Annual Financial Statements.
<u>APPLICATIONS</u>	: All applications should be addressed to: The Head of Department; Department of Health and Social Development; Private Bag X9302; Polokwane; 0700
<u>POST 43/149</u>	: <u>DEPUTY MANAGER [NURSING] [PN-A8] = 2 POSTS</u>
<u>SALARY</u>	: R395 832 p.a. [inclusive remuneration package] plus 8% of basic salary PSCBC rural allowance.
<u>CENTRE</u>	: Ellisras Hospital [1], Dr CN Phatudi Hospital [1]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification. Registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. B) Knowledge and skills: Understanding the application of the relevant statutes and policies governing the Public Service and nursing profession. Understanding of the Performance Management System. Understanding of strategic planning. Knowledge of PFMA and Treasury Regulations. Understanding the application of Batho-Pele principles, Patients' rights charter and quality assurance system. Understanding of managing workplace discipline. Well-developed

	communication, presentation, negotiation and research skills. Understanding of hospital performance indicators.
<u>DUTIES</u>	: Key Performance Areas: Provide nursing services in inpatient care, outpatient care, chronic inpatient, outpatient services, acute psychiatric, occupational, infection and quality assurance services. Implement Batho-Pele principles, Patients Rights Charter and quality assurance programme. Manage the development, implementation and updating of policy guidelines in the nursing section. Ensure effective management of resources. Promote care for ethics and professionalism.
<u>APPLICATIONS</u>	: applications should be forwarded to the Chief Executive Officers of the following hospital: Ellisras Hospital: Private Bag X 218; Ellisras; 0555 Tel: 014 763 2227 Dr CN Phatudi Hospital: Private Bag X 4045; Tzaneen; 0850 Tel: 015 355 8000
<u>POST 43/150</u>	: <u>MANAGER: CORPORATE SERVICES 2 Posts</u>
<u>SALARY</u>	: R344 054 per annum [inclusive remuneration package
<u>CENTRE</u>	: Lebowakgomo Hospital [1], St Ritas Hospital [1]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: A Bachelor's degree or equivalent qualification at NQF level 6 plus competencies in Corporate Services i.e. Human Resource Management, Human Resource Development and Planning, Labour Relations, Transport Management, Workstudy and Job Evaluation. A valid driver's licence. B) Knowledge and skills: A thorough understanding of the PFMA, Public Service Act and Regulations, Procurement Policies, Labour Relations Act, Departmental Training Policy and Skills Development Act, An understanding of Public Service financial procedures, Report writing skills, Good communication and interpersonal relations., Good planning skills, Computer literacy, with emphasis on Ms Word, Ms PowerPoint and Ms Excel, An independent thinker and worker, Organization development and job evaluation techniques.
<u>DUTIES</u>	: Key performance areas: The successful candidates will be responsible for the following: Human Resource Management. Human Resource Development and Planning. Labour Relations Services. Workstudy & Job Evaluation Services. Transport Management Services.
<u>APPLICATIONS</u>	: Should be forwarded to the Chief Executive Officers of the following hospitals: Lebowakgomo Hospital: Private Bag x 14, Chuenespoort, 0745 Tel: 015 632 5894 St. Rita's Hospital: Private Bag X 1303; Glen Cowie; 1061 Tel: 013 298 1000
<u>POST 43/151</u>	: <u>DEPUTY MANAGER: PAYMENT PROCESSING AND EXPENDITURE MANAGEMENT 1 POST</u>
<u>SALARY</u>	: R217 482 p.a.
<u>CENTRE</u>	: Provincial Office [Polokwane]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: A Bachelor's degree in Financial Management or equivalent qualification at NQF level 6. Minimum of two (2) years experience in a financial Management environment. A valid driver's licence. B) Knowledge and Skills: Knowledge of Public Finance Management Act (PFMA). Knowledge of FINEST and BAS financial systems. Good communication and reporting skills.
<u>DUTIES</u>	: Key Performance Areas: Manage the payment processing. Monitor compliance of payment cycle by periphery. Manage payment reconciliation. Manage correction of misallocations. Attend to audit queries. Facilitate submission of vouchers for audit purposes. Monitor the manning of the Help desk.
<u>APPLICATIONS</u>	: All applications should be addressed to: The Head of Department; Department of Health and Social Development; Private Bag X9302; Polokwane; 0700
<u>POST 43/152</u>	: <u>DEPUTY MANAGER: INFORMATION AND PHYSICAL SECURITY 1 POST</u>
<u>SALARY</u>	: R217 482 p.a.
<u>CENTRE</u>	: Head Office [Polokwane]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: An appropriate recognized Bachelor's degree or equivalent qualification at NQF level 6. Minimum of 2 to 4 years experience in Security management. Registration with Private Security Industry Regulation Authority (PSIRA) with grade A or B. Proven extensive experience in:- i) Physical security ii) Information security iii) Security checks.

	Ability to work in a highly pressured environment Thorough understanding of policy analysis & interpretation Ability to work independently and willingness to travel Valid drivers license. B) Knowledge and Skills: An understanding of the relevant legislation and policies; An understanding of the electronic physical measures; Report-writing skills; Good interpersonal relations, Good communication skills; A questioning attitude; Computer literacy, with emphasis on MS Word; MS PowerPoint and MS Excel. An independent thinker and worker.
<u>DUTIES</u>	: Key Performance Areas: Provide physical and information security services Coordinate all physical and information security measures in the department Identification of potential security risks in the department; Develop, maintain and supervise the implementation of the physical and information security measures Evaluate physical and information security measures in the department. Implementation of the departmental Security Policy and Minimum Information Security Standards. Liaising regularly with the relevant authorities concerning physical security measures. Reporting of security breaches. Manage security guard services. Monitoring the extent of compliance of the security policy. Conducting physical security appraisals and ensuring proper implementation of recommendations, in consultation with relevant authorities.
<u>APPLICATIONS</u>	: All applications should be addressed to: The Head of Department; Department of Health and Social Development; Private Bag X9302; Polokwane; 0700
<u>POST 43/153</u>	: <u>DEPUTY MANAGER: CORPORATE SERVICES [LEVEL 9] = 12 POSTS</u>
<u>SALARY CENTRE</u>	: R174 243 p.a. : Nkhensani Hospital [1], Warmbaths Hospital [1], FH Odendaal Hospital [1], Helene Franz Hospital [1], Ellisras Hospital [1], Thabazimbi Hospital [1], Zebediela Hospital [1], Louis Trichardt Hospital [1], Kgapane Hospital [1], Musina Hospital [1], Matlala Hospital [1], Groblersdal Hospital [1]
<u>REQUIREMENTS</u>	: A) Qualifications and Competencies: A Bachelor's degree or equivalent qualification at NQF level 6 plus competencies in Corporate Services i.e. Human Resource Management, Human Resource Development and Planning, Labour Relations, Transport Management, Workstudy and Job Evaluation. A valid driver's licence B) Knowledge and skills: A thorough understanding of the PFMA, Public Service Act and Regulations, Procurement Policies, Labour Relations Act, Departmental Training Policy and Skills Development Act. An understanding of Public Service financial procedures. Report writing skills. Good communication and interpersonal relations. Good planning skills. Computer literacy, with emphasis on Ms Word, Ms PowerPoint and Ms Excel. An independent thinker and worker. Organization development and job evaluation techniques.
<u>DUTIES</u>	: Key Performance Areas: The successful candidates will be responsible for the following: Human Resource Management. Human Resource Development and Planning. Labour Relations Services. Workstudy & Job Evaluation. Transport Management Services.
<u>APPLICATIONS</u>	: Applications should be forwarded to the Chief Executive Officers of the following hospitals: Ellisras Hospital: Private Bag X 218; Ellisras; 0555 Tel: 014 763 2227 Nkhensani Hospital: Private Bag x581, Giyani, 0826 Tel: 015 812 3251 Kgapane Hospital: Private Bag x 742; GA-Kgapane; 0838 Tel: 015 328 3510 F.H. Odendaal Hospital: Private Bag x 1007; Nylstroom; 0510 Tel: 014 717 5257 Warmbaths Hospital: Private Bag x 1618; Warmbath; 0480 Tel: 014 736 2121 Messina Hospital: Po Box 102; Messina; 0900 Tel: 015 534 0446 Matlala Hospital: Private Bag x 9624; Marble Hall; 0453 Tel: 013 264 9600 Thabazimbi Hospital: PO Box 79; Thabazimbi; 0380 Tel: 014 777 1703 Groblersdal Hospital: Private Bag x 8604; Groblersdal; 0470 Tel: 013 262 3024/5 Zebediela Hospital: Private Bag x 342; Gompies; 0631; Tel: 015 662 0787 Louis Trichardt Hospital: Private Bag x 2417; Louis Trichardt; 0920 Tel: 015 516 0148 Helene Franz Hospital: Private Bag x 5002; Bochum; 0790 Tel: 015 505 0750
<u>POST 43/154</u>	: <u>DEPUTY MANAGER [FINANCE] [LEVEL 9] = 12 POST</u>
<u>SALARY</u>	: R174 243 p.a.

<u>CENTRE</u>	:	W.F Knobel Hospital [1], FH Odendaal Hospital [1], Thabazimbi Hospital [1], Botlokwa Hospital [1], Elim Hospital [1], Louis Trichardt Hospital [1], Dr CN Phatudi Hospital [1], Kgapane Hospital [1], Musina Hospital [1], Sekororo Hospital [1], Jane Furse Hospital [1], Groblersdal Hospital [1],
<u>REQUIREMENTS</u>	:	A) Qualifications and Competencies. A Bachelor's degree or equivalent qualification in Financial Management at NQF level 6 plus competencies in Financial Management. B) Knowledge and Skills An understanding of Public Sector Financial Administration and the provision of PFMA and Treasury Regulations. Good understanding of BAS and Finest Financial System. Computer literacy. Well-developed communication and presentation skills.
<u>DUTIES</u>	:	Key Performance Areas: Render financial management of the hospital. Monitor expenditure trends and guard against unauthorized, wasteful and fruitless expenditures. Compilation of the hospital budget. Attend to audit queries. Evaluate performances of supervisees. Manage revenue services. Monthly and quarterly reporting on financial management.
<u>APPLICATIONS</u>	:	Applications should be forwarded to the Chief Executive Officers of the following hospitals: F.H. Odendaal Hospital: Private Bag x 1007; Nylstroom; 0510 Tel: 014 717 5257 Louis Trichardt Hospital: Private Bag x 2417; Louis Trichardt; 0920 Tel: 015 516 0148 Messina Hospital: Po Box 102; Messina; 0900 Tel: 015 534 0446 Kgapane Hospital: Private Bag x 742; GA-Kgapane; 0838 Tel: 015 328 3510 Groblersdal Hospital: Private Bag x 8604; Groblersdal; 0470 Tel: 013 262 3024/5 Sekororo Hospital: Private Bag x 404; Trichardsdal; 0890 Tel: 015 383 0006 Jane Furse Hospital: Private Bag x 429; Jane Furse; 1085 Tel: 013 265 1000 Elim Hospital: P O Box 12; Elim; 0960 Tel: 015 556 3202 DR CN Phatudi Hospital: Private Bag X 4045; Tzaneen; 0850 Tel: 015 355 8000 Botlokwa Hospital: Private Bag x 544; Dwarsriver; 0812 Tel: 015 527 1921 WF Knobel Hospital: Private Bag x 544; Lonsdale; 0710 Tel: 015 295 8364 Thabazimbi Hospital: PO Box 79; Thabazimbi; 0380 Tel: 014 777 1703
<u>POST 43/155</u>	:	<u>PERSONAL ASSISTANT: 2 POSTS TO THE SENIOR MANAGER: ALLIED HEALTH SUPPORT SERVICES = 1 POST TO: SENIOR MANAGER: EXPENDITURE AND ACCOUNTS = 1 POST</u>
<u>SALARY</u>	:	R117 501 p.a.
<u>CENTRE</u>	:	Head Office [Polokwane]
<u>REQUIREMENTS</u>	:	A) Qualifications and Competencies: A minimum of grade 12 plus proven competencies as a Personal Assistant. A three-year degree or diploma plus proven competencies as a Personal Assistant will serve as a strong recommendation. B) Knowledge and Skills Advanced Computer literacy (Word, Excel, Power Point and Email) Good verbal and written communication skills Information Management: abilities to systematically synthesize, collate, analyze and present information for utilization by stakeholders Prior exposure to Public Administration and a Working Knowledge of Office Management, Provisioning and Procurement Procedures Strong organizational abilities Willingness to work under pressure and ability to work with minimum supervision Knowledge of Public Service legislation, regulation and policies
<u>DUTIES</u>	:	Key Performance Areas: Provide Secretarial Services to the Senior Manager. Serve as the Office Manager and assume full responsibility for the corporate image of the Office of the Senior Manager Organize, track and manage the Senior Manager's daily and weekly schedules Provide administrative support to the Directorate Receive, analyze and interpret correspondence for channeling to appropriate offices as required by the Senior Manager. Manage, keep, maintain and safeguard records for various correspondences Establish and maintain a proper filing system and record management procedures Manage the budget and perform procurement tasks within the Directorate. Organize meetings, trips, workshops and functions Assist with compilation of written reports and Power Point presentations Receive and appropriately attend to visitors and members of public and serve as the official link between the Directorate and Branches as well as other stakeholders.

APPLICATIONS

: All applications should be addressed to: The Head of Department; Department of Health and Social Development; Private Bag X9302; Polokwane; 0700

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

APPLICATIONS : The Chief Executive Officer, Human Resource Management, Kimberley Hospital, Private Bag X5021, Kimberley, 8300

FOR ATTENTION : Mr K Mokgosi

CLOSING DATE : 31 October 2008

NOTE : The following documents must be submitted: Application for employment form (Z83) obtainable from any government department. Certified copies of highest educational qualification & professional registration certificate and curriculum vitae. Please forward your application, stating the reference number and the post for which you apply, to the above mentioned address. No faxed applications will be accepted. All applicants please note that should written notification not be received within six (6) weeks of the closing date of post/s, it can be assumed that short listing, interviews and appointments have already been carried out.

OTHER POSTS

POST 43/158 : **OPERATIONAL MANAGER (PNA 5) X2 REF NO: HEALTH/KHC/ 246**

SALARY : R205 563 – R231 363 per annum

CENTRE : Kimberley Hospital

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Experience: A minimum of seven (7) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Recommendations: The ability to function independently and to prioritise work. Leadership and sound interpersonal skills. Problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : The successful candidate will have the following responsibilities / duties: Manage and coordinate Clinical, nursing and support service within the Unit. Establish and implement quality assurance Processes and risk management systems. Ensure an effective and efficient management of human and material resources. To develop and implement comprehensive nursing care plans for the Hospital. Ensure that nursing and Health care is practiced in accordance with the relevant Nursing Act and Regulations Participate in multi disciplining quality teams.

ENQUIRIES : Ms Mdokwana Tel no: (053) 802 2132

POST 43/159 : **PROFESSIONAL NURSES (PNA4 GRADE 3) X10 GENERAL NURSING REF NO: HEALTH/KHC/ 247**

SALARY : R177 318 – R224 625 per annum

CENTRE : Kimberly Hospital

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Annual receipt and licence to practice for 2008. Experience: A minimum of twenty (20) years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Recommendations: The ability to function independently and to prioritise work. Leadership and sound interpersonal skills. Problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : The successful candidate will have the following responsibilities / duties: Demonstrate a understanding of legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance of the scope of Practice and nursing standards, as determined by the hospital. Promote quality nursing care as directed by the Professional practice and standards, as determined by the hospital. Demonstrate effective communication with patients, supervisors and clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively,

cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care, including awareness and willingness to respond to patient needs, requirement and expectations. (Batho Pele Principles)
Ms DM Mdokwana Tel no: (053) 802 2132

ENQUIRIES

POST 43/160

PROFESSIONAL NURSES PN-B1 (PRIMARY HEALTH CARE) X4 REF NO: HEALTH/KHC/ 248

SALARY

CENTRE

REQUIREMENTS

R177 318 – R268 218 per annum
Kimberly Hospital
Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse Current registration with the South African Nursing Council as a Professional Nurse A post basic qualification in Primary Health Care A minimum of 4 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. (Experience in maternity will be added advantage) Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations Act, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Leadership, organizing, decision-making and problem solving abilities within the limit of the public sector and institutional policy framework Financial and budgetary knowledge pertaining to the relevant resources under management Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes Ability to work under pressure Ability to implement objectives as set for the service Sound knowledge of legislation, policies and the application thereof Willingness to work shifts

DUTIES

The successful candidate will have the following responsibilities/duties: Provision of quality comprehensive community health care Provision of administrative services Provision of educational services Provision of clinical services Usage of equipment and machinery Assist in regional and departmental projects Provide a Comprehensive Health Care Services in a clinic setting according to the scope of practice Participate in quality improvement programmes Ensure the implementation of the Batho Pele and the Patients Right's Charter Facilitate and monitor health education programmes Ensure proper and accurate record keeping

ENQUIRIES

Ms DM Mdokwana Tel no: (053) 802 2132

POST 43/161

PROFESSIONAL NURSES (PNA3 GRADE 2) X10 GENERAL NURSING REF NO: HEALTH/KHC/249

SALARY

CENTRE

REQUIREMENTS

R144 174 – R167 139 per annum
Kimberly Hospital
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Annual receipt and licence to practice for 2008. Annual receipt and licence to practice for 2008. Experience: A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Recommendations: The ability to function independently and to prioritise work. Leadership and sound interpersonal skills. Problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES

The successful candidate will have the following responsibilities / duties: Demonstrate a understanding of legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance of the scope of Practice and nursing standards, as determined by the hospital. Promote quality nursing care as directed by the Professional practice and standards, as determined by the hospital. Demonstrate effective communication with patients, supervisors and to her clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or

		religious differences. Display a concern for patients, promoting and advocating proper treatment and care, including awareness and willingness to respond to patient needs, requirement and expectations. (Batho Pele)
<u>ENQUIRIES</u>	:	Ms DM Mdokwana Tel no: (053) 802 2132
<u>POST 43/162</u>	:	<u>PROFESSIONAL NURSE (PNA2 GRADE 1) GENERAL NURSING REF NO: HEALTH/KHC/250</u>
<u>SALARY</u>	:	R117 225 – R135 894 per annum
<u>CENTRE</u>	:	Kimberly Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Annual receipt and licence to practice for 2008. Recommendations: The ability to function independently and to prioritise work. Leadership and sound interpersonal skills. Problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities / duties: Demonstrate a understanding of legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance of the scope of Practice and nursing standards, as determined by the hospital. Promote quality nursing care as directed by the Professional practice and standards, as determined by the hospital. Demonstrate effective communication with patients, supervisors and to her clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care, including awareness and willingness to respond to patient needs, requirement and expectations. (Batho Pele)
<u>ENQUIRIES</u>	:	Ms DM Mdokwana Tel no: (053) 802 2132
<u>POST 43/163</u>	:	<u>SENIOR PHYSIOTHERAPISTS X2 REF NO: HEALTH/KHC/251</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum
<u>CENTRE</u>	:	Kimberly Hospital
<u>REQUIREMENTS</u>	:	B Science Degree in Physiotherapy and registered with the Health Professional Council of South Africa as a Physiotherapist.
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities / duties: Strive for maximum rehabilitation of clients, through evaluation and treatment according to National Physiotherapy Standards. Liaise with other members of the health team and thus ensure holistic treatment of clients. Assess if an assistive device is needed. To rehabilitate patients by planning and implementing suitable rehabilitation, treatment programmes for individuals and groups. Educate and advise members of the health team and clients of rehabilitation and prevention of disease and disability, to give home advice to clients and family when needed. Promotion of Physiotherapy in the Hospital setting and in the community. Perform administrative tasks effectively and efficiently in accordance with hospital / regional and provincial policy and implementation of policies, as well as keeping daily records and statistics of patient treatments. Give input on planning, developing and evaluating Physiotherapy service and assist in the implementation o quality control measures. Participate in life long learning.
<u>ENQUIRIES</u>	:	Mr F Shaikhmag Tel no: (053) 802 2253
<u>POST 43/164</u>	:	<u>SENIOR RADIOGRAPHER REF NO: HEALTH/KHC/252</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum
<u>CENTRE</u>	:	Kimberly Hospital
<u>REQUIREMENTS</u>	:	Tertiary qualification in Diagnostic Radiography. Must be registered with the Health Professional Council of South Africa as a Diagnostic Radiographer.
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities / duties: Produce radiographs of good diagnostic value. Promote Radiation protections, Health and Safety. Ensure good Patient Care. Quality control and equipment (radiation board quality assurance). Student development and career promotions. Supervision of junior radiographers.

<u>ENQUIRIES</u>	:	Ms N Fatyela Tel no: (053) 802 2451
<u>POST 43/165</u>	:	<u>NURSING ASSISTANT (NA3 GRADE 3) REF NO: HEALTH/KHC/253</u>
<u>SALARY</u>	:	R84 687 – R104 151per annum
<u>CENTRE</u>	:	Kimberly Hospital
<u>REQUIREMENTS</u>	:	The candidate must be registered with the South African Nursing Council as a Nursing Assistant / qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Experience: A minimum of 20 years appropriate / recognisable experience in nursing after registration with SANC as a Nursing Assistant
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities / duties: Render basic patient care. Ensure safety of patients and co-workers. Practice nursing in accordance with the laws and regulations relevant to nursing. Enhance self development and utilize resources cost effectively.
<u>ENQUIRIES</u>	:	Ms DM Mdokwana Tel no: (053) 802 2132
<u>POST 43/166</u>	:	<u>NURSING ASSISTANT (NA2 GRADE 2) X7 REF NO: HEALTH/KHC /254</u>
<u>SALARY</u>	:	R70 929 – R79 830 per annum
<u>CENTRE</u>	:	Kimberly Hospital
<u>REQUIREMENTS</u>	:	The candidate must be registered with the South African Nursing Council as a Nursing Assistant / qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). Experience: A minimum of 10 years appropriate / recognisable experience in nursing after registration with SANC as a Nursing Assistant
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities / duties: Render basic patients care and ensure safety of patients and co-workers. Practice nursing in accordance with the laws and regulations relevant to nursing. Enhance self development and utilize resources cost effectively.
<u>ENQUIRIES</u>	:	Ms DM Mdokwana Tel no: (053) 802 2132
<u>POST 43/167</u>	:	<u>NURSING ASSISTANT (NA1 GRADE 1) X9 REF NO: HEALTH/KHC /255</u>
<u>SALARY</u>	:	R59 400 – R66 858 per annum
<u>CENTRE</u>	:	Kimberly Hospital
<u>REQUIREMENTS</u>	:	The candidate must be registered with the South African Nursing Council as a Nursing Assistant / qualification that allows registration with the SANC as a Nursing Assistant (Enrolled Nursing Assistant).
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities / duties: The provision of elementary nursing care which entails clinical observations, maintenance of hygiene and nutritional status of patients, Creation of a safe, therapeutic environment. Responsible for the efficient and effective utilisation of material resources in the execution of tasks. Demonstrate an understanding of nursing legislation and ethical nursing practices. Maintain the ethical standards of nursing including professional development.
<u>ENQUIRIES</u>	:	Ms DM Mdokwana Tel no: (053) 802 2132
<u>POST 43/168</u>	:	<u>HOUSEKEEPER X2 REF NO: HEALTH/KHC /256</u>
<u>SALARY</u>	:	R54 879 – R63 717 per annum
<u>CENTRE</u>	:	Kimberly Hospital
<u>REQUIREMENTS</u>	:	The successful candidate must have Grade 10 and /or 10 years experience within a Hospital environment. Must have good interpersonal skill and be willing to work under pressure.
<u>DUTIES</u>	:	The successful candidate will have the following responsibilities / duties: To plan manage household work of the section / unit. To maintain an aesthetic environment. Draft and manage the duty roster to ensure adequate staff allocation in the Units. Manage and control stock supplies of linen in a cost effective way. Ensure patients receive their daily meals. Prevent of medico legal hazards to ensure the safety of internal and external customers.
<u>ENQUIRIES</u>	:	Ms Mdokwana Tel no: (053) 802 6073

DEPARTMENT OF TRANSPORT, ROADS AND PUBLIC WORKS

The Department of Transport, Roads and Public Works is an equal opportunity, affirmative action employer.

APPLICATIONS : Forward your application with the relevant reference number, to the Head of Department, Department of Transport, Roads and Public Works, PO Box 3132 Kimberley 8300

FOR ATTENTION : Mrs. R. Dawood

CLOSING DATE : 31 October 2008

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of ID and qualifications.

OTHER POSTS

POST 43/169 : **CHIEF ENGINEER: PLANNING REFERENCE: DTRPW 35/08**
Directorate: Roads

SALARY : R407 745 - R472 758 per annum

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a B.Eng/B Tech qualification recognized by ECSA or registered as a Professional Civil Engineer/Technologist or must meet the required prescribed period as stipulated by ECSA. He/she must have at least five years of experience in the relevant field. He or she must have experience of road design/construction/maintenance. He/she must be able to work under pressure, meet deadlines, cope with multiple simultaneous tasks and have sound communication and management skills. The appointee will be required to travel extensively and must, therefore, be in possession of a valid Code EB driver's license.

DUTIES : The successful candidate will be responsible for the following: Co-ordination of road network planning as well as maintaining commissioning equipment, systems and installations. Planning and co-ordination of EPWP projects Prioritisation of projects and economic evaluation thereof Maintain the budget of the roads directorate, as an assistant to the Director Approve the applications for way leaves and accesses Develop policies on various aspects of road operations as required Liaise with municipalities regarding subsidy roads and programming of expenditure Co-ordinate and direct any research work of the directorate, design small projects Control road proclamations and assist in road designs Inspect and/or test equipment, systems, structures and installations Assist in material design and co-ordinate all outsourced design work and contract documentation.

ENQUIRIES : Ms. L. Piki, (053) 861 9600

POST 43/170 : **ENGINEER: MAINTENANCE: DISTRICT MUNICIPALITIES REFERENCE: DTRPW 38/08**

SALARY : R344 052 – R398 805 per annum

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of B.Eng/B Tech qualification recognized by ECSA or registered as a Professional Civil Engineer/Technologist or must meet the required prescribed period as stipulated by ECSA. He/she must have at least three years of experience in the relevant field. He or she must have experience of road design/construction/maintenance. Computer literacy is a further prerequisite. The appointee will be required to travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Computer literacy and a qualification in labour based construction and/or management (NQF5 and NQF7) will be an added advantage.

DUTIES : The successful candidate will be responsible for the following: Management of maintenance: District Municipalities unit Management of ribbon development and road maintenance. Investigate all road related problems and recommend. Investigate and write technical reports Management of legal and illegal signs Personnel issues and development Assist with financial control of budgets Coordination of road maintenance and projects Plant utilization Policy, procedures and standards Job creation including EPWP projects Monitor work executed and quality control of departmental teams

ENQUIRIES : Mr. L.M. Malapane, (053) 861 9600

<u>POST 43/171</u>	:	<u>ENGINEER: MAINTENANCE REFERENCE: DTRPW 42/08</u>
<u>SALARY</u>	:	R344 052 – R398 805 per annum
<u>CENTRE</u>	:	Mothibistad
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a B.Eng/B Tech qualification recognized by ECSA or registered as a Professional Civil Engineer/Technologist or must meet the required prescribed period as stipulated by ECSA. He/she must have at least five years of experience in the road design / construction / maintenance. The appointee will be required to travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Computer literacy and a qualification in labour based construction and/or management (NQF5 and NQF7) will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Management of maintenance: District Municipalities unit Management of ribbon development and road maintenance. Investigate all road related problems and recommend remedial measures. Investigate and write technical reports Management of legal and illegal signs Personnel issues and development Assist with financial control of budgets Coordination of road maintenance and projects Plant utilization Policy, procedures and standards Job creation including EPWP projects Monitor work executed and quality control of departmental teams.
<u>ENQUIRIES</u>	:	Mr. L.M. Malapane, (053) 861 9600
<u>POST 43/172</u>	:	<u>ENGINEER: PLANNING REFERENCE: DTRPW 43/08</u>
<u>SALARY</u>	:	R344 052 – R398 805 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a B.Eng/B Tech qualification recognized by ECSA or registered as a Professional Civil Engineer/Technologist or must meet the required prescribed period as stipulated by ECSA. He/she must have at least five years of experience in the relevant field. He or she must have experience of road design/construction/maintenance. The appointee will be required to travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Computer literacy and a qualification in labour based construction and/or management (NQF5 and NQF7) will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Managing reports and plans, Drafting strategic plan for the Roads Directorate, Manage Management systems, Draft procedure manuals for the Roads Directorate, Draft annual reports for the directorate, Draft budgets over several years for projects, Manage and plan the process of expropriation and proclamation.
<u>ENQUIRIES</u>	:	Mr. T.S. Thupe, (053) 861 9600
<u>POST 43/173</u>	:	<u>ENGINEER: CONSTRUCTION (2 POSTS) REFERENCE: DTRPW 41/08</u>
<u>SALARY</u>	:	R344 052 – R398 805 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a B.Eng/B Tech qualification recognized by ECSA or registered as a Professional Civil Engineer/Technologist or must meet the required prescribed period as stipulated by ECSA. He/she must have at least five years of experience in the relevant field. He or she must have experience of road design/construction/maintenance. The appointee will be required to travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Computer literacy and a qualification in labour based construction and/or management (NQF5 and NQF7) will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Preparation of specifications, scheduling, contract supervision and statutory functions in the construction of all roads related aspects. Budget control In-house design and execution of small projects Identifying and affecting RDP and poverty projects Liaison officer between the public and consultants Verification of payment certificates from consultants and contractors Develop detailed programmes for the co-ordination of construction activities for departmental projects.
<u>ENQUIRIES</u>	:	Mr. P. Volstruis / Mr. V. Hlombe / Ms. L. Piki, (053) 861 9600

<u>POST 43/174</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: CONSTRUCTION (2 POSTS)</u> <u>REFERENCE: DTRPW 36/08</u>
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Civil Engineering. Three years of experience in the relevant fields of road planning, design, construction or maintenance will be an added advantage. A valid Code EB driver's license will be a requirement as extensive traveling will be involved. Computer literacy and a qualification in labour based construction (NQF5 and/or NQF7) will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Construction projects supervision Render civil and structural services Assistance in small departmental maintenance projects (civil and structural) Co-ordination of projects. Technical reports Assist with financial control of budgets Coordination of road maintenance and projects Plant utilization.
<u>ENQUIRIES</u>	:	Mr. V. Hlombe / Mr. P. Volstruis (053) 861 9600
<u>POST 43/175</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: MAINTENANCE - DISTRICT MUNICIPALITIES</u> <u>REFERENCE: DTRPW 40/08</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Civil Engineering. Experience in the relevant fields of road planning, design, construction or maintenance will be an added advantage. A valid Code EB driver's license will be a requirement, as extensive traveling will be involved. Computer literacy and a qualification in labour based construction (NQF5 and/or NQF7) will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Co-ordinate and manage the functions of the maintenance agents (District Municipalities) on gravel roads Way leaves and ribbon development Management of legal and illegal signs All aspects of road construction and maintenance Technical reports Personnel issues and development Assist with financial control of budgets Coordination of road maintenance and projects Plant utilization.
<u>ENQUIRIES</u>	:	Mr. R. Matsoso / Mr. L. Malapane (053) 861 9600
<u>POST 43/176</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: DESIGN (2 POSTS)</u> <u>REFERENCE: DTRPW 37/08</u>
<u>SALARY</u>	:	R217 482 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Civil Engineering. Extensive traveling will be involved. Experience in the relevant fields of road planning, design, construction or maintenance will be an added advantage. A valid Code EB driver's license will be a requirement. Computer literacy in design packages and a qualification in labour based construction (NQF5 and/or NQF7) will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Interpreting and verifying material results. Interpret surveying information Design and draughting of roads and related structures Project management Financial control, budgeting and reporting for design unit. Calibrating of site and provincial laboratory equipment Site investigation for roads planning and design Ensure safety assurance and safety measures Conduct plant and materials costing for a construction site Personnel issues Technical reports for design projects.
<u>ENQUIRIES</u>	:	Mr. G. Thupe/ Mr. S Shai (053) 861 9600
<u>POST 43/177</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: MAINTENANCE</u> <u>REFERENCE: DTRPW 39/08</u>
<u>SALARY</u>	:	R 217 482 per annum
<u>CENTRE</u>	:	Mothibistad
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Civil Engineering. Experience in the relevant fields of road planning, design, construction or

maintenance will be an added advantage. A valid Code EB driver's license will be a requirement, as extensive traveling will be involved. Computer literacy and a qualification in labour based construction (NQF5 and/or NQF7) will be an added advantage.

DUTIES : The successful candidate will be responsible for the following: Co-ordinate and manage the maintenance functions of paved roads Way leaves and ribbon development Management of legal and illegal signs All aspects of road construction and maintenance Technical reports Personnel issues and development Assist with financial control of budgets Coordination of road maintenance and projects Plant utilization.

ENQUIRIES : Mr. I. Bulane / Mr. L. Malapane (053) 861 9600

POST 43/178 : **CHIEF INDUSTRIAL TECHNICIAN (2 POSTS) (CONSTRUCTION)**
REFERENCE: DTRPW 50/08

CENTRE : Kimberley
SALARY : R145 920 per annum
REQUIREMENTS : Applicants must be in possession of a National Diploma in Civil Engineering. Extensive travelling will be involved. Experience in the relevant fields of road planning, design, construction or maintenance will be an added advantage. Computer literacy. A valid Code EB driver's license will be a requirement.

DUTIES : The successful candidate will be responsible for the following: Assist with management of contracts. Responsible for quality control on contracts Project management of projects Supervision of small contracts on site Surveying of sites Technical reports Personnel issues and development Assist with financial control of budgets Coordination of road maintenance projects Supervision of the departmental construction team Supervision of periodic maintenance projects Supervision of EPWP projects Any other relevant duty that might be deemed necessary by the Department

ENQUIRIES : Mr. M Matheba/Mr. P Volstruis (053) 861 9600

POST 43/179 : **CHIEF INDUSTRIAL TECHNICIAN: MAINTENANCE – DISTRICT MUNICIPALITIES (2 POSTS) REFERENCE: DTRPW 51/08**

SALARY : R145 920 per annum
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a National Diploma in Civil Engineering. Extensive travelling will be involved. Two to four years experience in the relevant fields of road planning, design, construction or maintenance will be an added advantage. Computer literacy. A valid Code EB driver's license will be a requirement.

DUTIES : The successful candidate will be responsible for the following: Co-ordinate the functions of the maintenance agents (District Municipalities) on gravel roads Conducting way leaves and control of ribbon development Controlling of legal and illegal signs All aspects of road construction and maintenance Assist in compilation of technical reports Deal with maintenance personnel issues and skills development Assist with financial control of budgets Coordination of road maintenance and projects Plant utilization Any other relevant duty that might be deemed necessary by the Department.

ENQUIRIES : Mr. I Bulane / Mr. L. Malapane (053) 861 9600

POST 43/180 : **CHIEF INDUSTRIAL TECHNICIAN: PLANNING REFERENCE: DTRPW 46/08**

SALARY : R145 920 per annum
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a National Diploma in Civil Engineering. Experience in the relevant fields of road planning, design, construction or maintenance will be an added advantage. Computer literacy. A valid Code EB driver's license will be a requirement, as extensive traveling will be involved.

DUTIES : The successful candidate will be responsible for the following: Inputs towards all management systems, Inputs on budgeting process Reporting on financial matters Reporting for the Directorate on all projects Technical reports Personnel issues and development Assist with financial control of budgets of planning

		projects Surveys and inspections on road network Project management Any other relevant duty that might be deemed necessary by the Department.
<u>ENQUIRIES</u>	:	Ms. R Saayman (053) 861 9600
<u>POST 43/181</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: MAINTENANCE REFERENCE: DTRPW 47/08</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Mothibistad
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Civil Engineering. Extensive travelling will be involved. Two to four years experience in the relevant fields of road planning, design, construction or maintenance will be an added advantage. Computer literacy. A valid Code EB driver's license will be a requirement.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Co-ordinate the functions of the maintenance agents (District Municipalities) on gravel roads Conducting way leaves and control of ribbon development Controlling of legal and illegal signs All aspects of road construction and maintenance Assist in compilation of technical reports Deal with maintenance personnel issues and skills development Assist with financial control of budgets Coordination of road maintenance and projects Plant utilization Any other relevant duty that might be deemed necessary by the Department.
<u>ENQUIRIES</u>	:	Mr. I Bulane / Mr. L. Malapane (053) 861 9600
<u>POST 43/182</u>	:	<u>CHIEF INDUSTRIAL TECHNICIAN: DESIGN (2 POSTS) REFERENCE: DTRPW 46/08</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Civil Engineering. Experience in design is a requirement and the relevant fields of road planning and construction will be an added advantage. Computer literacy in AutoCAD. A valid Code EB driver's license will be a requirement, as extensive traveling will be involved.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Surveying of sites. Designing and drawing of roads using Civil Designer and AutoCAD Site inspections during construction. Technical reports. Personnel issues and development Assist with financial control of budgets of design projects Project management Field investigation Soil survey Testing Collecting samples from all construction projects in the province for correlation purposes. Designing and drawing of roads and related structures. Any other relevant duty that might be deemed necessary by the Department.
<u>ENQUIRIES</u>	:	Mr. S. Shai (053) 861 9600
<u>POST 43/183</u>	:	<u>FLEET CO-ORDINATOR: FLEET MANAGEMENT REFERENCE: DTRPW 45/08</u>
<u>SALARY</u>	:	R 145 920 per annum
<u>CENTRE</u>	:	Mothibistad
<u>REQUIREMENTS</u>	:	National diploma in Mechanical Engineering/N3 certificate with a completed apprenticeship and/or hold proof of passing an official mechanical trade test. Minimum of 5 years mechanical experience in road building equipment. A valid code EC drivers licence and computer literacy
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Inspection of fleet; Inspection of District Municipality workshop facilities; Management of fleet transfers and utilization; Decisions on the repair of major fleet; Assess and compile documents w.r.t. major repairs; Liaison with private service providers; Liaison with Control Industrial Technician, District Municipalities and Regional Road Engineers; Manage licensing of new fleet and renewal of licenses; Ensure the implementation of national and provincial transport policies and procedures; Compilation and preparation of accident reports; Management of fleet records, registration and statistics; Analyse management reports from fleet management system; and Monitor costing system.
<u>ENQUIRIES</u>	:	Mr. B.R. Valentine (053) 861 9600

<u>POST 43/184</u>	:	<u>SENIOR ADMIN OFFICER: PLANNING REF NO: DTRPW 52/08</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Kimberly
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Public Administration. Basic computer literacy is a requirement.
<u>DUTIES</u>	:	If appointed, you will be supervised in the execution of a variety of administrative tasks pertaining to giving support to the sub directorate. This means that you will control documents, draft memoranda and submissions and draft correspondence with members of the public, other organisations and state departments. Furthermore, you will be expected to render advice to clerical personnel with regard to official matters and provide aid on a wide spectrum of matters within the occupational class context (e.g. interpretation of statutes/provisions, budgeting, planning actions and special projects). Assist with the budgeting of the Directorate. Assist with the reporting for the Directorate, Expropriation processes, proclamation and de- proclamation.
<u>ENQUIRIES</u>	:	Ms R Saayman
<u>POST 43/185</u>	:	<u>SENIOR PERSONNEL PRACTITIONER Reference No: DTRPW 49/08</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R 145 920 per annum
<u>CENTRE</u>	:	Head Office, Kimberly
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Bachelor's degree/ diploma in Human Resource Management. The following will serve as recommendations: good interpersonal, verbal and written communication skills. Ability to interpret and implement directives. Knowledge of legislation pertaining to human resource practices. Ability to work under pressure and display initiative and computer literacy. Candidates with knowledge of and experience in Human Resource related functions will have an advantage in being considered for this position. A further recommendation would be the completion of the Job analysis training by the Public Administration and leadership management Academy.
<u>DUTIES</u>	:	Key performance areas: The successful candidate will be responsible for: Conducting Job analysis. Processing less prescriptive and more problematic Human Resource Management matters. Promoting Human Resource care and improved service delivery in order to render efficient and effective human resource administration (personnel provisioning). Developing, evaluating and implementing Human Resource related policies. Interpreting new policies for implementation Rendering an advisory service to line managers and top management on Human Resource matters. Undertaking research on best recruitment practices. Facilitating training on newly developed policies, strategies and guidelines. Facilitating and improving the implementation of the Performance Management and Development System within the Department.
<u>ENQUIRIES</u>	:	Mrs. R. Dawood. Tel 053 839 2223
<u>POST 43/186</u>	:	<u>NETWORK CONTROLLER (2 POSTS) REFERENCE NO: DTRPW 48/08</u> Directorate: Management Information
<u>SALARY</u>	:	R 94 326 per annum
<u>CENTRE</u>	:	Head Office, Kimberly
<u>REQUIREMENTS</u>	:	The minimum educational qualification required is a Grade 12 Certificate and A+ with 2-3 years experience in the IT field. N+ shall be an added advantage. Applicants must have knowledge and experience of Windows XP, Vista and MS Office. Knowledge e-mail, internet and supporting of databases. In-depth knowledge and experience with PC hardware, upgrading, trouble-shooting and support. Good written and verbal communication skills. Valid driver's licence is a prerequisite.
<u>DUTIES</u>	:	Key performance areas: The successful candidate will be responsible for: Liaise with users regarding all data communication matters related to the LAN. Basic LAN setup and deliveries of equipment. Preparation and upgrading of hardware and installation of software. Manning and/or managing a helpdesk. Do first line fault correction. Register network and PC related problems and liaise with users. The incumbent shall be required to travel.
<u>ENQUIRIES</u>	:	Ms. J. Erasmus Tel: (053) 839 2102

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE, CONSERVATION & ENVIRONMENT**

The Department of Agriculture, Conservation and Environment is committed to the achievement of diversity and equity in employment. Female candidates are encouraged to apply.

- APPLICATIONS** : Applications for the Directorate – Ngaka Modiri Molema District Services posts must be forwarded for the attention of Mr Joseph Voyi, Private Bag X 106, Mmabatho, 2735
Applications for the Directorate – Dr Ruth Segomotsi Mompoti District Services posts must be forwarded for the attention of Ms Maggy Maretela, P. P. Box 112, Vryburg, 2520.
Applications for the Directorate – Bojanala District Services posts must be forwarded for the attention of Ms Ipeleng Maponyane, Private Bag X82070, Rustenburg, 0300
For the post of Project Management Support based at Mafikeng- Head Office, please forward your application to: The Director- Human Resource Management, Department of Agriculture, Conservation and Environment, Private Bag X 2039, Mmabatho, 2735, for the attention of Mr I. Lekgetho.
- CLOSING DATE** : 31 October 2008
- NOTE** : Applications must be submitted on the prescribed form Z83 (Fully completed) obtainable from any Public Service office and should be accompanied by certified copies of qualification, identity documents and a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Note : Short-listed candidates will be subjected to security clearance. Faxed and late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make an appointment. If no correspondence is received within three months of closing date, kindly consider your application had been unsuccessful. Faxed and late applications will not be considered. Failure to comply with the above requirement will result in the disqualification of the application. Attached please find posts from Department of Agriculture, Conservation and Environment for advertising in Circular No: 43 of 2008 DPSA

OTHER POSTS

- POST 43/187** : **AGRICULTURAL SPECIALIST (X6)**
(3 year contract appointment)
Chief Directorate: District Services
- SALARY CENTRE** : R 174 243 - per annum
Mafikeng - Head Office
Acquaculture (Ngaka Modiri Molema District Services)
Horticulture (Bojanala District Services)
Livestock x2 (Dr Ruth Segomotsi Mompoti & Ngaka Modiri Molema District Services)
Irrigation Systems (Dr Ruh Segomotsi Mompoti District Services)
Project Management Support (Mafikeng –Head Office)
- REQUIREMENTS** : An appropriate Bachelor's Degree plus Honors (RVO 14) In any of the above stated specialist areas. Masters Degree will be an added advantage. Extensive experience in the area of specialization. Knowledge of the Agricultural Sector and specific National Strategy for the Sub-sector. Strong Analytical Skills. High Level Communication Skill. Code 08 Driver's License and computer literacy
- DUTIES** : Render high- level Agricultural Specialist and Advisory Technical Support Services to District Management. *Develop and monitor implementation of the departmental sub- sector strategy in line with national strategies to support provincial priorities. Provide high level technological transfer and capacity building to District Services on the area of specialization. Communication, liaison and reporting to District Service Management.
- ENQUIRIES** : Mr T. Tseladimitloa, Tel: (018) 389- 5698

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

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

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

OTHER POSTS

POST 43/188 : **PRINCIPAL DIETICIAN (INTEGRATED NUTRITION PROGRAMME)**
Cape Winelands District

SALARY : R145 920 per annum plus a non-pensionable scarce skills allowance of 10% of basic annual salary

CENTRE : Cape Winelands District Office, Worcester

REQUIREMENTS : Registration with the Health Professions Council of South Africa as Dietician. Appropriate experience of the Integrated Nutrition Programme. Valid driver's licence. Ability to communicate well in at least two of the three official languages of the Western Cape. Willingness to travel extensively. Computer literacy: MS Windows, Word, Excel and PowerPoint. The following will serve as recommendations: Practical experience in public nutrition and the INP. Appropriate post graduate qualification. Knowledge of the Comprehensive Service Plan. Good understanding of Clinical Governance and Audit.

DUTIES : Manage the Integrated Nutrition Programme (INP) effectively. Monitor expenditure of allocated funds. Planning and management of malnutrition interventions, vitamin A supplementation programme, breastfeeding promotion activities, food service management in hospitals and institutions, nutrition education of nutritional aspects of chronic disease. Facilitate liaison between National, Provincial and District offices, as well as Sub-district management. Support, train and monitor staff in health facilities regarding the implementation of INP related programmes. Liaison with other departments and integration with other programmes. Ensure the effective use of reliable data through monitoring, validation and interpretation of data collected at health facilities. Monitoring and feedback to health districts regarding nutritional status of children in the communities, including writing of appropriate reports. Support to health facilities to combat growth faltering which can lead to malnutrition through the implementation of projects within health facilities and outside in communities.

ENQUIRIES : Dr L Lunnon, tel. no. (023) 348-8118.

APPLICATIONS : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms MM Janse van Rensburg

CLOSING DATE : 14 November 2008

POST 43/189 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (MATERNAL MOTHER TO CHILD HEALTH)**
(Chief Directorate: Metro District Health services)

SALARY : Grade 1: R 177 318 (PN-B1) per annum
Grade 2: R 218 082 (PN-B2) per annum

CENTRE : Human Resource Development and Training (Parow Office)

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with the South African Nursing Council as Professional Nurse. Post Basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council (i.e.R48). Able to communicate in two of the three official languages of the Western Cape. Oral and written presentation of a course in English and Afrikaans. Valid drivers license. Knowledge of relevant frameworks: Nursing Act, Labour Relations and related issues, Child Care Act, School Health Policies.

Experience: Grade 1: A Minimum of 4 years appropriate / recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1- year post basic qualification in the relevant speciality. The following will serve as recommendations: Computer literacy (MS Office Package). Good communication and interpersonal skills. Primary Health Care experience. Certificate in Family Planning. Community Health Nursing. Nursing Education. Youth Health (sexuality).

DUTIES : Presenting, planning, implementing, evaluating and mentoring students. Present and evaluate courses in Management of Rape and Sexual assault. Management of child abuse, health education and health promotion in the schools. Development of Curricula pertaining to the relevant programmes. Record keeping and administrative skills e.g. to formulate quarterly and yearly reports. Attend relevant meetings as required.

ENQUIRIES : Ms K Govender, tel. no. (021) 918-1672.

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

FOR ATTENTION : Ms B Hermes

CLOSING DATE : 14 November 2008

POST 43/190 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (COMPREHENSIVE SEXUAL AND REPRODUCTIVE HEALTH)**
(Chief Directorate: Metro District Health services)

SALARY : Grade 1: R 177 318 (PN-B1) per annum

Grade 2: R 218 082 (PN-B2) per annum

CENTRE : Human Resources Development and Training (Parow Office)

REQUIREMENTS : Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post Basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council (i.e.R48). Able to communicate in two of the three official languages of the Western Cape. Oral and written presentation of a course in English and Afrikaans. Valid drivers license. Knowledge of relevant frameworks: Sexual and Reproductive Health Policy, National Contraceptive Policy and Guidelines, Nursing Act and Termination of Pregnancy Policy. **Experience: Grade 1:** A Minimum of 4 years appropriate / recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1- year post basic qualification in the relevant speciality. The following will serve as recommendations: Computer literacy (MS Office Package). Good communication and interpersonal skills. Primary Health Care experience. Certificate in Family Planning. Community Health Nursing. Nursing Education. Youth Health (sexuality).

DUTIES : Presenting, planning, implementing, evaluating and mentoring students. Present and evaluate courses in Management of Rape and Sexual assault. Management of child abuse, health education and health promotion in the schools. Development of Curricula pertaining to the relevant programmes. Record keeping and administrative skills e.g. to formulate quarterly and yearly reports. Attend relevant meetings as required.

ENQUIRIES : Ms K Govender, tel. no. (021) 918-1672.

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

FOR ATTENTION : Ms B Hermes

CLOSING DATE : 14 November 2008

<u>POST 43/191</u>	:	<u>STAFF NURSE (GRADE 1/2/3) ARV CLINIC</u> Overberg District
<u>SALARY</u>	:	R77 505 per annum (Grade 1- SN1) R92 538 per annum (Grade 2- SN2) R110 496 per annum (Grade 3- SN3)
<u>CENTRE</u>	:	Hermanus Hospital, Hermanus
<u>REQUIREMENTS</u>	:	Proven registration with the South African Nursing Council as a Staff Nurse. Valid driver's licence (Code EB manual) and willingness to travel within the sub-district. Experience: (Staff Nurse –SN1): no experience, (Staff Nurse –SN2): A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with the South African Nursing Council, (Staff Nurse –SN3): A minimum of 20 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with the South African Nursing Council. The following will serve as recommendations: Proficiency in at least two of the three official languages of the Western Cape. The ability to function efficiently within a multi-disciplinary team. Good interpersonal, leadership and communication skills. Experience with statistical data. Understanding of the Provincial HIV and AIDS, STI, TB strategic plan.
<u>DUTIES</u>	:	Provide quality basic nursing care under the supervision of a Professional Nurse. Provide basic clinical nursing care with a willingness to rotate, work after hours including night duty. Utilise resources effectively. Maintain professional growth/ethical standards and self-development. Participate in training and education of clients, colleagues and relevant stakeholders. Function effectively within the Primary Health Care team. Ensure proper filing and updating of patient registers/stationary of all clients attending the clinic. Assist with the processing of daily, weekly, monthly and quarterly statistics as required. Support the Professional Nurse with general nursing care within the health facility.
<u>ENQUIRIES</u>	:	Mr JA Kruger, tel. no. (023) 348-8105.
<u>APPLICATIONS</u>	:	The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849
<u>FOR ATTENTION</u>	:	Ms MM Janse van Rensburg
<u>CLOSING DATE</u>	:	7 November 2008

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

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

<u>APPLICATIONS</u>	:	The Director: Human Resource Management and Administration, Private Bag X9083, CAPE TOWN, 8000
<u>FOR ATTENTION</u>	:	Ms S Marthinus
<u>CLOSING DATE</u>	:	31 October 2008
<u>NOTE</u>	:	Applications must be submitted on a completed, signed Z.83 form, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referee reports (not older than three months), certified copies of all qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No faxes, e-mail or late applications will be accepted. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service and Administration. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Any previous government service and reason for leaving must be declared. <i>Correspondence will be limited to short-listed candidates only.</i> Note: This appointment is subject to the conclusion of an annually renewable performance agreement in terms of which the future incentives of the persons appointed to these positions will be determined. Candidates will be required to disclose their financial interests in accordance with the prescribed regulation and form. Do you want to help create integrated and sustainable human settlements

in the Western Cape? The Department has formed a team to implement Isidima with a compelling communication strategy underpinning its mandate.

MANAGEMENT ECHELON

<u>POST 43/192</u>	:	<u>DIRECTOR: POLICY, STRATEGY AND RESEARCH (REF NO L133/08)</u> Component: Directorate: Policy, Strategy and Research
<u>SALARY</u>	:	All-inclusive flexible remuneration package of R557 133 per annum. This is a flexible remuneration package, which includes a basic salary, 13 th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Qualification Requirement: Applications are invited from persons in possession of an appropriate tertiary qualification and proven extensive management experience. An appropriate post-graduate qualification in the humanities will be an additional recommendation. Specific skills required: • ability to conceptualise and drive strategic planning processes • experience in supervising and conducting high-level socio-economic research • experience in policy analysis and development • excellent analytical skills • excellent verbal and written communication skills • knowledge of applicable policies, strategies, legislation, guidelines, and best practices, especially in respect of developmental local government and housing matters • knowledge of public service procedures • knowledge of human resource management and financial management • sound organizing, problem solving and dispute resolution/conflict management skills • computer literacy • a valid Code B (manual) driver's licence
<u>DUTIES</u>	:	Key Performance Areas: • develop, review and maintain provincial policies and strategies • conduct research to support policy development and guide departmental strategy • co-ordinate and manage the strategic planning process of the Department • manage staff • monitor and exercise control over the budget and expenditure for the Directorate and ensure the effective utilisation of financial resources.
<u>ENQUIRIES</u>	:	Dr HH Fast at (021) 483-4999.

OTHER POST

<u>POST 43/193</u>	:	<u>DEPUTY DIRECTOR: RENTAL HOUSING TRIBUNAL (REF NO L134/08)</u> This post was previously advertised under the reference number L121/08. Applicants who previously applied need to re-apply. Component: Chief Directorate: Corporate Support
<u>SALARY</u>	:	All-inclusive flexible remuneration package of R344 052 per annum
<u>CENTRE REQUIREMENTS</u>	:	Cape Town The formal qualification requirement for this post is an appropriate B.degree in Law plus extensive appropriate experience. The following will serve as recommendations: • knowledge of applicable policies, guidelines, standards, best practices, procedures and legislation • knowledge of public service procedures • knowledge of property management and maintenance from a rental perspective • legal or para-legal experience • experience in policy formulation and the interpretation of legislation • ability to strategise marketing • knowledge of labour relations legislation and requirements • human resources and financial management skills • excellent problem solving as well as dispute resolution/conflict management skills • must be innovative, flexible, decisive, persuasive, impartial and consistent, show initiative and a strategic thinker • project management skills and experience • ability to work under pressure and preparedness to work irregular hours • computer literacy • strong leadership and managerial skills • excellent verbal and written communication skills in at least two of the official languages of the Western Cape • a valid Code B (manual) drivers licence.
<u>DUTIES</u>	:	The successful candidate will report to the Chairperson of the Rental Housing Tribunal and will be responsible for the following duties: • liaise with the Tribunal regarding cases for possible hearings • ensure an effective support service to the

Tribunal • manage the preparation of documentation for referral for prosecution of instances of non-compliance to rulings / non attendance • manage the provision of technical and administrative support to the Tribunal during hearings • manage the provision of accurate performance statistics to the Tribunal on a monthly basis • deal with Ministerial enquiries and draft high level submissions / correspondence regarding the Act and the Tribunal • manage and provide information in terms of the Call Centre Operations • execute the instructions of the Tribunal in terms of the promotion of the activities of the Rental Housing Tribunal • liaise and give advice to role players / external bodies regarding the Rental Housing Act and other legislation / regulations • provide training to role players on the Act, regulations and the resolution of disputes • facilitate the capacitation of municipal staff to promote service delivery and to promote the Rental Housing Information Offices as well as the ongoing capacitation of staff as policy changes occur • continuously contribute towards the strategic planning processes of the Tribunal • contribute towards the Annual Report • supervision and development of personnel • manage the budget and report on spending patterns and the utilization of financial resources.

ENQUIRIES : Mr D Basson at (021) 483-2583

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.

APPLICATIONS : Applications must be submitted to: The Senior Manager: Human Resource Management, Private Bag X9165, Cape Town 8000

FOR ATTENTION : Mr B Damons

CLOSING DATE : 7 November 2008

NOTE : 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 www.Capegateway.gov.za) 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

POST 43/194 : **SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING REF NO: WCPT 29/01/08**
Chief Directorate Public Finance
Directorate Public Finance Policy Research and Modelling

SALARY : R540 429 per annum (including basic salary (60% of package), State's contribution to the Government Employees 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.

CENTRE : Cape Town

REQUIREMENTS : Minimum qualification requirements and experience: • Masters Degree in Economics/Public Administration/Business Administration or Public Policy • Strong experience in economic and fiscal research and analysis • Proven appropriate management experience • Proven knowledge of public sector (national, provincial or local) revenue management and capital markets. Required skills: • Creative and innovative researcher keen on working in an

applied economic policy environment • Verbal exchange of highly specialised and complex information requiring difficult explanation as well as tact and diplomacy • Strategic and visionary leader • Ability to apply good people management • Ability to plan and soundly organise • Ability to negotiate and resolute • Ability to work under pressure • Ability to produce good written documents/reports as well as present presentations • Ability to do research and apply econometric skills • Good computer literacy especially. Personal attributes: • Personal commitment to Growing the Western Cape • Self-driven and dynamic • Self-confident, flexible to change and innovative • Ability to work under pressure.

DUTIES

: Enhance the evolving of the overall financing envelope for the Western Cape's Medium Term Expenditure Framework • Research, assess and provide input to key role players into maximising the Western Cape's share (and provinces generally) of nationally raised revenue in respect of provincial equitable share and conditional grant transfers • Research and analyses into the Local Government equitable share and conditional grant transfers from the national and the provincial governments as a key input into the fiscal framework and sustainability assessments of municipalities • Ensure the effective development and expansion of the own revenue base of the provincial government and of municipalities that is in line with relevant legislation, inclusive of research into alternative options for taxation • Evaluate the evolution of the fiscal governance model in respect of vertical balance and/or imbalance and provincial taxation and borrowing powers, functions and options • Evaluate the range of borrowing and financing instruments in the capital market that are appropriate for both the provincial and local governments and assessing the ability of local and provincial government to access various borrowing and financing instruments • Assess and assist to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments • Research and development of a revenue estimation model that provides more accurate and robust estimates of own revenue • Research and development of efficiency parameters and ratios that inform least cost analysis • Performance Management of key outputs and deliverables of the component, including staff performance management.

ENQUIRIES

: Mr HC Malila, ☎ Tel. (021) 483-6673

OTHER POSTS

POST 43/195

: **PHYSICAL ASSET MANAGER REF NO: WCPT 29/02/08**

Chief Directorate Asset Management
Directorate Immoveable Asset Management

SALARY

: R311 358 per annum per annum including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

: Cape Town
Minimum qualification requirements and experience: • Appropriate three year qualification in Finance/Economics/Commerce/Built environment • At least 6 years management experience. • At least 3 years property/infrastructure built environment experience. Required skills: • Strategic and visionary leadership • Written and verbal communication • Property management skills • Analytical, problem solving, presentation and negotiation skills • Research and financial modelling skills • Computer literacy (including project management) • Sound organising and planning skills.

DUTIES

: Supervise, facilitate, assess and monitor the effective and efficient management and utilisation of immoveable assets • Asses the feasibility and cost effectiveness of infrastructure projects • Co-ordinate the reporting on infrastructure delivery • Co-ordinate the implementation of immovable Asset Management framework/systems • Enforce compliance with departmental policies and regulations consistent with property management and infrastructure delivery, which contribute to the efficient operations thereof • manage the activities of the unit.

ENQUIRIES

: Mr NB Langenhoven ☎ (021) 483-5615.